

Career Development Services System (CDSS)

Phase 1: Outreach and Admissions

Before your arrival to the center, you met with your Admissions Counselor as they engaged and informed you of available resources Job Corps had to offer. During this phase, you completed your application, established a rapport, may have completed various assessments, and selected our center as your first choice.

Phase 2: Career Preparation Period (CPP)

Career Preparation Period (CPP) encompasses the student's first 6-8 weeks at the center.

During this time, students will become acclimated to center life, including the importance of attending classes, living in dorms with students of other cultures and participating in numerous activities on and off center.

Your focus will be on acceptable performance and learning what is acceptable in the workplace by way of the classroom. To accomplish this task, you will be asked to follow the below listed classroom rules daily:

1. Arrive at your class on time.
2. Remain in the classroom until the instructor dismisses you.
3. Adhere to the center dress code.
4. Only one person at a time may leave the classroom.
5. Do not use or have your cell phone ringer or vibrate on during class. You are here to learn to replicate workplace expectations – you cannot check your phone, take calls, or text whenever you want when an employer is paying you to perform a function. **You may be asked to turn in your phone during class.**
6. There will be no sleeping/head down, eating, drinking, or use of electronic items in the classroom.
7. Disruptive behavior is not acceptable.

You will also go through a structured, in depth and comprehensive Career Exploration process called MyPACE:

1. Assess your interest and aptitudes, work values, transferable and occupational skills, literacy and numeric skills, and employment readiness

2. Explore careers and practice interviewing skills.
3. You will evaluate career options through the self-knowledge gained during this phase.
4. Apply for admittance to your trade of choice. **You will shadow the trade you are interested in and you must earn your way into your chosen CTT program through dedication, participation and timely attendance. If your instructor doesn't see you with the right attitude or right performance levels during your shadowing experience, you could be asked to shadow more in order to show that you are serious about wanting the trade.**
5. Demonstrate work readiness through your final Career Management Team panel by being able to articulate and demonstrate what you have learned during CPP, i.e., CSS, career plans, explaining your career choice and interviewing skills.
6. Each student will have a Career Plan and work on their Pathway to Achievement (PAR) throughout their enrollment – these documents help students keep on track with their goals.

As you advance during this phase, you will be able to successfully demonstrate the Career Success Standards and academic skills necessary for you to graduate into the next phase of Job Corps: Career Development Period.

MyPACE has been implemented to assist students with outlining their career plans. This system helps students take ownership of their future by setting goals and tracking their personal career pathway plan. MyPACE has 5 pathways that students must complete to be a CPP completer. The pathways are Profile, Profession, Pathway, Program and Plan. These steps assist students with creating concrete goals so they can achieve their dreams. The structure of MyPACE will assist students to build a solid and positive relationship and to ensure upon completing the program that the students have everything they need to obtain a Job within their field, enlist in the military, attend Advanced Training, or attend college.

Center and Community Diversity – new students will have an opportunity to tour the local area, learn about the Lincoln Institute/Foundation and the birthplace of Whitney M. Young Jr. during CPP. The multicultural Career Success Standard is formally introduced during CPP and is integrated throughout center operations.

During CPP, students will have a variety of opportunities to meet and interact with:

- Center management staff – first day welcome, CPP graduation and during various presentations throughout the MyPACE/ CPP program
- Career Transition Readiness (on center) and Career Transition Specialist (off-center) staff will participate with students during the CPP program with career readiness seminars throughout the career development phase as well as when students exit the program through the transition and career phase of CDSS.
- Career Counselors – students meet weekly with their Career Counselor during CPP until the completion of week 8 of enrollment and then at least monthly thereafter.– The monthly meeting is a scheduled one-on-one meeting to discuss progress, adjustment, address any issues/concerns, review Career Plans, evaluations (ESP) and Pathway to Achievement Records (PAR)
- Disability Coordinator – the center has a designated disability coordinator who will be present during CPP for all students and meet individually with those requesting accommodations or have needs.
- Staff representatives from all major program and support areas are involved during CPP and students will have a chance to meet them formally and informally during their first few weeks at the center.
- Student leaders – the students will meet formally with SGA who conduct a welcome activity during the first week with new students. Students will meet their dormitory leaders during the first week and regularly thereafter in the dormitory. Leaders are also in the recreation department and all CTT have senior or leader students in each of the programs.

Phase 3: Career Development Period (CDP)

Career Development Period enables students to connect to the labor force by providing intensive social, academic, career technical training, and service-learning opportunities.

