

July 22, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
National Director
Office of Job Corps

SUBJECT: Solicitation of Comments on the New Job Training Match (JTM)
Classification System

1. Purpose. To solicit comments on the new Job Training Match (JTM) classification system, within the Outcome Measurement System (OMS), as it relates to center and Career Transition Service (CTS) contractors.
2. Background. New workforce requirements, including changes in technology, law, and business practices, are leading to new and emerging occupations in the United States. In 2008, Job Corps embarked on a two-phased approach to updating the Job Training Match (JTM) crosswalk. In the first phase, Job Corps replaced the 1998 Occupational Information Network (O*NET) coding system with an updated 2006 version of the O*NET coding system. O*NET aligns with the Standard Occupational Classification (SOC) system used for Labor Market Information analyses and planning. The 2006 O*NET-SOC coding system also included new and emerging occupations. However, since the latest changes in 2006, the National Office has also added codes from the 2009 version of O*NET-SOC to the JTM crosswalk.

In the current phase of revision, the National Office addresses the Classification of Instructional Programs (CIP), which is the system for categorizing training programs in the crosswalk. Originally, the National Office adapted the CIP system from its primary purpose—categorizing postsecondary education programs—to fit Job Corps requirements. Today, the CIP system does not support Job Corps' current Training Program Areas (TPAs), the labor market, or even the postsecondary educational system in which the classification originated. The CIP-based, JTM crosswalk treats some industries and training programs too broadly (allowing many unrelated placement codes) and others too narrowly (lacking enough placement codes).

To align the JTM crosswalk with Job Corps' training, the National Office will begin comparing placements directly to the content of TPAs. By definition, TPAs are groups of program offerings with related content—defined in Job Corps by Training Achievement Records

(TARs)—regardless of level, provider, or specific focus (for example, “brakes” or “transmission” within the Automobile Technician TPA).

There are several reasons the National Office is revising the JTM crosswalk, including:

- a. To narrow the focus of the training elements to a more meaningful level, that of TPAs;
- b. To broaden the focus of the placement elements to account for graduates’ career paths, not just initial placements; and
- c. To grant JTM credit to positions only requiring entry-level experience.

Once the new Crosswalk is implemented, the National Office will identify training programs by TPA rather than CIP code. Similarly, instead of using CIP codes, TPAs will be used to determine JTM credit for a placement. For example, the National Office will compare Carpentry (CARPE) completers to the set of placement outcomes relevant to Carpentry completers, and Cement Masonry (CMEN) completers to the set of placement outcomes relevant to Cement Masonry completers. We will no longer compare both sets of completers to outcomes relevant to the entire construction industry.

The criterion for including a placement code in the crosswalk for a particular training program area (TPA) is that most of the required duties, knowledge, and skills for that placement mirror most of the content of the training offered within that training program area. When a placement meets this criterion, there is credit for a Job Training Match. For example, Carpentry (training program) and *Construction Carpenters (47-2031.01 - placement code)*: The summary description on O*NET-SOC for the 47-2031.01 placement code reads, “Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools.” The duties described show clear correspondence between the placement code and the training provided – resulting in what would be a JTM match.

As part of the migration to the new JTM crosswalk, the Job Corps Data Center (JCDC) will modify the Career Transition System (CTS) application by replacing the 44 CIP codes with 70 TPAs. These changes will be outlined in the release notes when JCDC issues the new version of the CTS application.

Training on the new JTM crosswalk will be available via a series of webinars as outlined below. In the interim, the National Office will convene a workgroup of select representatives from Career Technical Training (CTT), the National Training Contractors (NTCs), Records Offices, and CTS providers to finalize the Crosswalk and provide additional guidance regarding system-wide training.

3. Action. Addressees are to ensure this Program Instruction Notice is distributed to CTS Managers, CTT Directors/Supervisors, CTT Managers, CTT Instructors, Records Managers, and all other appropriate staff. The National Office is also providing contractors with CTT, CTS, or those with center-operating responsibilities, an opportunity to respond to this system conversion by taking the following actions:

- a. Review the new structure and content of the crosswalk (attached), including the TPA-specific structure and specific placement codes eligible for JTM credit for each TPA.
- b. Submit comments regarding the new JTM system.
- c. Participate in informational webinars to be held on the following dates:

Wednesday, August 11; Noon – 1 p.m. EST; Audience – CTS providers

Wednesday, August 11; 2 – 3 p.m. EST; Audience – NTCs

Thursday, August 12; 1 – 2 p.m. EST; Audience – General

Friday, August 13; 1 – 2 p.m. EST; Audience – General

Note: Information on how to register for the scheduled webinars is posted at the following URL:
<http://webclass.jobcorps.org/jtm>

4. Date Comments Are Due: Friday, August 20, 2010

5. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at bradshaw-morris.t@dol.gov or to Marcus Gray at gray.marcus@dol.gov.

Attachment

Job Training Match Crosswalk