



JUL 26 2019

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 19-03
------------	---------------------------------------

TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL JOB CORPS CENTER STAFF  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS  
ALL CENTER USERS

FROM: DEBRA A. CARR   
Acting National Director  
Office of Job Corps

SUBJECT: Changes to the Policy and Requirements Handbook for the MyPACE  
Career Planning System and MyPACE Tool

1. Purpose. To expand and strengthen Job Corps' career exploration and pathway planning on center, and assist students in making informed decisions about their trade choices and future careers through a Career Planning System initiative and, specifically, the implementation of Job Corps' new career planning tool, the My Pathway to Achieving Career Excellence (MyPACE).

2. Background. Job Corps has long recognized the importance of career planning to successful program completion and placement. Current policies regarding Student Career Planning, as prescribed in the Policy and Requirements Handbook (PRH) state, "centers shall provide all new students with a variety of career exploration activities designed to provide information and practical experiences that assist students in understanding various factors when making a career choice and setting career goals." The enactment of the Workforce Innovation and Opportunity Act (WIOA), along with its emphasis on career pathway programming, placement outcomes and self-sufficiency, highlights and reinforces the need for each student to establish a thoughtful and well-informed career plan.

In accordance with WIOA's intent, and as an initial step to enhance career planning and goal setting, Job Corps implemented the Career Planning System initiative and MyPACE tool which leverages technology to expand and enhance student career exploration and career pathway planning beginning in the Career Preparation Period (CPP) and continuing throughout the different periods of the Career Development Service System (CDSS). Using MyPACE, each student will develop a comprehensive career pathway plan, identify and prepare for the next step in his/her career pathway progression and identify a long-term career goal that represents the student's ultimate career interest. Students will use the MyPACE system to

conduct career exploration, set goals, identify transitional needs and track completion of activities designed to ready them for their immediate next steps upon completion of their short-term training goals.

Our goal in implementing the career planning system initiative is to ensure that every student:

- Makes an informed selection of his/her career pathway based on interests, aptitudes, and labor-market data;
- Recognizes Job Corps training as a critical first step to achievement of long-term career goals;
- Understands and recognizes the value of various options for continuing his/her career pathway (job placement, advanced training, apprenticeship, postsecondary education, and the military), and prepares throughout his/her enrollment for transition to the next step;
- Identifies and establishes strategies to address his/her anticipated transitional needs; and
- Graduates from Job Corps fully prepared for the next step on his/her career pathway.

3. Explanation of Change(s). This PRH Change Notice addresses implementation of the career planning system and MyPACE. Notable changes include the following:

a. In all applicable PRH Sections (includes Sections 2.7 and 2.8, Sections 3.6 and 3.7, Section 3.11, Sections 3.14 to 3.16, Section 3.18, Section 4.0, Section 4.3, Appendix 302 and Appendix 308):

- Added advanced training as a placement pathway option;
- Changed the requirements to update the career planning portions of the Personal Career Development Plan (PCDP) to updates to the MyPACE Career Plan, and aligned Pathway Achievement Record (PAR);

Note: All references to the PCDP in PRH Chapter 1 Outreach and Admissions will remain as the MyPACE tool is introduced later in CPP after student enrollment and arrival on center. For students identified as English-language deficient (PRH Section 3.12, English Language Learning Program), test results and progress of ELLs are to be recorded on the PCDP and Center Information System (CIS) until such time they are fully able to participate in CPP and use the MyPACE tool.

- Added requirements to upload changes in MyPACE Career Plans and PARs to the e-Folder in CIS.

b. Section 2.0 Objectives

- Expanded to include the following objective: Assist each student to explore and select a career pathway, set short-term, mid-term and long-term goals, and develop a career plan to guide achievement of those goals.

- c. Section 2.1 Career Preparation Period Plan
  - Added a requirement for Career Preparation staff and an interdisciplinary Career Management Team (CMT) to continuously monitor student progress and performance;
  - Added a requirement for the early involvement of the CTS provider with the CMT, the student, and other staff during CPP; and
  - Added a requirement for planning periods for MyPACE instructors ensuring that planning periods are one block of time daily, during the training day, and at a time when the instructor is not responsible for students.
  
- d. Section 2.3 Student Assessment
  - Modified to require use of the MyPACE tool for career aptitude and interest assessments.
  
- e. Section 2.5 Student Career Planning
  - Purposes were revised to clarify the WIOA intent as follows:
    - Assist students to choose career pathways and career technical training programs that lead to successful careers;
    - Define successful careers in accordance with WIOA as placements in in-demand industry sectors and occupations or the Armed Forces, or enrollment in postsecondary education, including an apprenticeship program that will result in economic self-sufficiency and opportunities for career advancement; and
    - Require development of a career plan.
  - Revised the requirements under this section to align with the use of the MyPACE lessons and Web-based tool.
    - Require centers to explain the options for placement and/or additional training available to each student as a next step to continue his/her career progression including:
      1. Job placement in an in-demand industry sector
      2. Entry into an apprenticeship program
      3. Participation in advanced training
      4. Enlistment in the Armed Forces
      5. Enrollment in postsecondary education (college)
    - Require the preparation of the MyPACE Career Plan in collaboration with each student, to include the student's long-term career goal, mid-term career

pathway placement goals and short-term Specific, Measurable, Attainable, Recorded, and Time-bound (SMART) goals