Attendance Expectations

All students are always scheduled for class and all students are expected to **attend**, **participate** and **perform**. Below you will find the class schedule:

Class Schedule (Monday, Tuesday, Thursday, Friday)

Period	Start Time	End Time	
1	8:30 am	9:10 am	
2	9:13 am	9:53 am	
Break	9:53 am	10:08 am	
3	10:08 am	10:48 am	
4	10:51 am	11:36 am	(1 st lunch for Academic Bldg. and Health Cluster)
5	11:44 am	12:29 pm	(2 nd lunch for Construction Cluster, Culinary, CPP, and CTR)
6	12:37 pm	1:17 pm	
Break	1:17 pm	1:32 pm	
7	1:32 pm	2:12 pm	
8	2:15 pm	3:00 pm	
9	3:15 pm	4:15 pm	Evening/Weekend Studies, Leadership Classes I and II. Dorm Meeting

Period	Start Time	End Time	
1	10:00 am	10:48 am	
2	10:51 am	11:36 am	
Break	11:44 am	12:29 pm	
3	12:37 pm	1:17 pm	
4	1:17 pm	1:32 pm	(1 st lunch for Academic Bldg. and Health Cluster)
5	1:32 pm	2:12 pm	(2 nd lunch for Construction Cluster, Culinary, CPP, and CTR)
6	2:15 pm	3:00 pm	
7	3:15 pm	4:15 pm	Evening/Weekend Studies, Leadership Classes I and II. Dorm Meeting

If you have an appointment or other valid reason to not be in your assigned class, staff are to provide you with a class absence pass which will excuse you from your assigned class and your absence.

It is your teacher/instructors' responsibility to mark you absent if you are on their roster and not present, in which they have no role in excusing your absence. You have **48 hours** from an absence to submit the excuse to the scheduling clerk located in the Education Building.

Students are expected to be in class and in dress code every training day. **The teacher/instructor will mark you tardy if you are one to four minutes late. If you are five minutes or more late, you will be counted absent unless you can provide a valid pass from another staff member.**

All students are expected to be in class and on center each training day. Students returning from leave or unauthorized absences, must sign in at the security office no later than two hours after the start of the training day to be counted present for duty for that day. If you arrive more than two hours after the training day begins without a verifiable excuse, you will be marked as an Unauthorized Absence (UA) for the day and you will still be expected to attend scheduled classes and activities. You do not earn a living allowance for that day and the daily amount will be deducted from your next living allowance payment.

Career Technical Training

The CTT department puts the "Job" in Job Corps. You are expected to practice the Career Success Standards daily. Each of the CTT programs expect students to perform at their best ability.

On Center CTT Programs

Bricklaying	Certified Medical Assistant
Building Construction Technology	Clinical Nursing Assistant
Carpentry	Culinary Arts
Cement	Pharmacy Tech
	Welding

Career Technical Skills Classroom Dress Standards:

1. If career technical skills uniforms are issued, they should always be worn during training hours. If sweatshirts, coats or long-sleeved t-shirts are issued by the center, they may be worn during the training day to provide warmth. **Long sleeved t-shirts**

and hoodies may only be worn under uniforms. Coats with a zipper may be worn over uniform tops but must be open and uniform tops must be visible.

2. Uniforms will be neat and clean, without tears or holes, and free from markings.
3. Pants will be belted, properly fastened, and worn at the waist.
4. Shirts must be tucked in (with the exception of scrub tops).
5. Clothing must be appropriate in size and worn at the proper body position. No undergarments of any kind may be visible.
6. Hats are not allowed unless designated as part of the uniform (e.g. painters cap). Hard hats are to be maintained in good condition and worn at all times unless covered by a hazard analysis. No writing of any kind is permitted.
7. Shoes will be issued with regard to corresponding trade and must be worn at all times during the training day. All footwear will be clean, polished, tied, and free of graffiti or markings. Sandals or open toe shoes are not permitted.
8. Students may be required to remove all jewelry for safety purposes at the discretion of management. **No facial piercings are to be worn during the training day. No jewelry is permitted in the construction trades.**
9. Personal electronics (all electronic devices) are **not** permitted during class time. Center issued laptops may be used at instructor's discretion.
10. Coats must be removed during skill hours while in the shop. Coats may be permitted during CTST or outside activities at the discretion of the instructor.
11. Complete trade uniforms must be worn each training day, even if a student is scheduled to academic classes or has completed their TAR.

Work Based Learning

The Work Based Learning program is designed to provide students the opportunity to develop a broad understanding of career opportunities, employer expectations, apply acquired skills in a work setting, and learn new career technical skills and work-place competencies. The Work Based Learning program also provides CTT instructors with valuable input from employers regarding the effectiveness of their training.

Work Based Learning is a primary instructional approach, and all students are expected to complete at least 180 hours before graduation. This is an opportunity for students to practice being in the workplace.

