

Career Technical Skills Training (CTST) 101

What You Need to Know!

The Job Corps Career Technical Skills Training (CTST) activities are paramount to students' training experience. This annual endeavor provides real hands-on training and learning opportunity for students in the Construction, Automotive, Renewable Resources and Energy, and Advance Manufacturing trades to demonstrate their skills and aptitudes.

Student Benefits:

- Enhances knowledge and skills in their trade.
- Allows students the ability to demonstrate their skill level to industry standards.
- Builds trust and team-building among students, instructors, and field experts.
- Instills confidence and personal achievement and pride on project completion.

Where to begin?

- All parties involved should review **Policy and Requirements Handbook (PRH) Chapter 3 CTST Appendix 303, 303a, and 303b .**
- Center staff assesses structural needs on center and needs in their community to identify potential CTST projects.
- Designated center staff participates in the national office CTST Webinar trainings (if applicable).

How do you submit a CTST project?

- CTT Manager/CTST Coordinator downloads the CTST-1 and CTST-2 forms from their Regional Share Point site: *Job Corps Community Website/Regional Share Point site/Shared Documents/PY 2016 CTST.*
- CTT Manager, CTST Coordinator and CTST Instructor(s) consult with each other and other centers in their region, if warranted, to write compelling project descriptions and provide estimated costs, where requested, on the forms. (Complete CTST-2 first and then CTST-1).
- CTT Manager uploads completed forms to their center folder in the PY 2016 CTST folder and notifies their Regional Project Manager (PM) of the need to review.

What does the Region do?

- Regional Project/Program Managers review project submittals posted on the regional share point site for programmatic alignment, quality project descriptions, accurate budget totals, and required signatures and attachments.

- PMs/Contracting Officer will notify the National Office that they have completed their review and approved projects have been identified.
- Ensure center contracts are modified with annual CTST funding in a timely manner.
- PMs/CO review CTST-3 status report, submitted at the six-month mark and annually, for budgeted allocation of funds committed and completion status of projects.
 - Remind centers of the due date and follow-up with any centers that fail to submit by the required date.

What does the National Office do?

- The Career Technical Training (CTT) unit provides technical assistance to the field throughout the CTST submission and post-submission process.
- The CTT unit also performs the following:
 - Provides annual CTST Webinar trainings and/or CTST resource documents to DOL Regional staff and Corporate/NTC/Center staff (if applicable).
 - Reviews projects (Approximately 900 to 1,000 Projects) for timeliness of submission and appropriate completion of all CTST documents. (CTST-1, CTST-2, & CTST -3).
 - Reviews for safety hazard analysis submittal and content quality.
 - Reviews for projects needing DFAM review. (Division of Facility & Asset Management).
 - Provides recommendation on distribution of funding for approved projects to OFA.
 - Tracks and saves all CTST activity on the Regional Share Point site and s: drive in Annual Program Year CTST folders.