

TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC. WORKFORCE INVESTMENT ACT TITLE I-B ACTIVITIES	DATE: January 15, 2004
	SUBJECT: YOUTH SERVICES Task-Oriented Training Plan

TCWIB DIRECTIVE

TCWIBD-03-3

TO: TCWIB Youth Service Providers
 TCWID Staff: Senior Analysts, MIS and Monitoring

SUBJECT: REVISED YOUTH TASK-ORIENTED TRAINING PLAN

EXECUTIVE SUMMARY

Purpose:

This directive transmits the revised Youth Task-Oriented Training Plan.

Scope:

This directive applies to all TCWIB-funded Youth Program Service Providers. The Youth Task-Oriented Training Plan shall be used to identify the specific skill requirements and training approach for all individuals enrolled in youth programs who participate in a work-based occupational skills training program (i.e., subsidized or unsubsidized work experience or internship).

Effective Date:

This directive is effective upon date of issue.

TCWIB-IMPOSED REQUIREMENTS:

This directive contains TCWIB-imposed requirements. These requirements are in ***bold, italic type***.

FILING INSTRUCTIONS:

Retain this directive until further notice.

BACKGROUND:

The Youth Task-Oriented Training Plan has been used for a number of years (JTPA and WIA) to identify the specific skill requirements and training approach for all individuals enrolled in youth programs who participate in a work-based occupational skills training program (i.e., paid or unpaid work experience or internship). A workgroup, consisting of TCWID Youth Program Staff and Youth Service Provider staff (front-line and managers), was convened to evaluate the existing training plan for relevance to current programs, develop a more user-friendly format, and field test the new design. The revised form, issued with this directive, incorporates much of the previous format, provides additional clarification and instruction, and has been designed for electronic applications intended to ease the paperwork process.

POLICY AND PROCEDURES:

The Youth Task-Oriented Training Plan shall be used to identify the specific skill requirements and training approach for all individuals enrolled in youth programs who participate in a work-based occupational skills training program (i.e., subsidized or unsubsidized work experience or internship). It will also be used as an assessment tool to document which skills the participant lacks at the start of training and to record the measurement of skill attainment over the course of training. This is a Word form document and is intended for electronic applications, however those choosing to do so, may print the form and complete it by hand.

The Task-Oriented Training Plan must be developed in collaboration with the employer/trainer and must be appropriate for the participant's skill level, abilities, training needs, and employment/career goal.

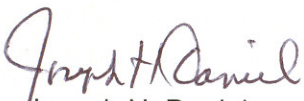
The Task-Oriented Training Plan must be present in the participant folder if the youth participant is enrolled in a work-based occupational skills training program. This will be an item for review during monitoring visits. For additional information please reference your TCWIB Service Provider contract, Exhibit A, Statement of Work, section B(2)a.

ACTION:

Begin using the form upon receipt. Please ensure all appropriate staff receive a copy of this directive and its attachments (the Youth Task-Oriented Training Plan form, and SCANS Competencies and Foundation Skills).

INQUIRIES:

Please direct inquiries about this directive to Youth Program Analysts, Tulare County Workforce Investment Department, at 559-713-5200.



Joseph H. Daniel
Administrator

e:\workforce investment act - working papers\wib policy bulletins & directives\tcwib directives\tcwibd-03-3 (yth task-oriented trng plan).doc

JHD:EC:MB

Attachments Youth Task-Oriented Training Plan
SCANS Competencies and Foundation Skills