- Paid work-based learning jobs will require students to save 80% of each paycheck. This is a non-negotiable agreement. Students must open a savings account in the finance department where deposits are to be made. Students who do not comply will be removed from the paid work-based learning position.
- During Health Foundations and Construction Foundations classes, the WBL Coordinator will present the “Welcome to Work Based Learning” course which prepares students to enter the WBL program. This course addresses skills learned, attendance, attitude and professionalism on the job. Scenarios will be introduced, and group discussions will follow.
- Work-based learning opportunities are available on and off center.
- Prior to beginning a work-based learning assignment, students must complete an application and interview for the job. Students must have their high school diploma or equivalent prior to working off-center jobs sites and have minimal NIR's.
- The Work Based Learning Boot Camp program will be initiated following an inappropriate work site termination. Should a student quit without proper notice or be fired for any reason, the student will be mandated to complete the Boot Camp.
- The program requires meeting with the WBL Coordinator to complete an online class and test. The student will also be required to turn in a typed, 500 work essay on “Work Ethics and Professionalism”.
- Students will research three Job Trade Matches – JTM (trade-related jobs) and list the following: employer name, job qualifications, and any other HR information noted in the posting. This assignment will then be submitted to the WBL Coordinator prior to the end of the WBL Bootcamp.
- Complete 10 hours of community service.

(Failure to comply with this program will result in student being on CSS panels)

Home-Based WBL - Home-based WBL is at the end of your training when your WBL internship is with an employer in your hometown and/or you are based at home and go to the workplace each day. Some of these work sites may be paid or unpaid and it is part of your training. The best benefit is that most of the employers are observing your work skills and work with the intent to hire you after completing the six-week assignment..

Advanced Training (AT)

There are many AT programs throughout Job Corps. This is an excellent way to further your education. The more education and skills you have, the more opportunities you have that lead to higher pay and job satisfaction. To qualify, you must have good evaluation scores, usually at least a 12th grade level in TABE scores, no attendance or behavioral

issues, a trade completion, and a HSD or GED. Once you qualify, you must apply to that AT center.

Advanced Training (AT) Programs	
Program	Center
A+ Microsoft MCSE	Edison JCC, Edison, NJ
Asphalt Paving	Turner JCC, Albany, GA
Auto Technician	Clearfield JCC, Clearfield, UT
	Earl C. Clements JCC, Morganfield, KY
	Edison JCC, Edison, NJ
	Burdick JCC, Minot ND
Cement Masonry	Turner JCC, Albany, GA
Clerical Occupations	Atlanta JCC, Atlanta, GA
	Excelsior Springs JCC, Excelsior Springs, MO
	Gary JCC, San Marcos, TX
	Humphrey JCC, St. Paul, MN
	LA JCC, Los Angeles, CA
	Potomac JCC, Washington, DC
	San Jose JCC, San Jose, CA
	Shriver JCC, Devens, MA
St. Louis, St. Louis, MO	
Computer Systems Administrator	Shriver JCC, Devens, MA
Culinarian	Exeter JCC, Exeter, RI
	Penobscot JCC, Bangor, ME
	Treasure Island JCC, San Francisco, CA
	Woodland JCC, Laurel, MD
Pastry Culinarian	Penobscot JCC, Bangor, ME
	Treasure Island JCC, San Francisco, CA
Drone Pilot	Oneonta JCC, Oneonta, NY
Fire and Wildlife Management	Schenck CCC, Pisgah Forest, NC
Forestry	Schenck CCC, Pisgah Forest, NC
Heavy Truck Driving	Earl C. Clements JCC, Morganfield, KY
LPN/LVN	Blue Ridge JCC, Marion, VA
	Cassadaga JCC, Cassadaga, NY
	Keystone JCC, Drums, PA
Overhead Line Construction	Gary JCC, San Marcos, TX
	Oneonta JCC, Oneonta, NY
SMART Meter Technician	Oneonta JCC, Oneonta, NY
Plumbing (Roto-Rooter)	Edison JCC, Edison, NJ
Residential Advisor	Gary JCC, San Marcos, TX
	Grafton JCC, Grafton, MA
Solar/Thermal Installer	Gainesville JCC, Gainesville, FL
	Treasure Island JCC, San Francisco, CA
Weatherization	Detroit JCC, Detroit, MI
	Pittsburgh JCC, Pittsburgh, PA

	Potomac JCC, Washington, DC
Welding	Albuquerque JCC, Albuquerque, NM
	Earl C. Clements JCC, Morganfield, KY
	Gary JCC, San Marcos TX
	St. Louis JCC, St. Louis, MO
	Excelsior Springs JCC, Excelsior Springs, MO

Towards the end of your training, you will be scheduled for your Career Transition Panel where you will finalize your transition goals and make final plans to graduate from the center. Once the panel is completed you will likely have a few weeks of CTT left, during which time you prepare to seek employment or register for post-secondary education. Either you go home on home-based WBL, or you and your instructor will have lined up several interviews and upon CTT completion you will go home on a Present for Duty Off-Center (PDOC) status for up to two weeks to go to your interviews and obtain your job. Once you are placed, we will send you your transition payments.