

May 2, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 10-42</b>
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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:** Culinary Arts Training Achievement Record Update

1. **Purpose.** To provide information regarding plans to update the Culinary Arts Training Achievement Record (TAR), and to outline the opportunity for instructors to provide input to the update process.

2. **Background.** The Culinary Arts TAR has not been updated since 2007, and the American Culinary Federation Education Foundation (ACFEF) has recently updated its culinary standards. To ensure Job Corps programs reflect the latest industry skill requirements, the Office of Job Corps (OJC) will be providing leadership over the next three months to revise the Culinary Arts TAR to align with the new ACFEF standards. The National Office invites both Culinary Arts Instructors and Career Technical Training Managers to participate in this review process to maximize input from the field. Such input will help to ensure the revised TAR will prepare students with the skills necessary to afford them a competitive advantage in the marketplace.

3. **TAR Update.** OJC will initiate a two-step process to update and revise the current Culinary Arts TAR (65026JA), as follows:

- a. **Step 1: All Culinary Arts Instructors are invited to provide input.** All instructors who have been teaching to the current TAR have valuable input to offer for the TAR update. Please see the Action section below for specific instructions on sharing your feedback, based on your experience.
- b. **Step 2: The National Office convenes a Culinary Arts Focus Group.** This focus group will include representatives from ACFEF, industry experts, a select group of

Culinary Arts Instructors and Career Technical Training (CTT) Managers, as well as National Office staff. The purpose of the focus group will be to:

- (1) review field comments and recommendations for TAR changes;
- (2) incorporate guidance from ACFEF on TAR changes and/or new culinary standards;
- (3) streamline culinary training by merging the foundations and basic TARs; and
- (4) update the TAR to the current industry standards.

4. Timeline.

- a. May 17, 2011: Culinary Arts Focus Group meets virtually
- b. May 20, 2011: Culinary Instructors, through their Center Directors, provide comments, questions, and/or recommendations regarding the current TAR
- c. June 3, 2011: OJC issues Curriculum Change Notice with updated Culinary Arts TAR
- d. July 5, 2011: System-wide TAR implementation of revised TAR, with no change to the TAR code

5. Reference. The current Culinary TAR can be found in Citrix on the Job Corps Community website, Career Technical Training Hospitality page.

6. Action.

- a. **Instructors complete the Instructor Culinary Arts TAR Review Form** (see attachment) and submit it, through their Center Director, to Tracy Bradshaw-Morris at [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov) **no later than May 20, 2011**. The Center Director should also copy his or her Regional Project Manager on the submission.
- b. Addressees are to ensure this Program Instruction is distributed to all appropriate staff, including Culinary Arts Instructors and CTT Managers.

7. Expiration Date. Until superseded.

8. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov).

Attachment

Instructor Culinary Arts TAR Review Form