

June 5, 2012

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO: 11-32</b>
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**TO:**                        **ALL JOB CORPS REGIONAL DIRECTORS**  
**ALL JOB CORPS CENTER DIRECTORS**

**FROM:**                 **EDNA PRIMROSE**  
National Director  
Office of Job Corps

**SUBJECT:**             **Asia-Pacific Economic Cooperation (APEC) Youth Skills Camp**  
**Call for Job Corps Student Nominations**

1.     Purpose. To call for nominations and outline the process for selecting six Job Corps students (three participants and three alternates) to represent the United States in the Asia-Pacific Economic Cooperation (APEC) Youth Skills Camp hosted by the Chinese Government. The Youth Skills Camp takes place August 9-19, 2012 (travel may include an additional 1-2 days).

2.     Background. Job Corps students are invited to apply to the Youth Skills Camp. The program will employ a highly interactive approach within workshops and within a range of public and community settings. Through engagement in activities offered by the Youth Skills Camp, the student participants will better understand civic participation, and the rights and responsibilities of citizens in a democracy.

This event aims to improve the attractiveness of career technical training to APEC youth and promote APEC youth skills development. The camp will also facilitate exchange and cooperation in the field of career technical training and skills development, and strengthen the understanding and friendship among APEC youth.

The program will be intensive. Program sponsors seek energetic applicants who are ready to develop their skills in order to be effective leaders in their schools and communities. Please note, as with all cultural exchanges, participants will be de facto ambassadors for the United States Government. Participants should be prepared to represent both the Job Corps program and the United States.

3.     Benefits. Youth Skills Camp representatives will have an opportunity to be the face of Job Corps in exciting new places. The benefits of being selected as a Youth Skills Camp participant include:

- a. Two weeks of interactive training in China on skills-exchange activities (career technical training), cultural-exchange activities and a youth festival; and
- b. An opportunity to network and learn about different cultural trainings.

The APEC Skills Development Promotion Project will fund two Job Corps students (including economy-class round-trip airfare, meals, accommodation and incidentals).

4. Youth Skills Camp Objectives.

- a. Strengthen the understanding and friendships among APEC youth;
- b. Facilitate exchange of career technical training in skills development with APEC;
- c. Improve the attractiveness of career technical training to APEC youth; and
- d. Promote the development of APEC youth skills.

5. Youth Skills Camp Participant Criteria.

In keeping with efforts to focus on advanced career training and higher education, it will be important to select students who have progressed in their training areas.

Applicants should be nominated based on the following criteria, and have:

- a. The ability to maintain a professional attitude and appearance;
- b. Made accomplishments while in the Job Corps program (academics and career technical training);
- c. Three hand-written essays (see attached application for topics);
- d. The ability and willingness to travel to China for the duration of this program (a passport is required for travel, but not for nomination);
- e. The ability to articulate how this program would impact the applicant's personal and professional growth, and what they hope to gain in this experience;
- f. A letter of recommendation from the respective Center Director or academic/Career Technical Training Manager.

Nominees who advance to Office of Job Corps review may be asked to complete an interview via videoconference.

6. Action. **Center Directors** should inform staff and students about the Youth Skills Camp and solicit nominations, and ensure that nomination forms are submitted to the appropriate Regional Office by **Friday, June 15, 2012.**

**Regional Directors** should review applications according to the selection process outlined, and submit two applications to the Office of Job Corps by **Friday, June 22, 2012.**

Addressees are to ensure that this Program Instruction notice is distributed to all appropriate staff.

7. Expiration date. June 21, 2012.

8. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).

Attachment

Student Application