

U.S. Department of Labor

**Employment and Training Administration
The Curtis Center, Suite 815 East
170 S. Independence Mall West
Philadelphia, PA 19106-3315
(215) 861-5500 Fax: (215) 861-5520**



Reply to the Attention of: II TGJ/OSA

August 25, 2003

DIRECTIVE:	REGION 2 PRH SUPPLEMENT NO.	3.2R7
TO	ALL REGION 2 CENTER DIRECTORS ALL REGION 2 CENTER OPERATORS ALL REGION 2 AGENCY CENTER	
FROM:	LYNN INTREPIDI Regional Director, Office of Job Corps	
SUBJECT:	Vocational Assessment Guide	

Purpose: To provide a suggested/recommended Vocational Assessment Guide for center use. The Guide assists in monitoring the vocational programs at Job Corps centers.

Background: The revised and reformatted PRH issued on July 2001 requires centers to assess and monitor the delivery of the career development services to assure it conforms with the approved center plan and Job Corps policies. The Regional office, during assessments, has noted that documentation of vocational classroom and shop monitoring conducted by center Vocational Managers is not meeting the quality assurance requirements of the PRH. A reason may be that the formats being used at many centers do not provide for a thorough examination of the various trades.

In October of 2002 the Regional Office formed a Vocational Taskforce. One of its mandates was to develop a standardized assessment guide for vocational programs. A committee comprised of national training contractors and center vocational managers was charged with the task of developing the assessment guide. Attached to this PRH Supplement is the suggested/recommended Vocational Assessment Guide developed by the taskforce.

The Assessment Guide is to be used for:

- Vocational instructors to do self assessments
- Training Supervisors and Managers to assess vocational classrooms and shops

- Providing positive feedback to instructors
- Informing instructors when they are not performing as expected

Action: Each Region 2 Job Corps Center is required to assess and monitor the delivery of the career development services to assure it conforms to the approved center plan. A Standard Operating Procedure (SOP) must be developed which delineates who will conduct the assessments and when they will be conducted. The attached guide in Word format is only a suggested/recommended form. It can be adjusted as needed. The assessments that centers conduct must be kept for review by the Regional Office during the Regional Office Annual Assessment.

Completion of this assessment, together with tracking OMS/VES, VST, and LMI will assist centers in receiving commendable ratings in quality assurance.

Effective Date: September 1, 2003

Inquiries: Questions regarding this PRH Supplement may be referred to your project manager.

Lynn A. Intrepidi
Regional Director
Office of Youth Services and Job Corps

Attachment A – Region 2 Vocational Assessment Guide