- Require centers to gather details regarding a student's prior employment
- Include the application for federal funding for advanced education as a career transition need, as applicable
- Require centers to ensure that when a student's first trade choice is not available, the assignment to another trade must be compatible with the student's long-term career goals

f. Section 2.6 Navigating the Labor Market

- Modified to require the use of the MyPACE tool for researching labor market information and training/occupations of interest to the student; and
- Modified to emphasize the use of the Internet for online job search and placement services.

g. Section 2.9 Career Development Readiness

- Modified the evaluation requirement to emphasize the responsibility of the Career Management Team (CMT) for ensuring oversight of the Career Development Readiness process;
- Added the requirement that this team must collaborate with the student to review, verify and finalize the initial MyPACE career plan including the student's short-term, mid-term, and long-term training goals;
- Established the importance of effective career planning by requiring review and approval of each student's initial MyPACE career plan by the center director or senior-management designee; and
- Required that a copy of the students approved initial career plan be retained in the student's personnel file.

h. Exhibit 2-1 MyPACE Career Plan Review Checklist

- Added this new exhibit that shows the template for the MyPACE Career Plan and criteria for review and approval by the CMT and center director or senior-management designee.

i. Exhibit 2-2 Placement Pathway Prerequisites

- Added this new exhibit to enumerate the major prerequisites for entry into the five placement pathways a student may select in the MyPACE process.

j. Section 3.0 Objectives

- Revised to include all placement pathways.
- k. Section 3.1 Center Plan
- Modified to require an interdisciplinary Career Management Team to monitor student performance and overall progress, and to provide multiple levels of intervention and support to assist students in completing Career Development Period (CDP) requirements.
- l. Section 3.2 Career Development Period
- Modified the requirement that staff provide students with feedback on their progress to include career pathway preparation activities.
- m. Section 3.3, Personal Assessment and Counseling
- Modified to add a purpose to this section to ensure counseling includes assisting students in completing their academic, career technical training and social/behavioral goals, and providing the support they need in preparing for transition to their mid-term career goals;
  - Added requirements for counselors to review and confirm each student's initial MyPACE Career Plan and career goals within 30 days of a student's entry into CDP;
  - Added a requirement to assist students for whom a change in mid-term career goal is determined to be appropriate; and
  - Added the counselor responsibility for regularly monitoring the accuracy of records and data that students enter in their MyPACE Career Plans.
- n. Section 3.5 Evaluation of Student Progress
- Updated the purpose of this section to include guiding and supporting students in the achievement of his/her MyPACE Career Plans;
  - Modified evaluation requirement to include a review with the student and an affirmation or revision of short-, mid-, and long-term training and career goals using the student's MyPACE Career Plan; and
  - Revised the reporting/documentation/recordkeeping requirement to include documentation of student progress on the MyPACE Career Plan and PAR tasks in CIS.
- o. Section 3.21 Career Transition Readiness
- Modified the purpose of this section to emphasize that prior to transition, students must be fully prepared to transition to his/her mid-term career goal:
    - Employment in an in-demand industry sector;
    - Entry into an apprenticeship program;
    - Participation in advanced training;

- Enlistment in the Armed Forces; or
- Enrollment in postsecondary education.
- Added a new requirement (R3 Placement Readiness)
  - Collaborate with the Career Transition Services provider and each student to:
    1. Update and finalize the student's MyPACE Career Plan;
    2. Review and verify the student's Mid-term Career Goal Checklist
    3. Ensure the student has completed all assigned checklist activities;
    4. Verify the student's understanding of the next steps needed to transition to the chosen mid-term career goal; and
    5. Confirm the student's transitional support needs and strategies to address them.
  - Facilitate the student's connection with his/her assigned career transition specialist.
  - Submit each student's final MyPACE Career Plan to the Center Director or Senior Management designee for review and approval.
  - Retain a copy of the approved final Career Plan in the student's personnel file.
  - Provide a copy of the final MyPACE Career Plan to the student's assigned Career Transition Specialist.
  
- p. Section 4.1 Career Transition Period Plan
  - Revised to include the pathways of direct job placement, postsecondary educational, Advanced Training, Apprenticeship, and military careers.
  
- q. Exhibit 5-3 Minimum Staff Qualifications
  - Added the position of Career Preparation Period Instructor
  
- r. Exhibit 5-4 Required Staff Training
  - Added various levels of required MyPACE training and certification depending on staff role.
  
- s. Section 6.3, Student Records Management
  - Added the requirement to include a hard copy of the MyPACE Career Plan (initial and all revised versions), justification statement if student changed career pathways during enrollment and a final PAR in the student's personnel file.
  
- t. Section 6.4, Student Enrollments, Transfers, and Separations

- Expounded one condition for student transfers such that centers must arrange for the transfer of a student only if the training program that the student is interested in and qualified for is a training program not available at the current center and is along a viable career pathway as documented on the student's MyPACE Career Plan.

4. Action Required. Centers will implement the Career Planning System and the MyPACE Career Planning tool according to all the stipulations in these policies. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

5. Effective Date. Immediately

6. Inquiries. Inquiries should be directed to Marcus Gray at [gray.marcus@dol.gov](mailto:gray.marcus@dol.gov).

7. PRH Web site Access. This Change Notice and revisions to the PRH are available on the PRH Web site at <https://eprh.jobcorps.gov>.