



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
Employment and Training Section
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July 19, 2002

Workforce Development Memorandum Number 02-01-Change 1
Employment and Training Memorandum Number 02-21-Change 1

Topic: Prevocational Services

Subject: Providing Prevocational Services as a Component in
The State's Career Development Program

Purpose:

1. To provide guidance on how prevocational services may be provided in the career centers as part of the state's Career Development Program (CDP). This program may encompass labor exchange, Workkeys assessments prevocational intensive services, and training vouchers as determined appropriate.
2. **To add flexibility to the state's previous definition of prevocational services and provide an exception to the 30-hour rule for prevocational services that address skills shortages such as those in health related fields.**

Background: Currently, WIA core and intensive services are provided in the career centers. One allowable activity under intensive services is prevocational services. Individuals who are unemployed or under-employed may be provided with short-term prevocational services. This service may include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct. They are designed to prepare individuals for unsubsidized employment or training. *WIA Section 134 (3) (C) (vi)*

Individuals who visit the career centers may have been employed for many years without sufficient skills upgrades. Providing prevocational services prior to training or employment may provide individuals the basic preparatory skills needed for successful outcomes.

This policy change will provide more flexibility for staff working with participants who want to enter professions in areas of high demand but lack the basic preparatory skills to enter these professions or training for these professions.

Instructions: Any career center that fulfills the following requirement is allowed to provide prevocational services. For the purpose of Tennessee's WIA program, prevocational services are defined as up to or a maximum of 30 hours of computer-based learning that will provide the participant basic preparatory elements. Prevocational services will be a natural transition to training and/or employment. A participant who is provided this service must have at least one core service and one intensive service. In addition, this service must prepare the participant for unsubsidized employment or training.

Career centers that would like to offer prevocational services must develop:

1. A curriculum that incorporates computer-based learning and identifies the prevocational services component.
2. A mechanism to demonstrate a participant has sufficient command of the material assigned.
3. A structured workspace and the ability to provide staff assistance if needed.

Career centers that would like to offer prevocational services that require more than 30 hours of preparatory activities must:

1. **Send a brief justification to the Employment and Training Participant Services Director that shows the activity will address skill deficiencies and lead to training or employment in a demand occupation. In addition, the number of participants should be included.**
2. **Demonstrate there are no other partners (e.g. Adult Basic Education) and/or Eligible Training Providers that are providing these services within the Local Workforce Investment Area within a reasonable distance.**
3. **Provide a copy of the curriculum and any associated materials.**
4. **Provide a structured workspace and the ability to provide staff assistance if needed.**
5. **Develop a mechanism to demonstrate a participant has sufficient command of the material assigned.**

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A decision to provide prevocational services that meet the labor market demands and training service requirements of an area is left to the discretion of each area's local board.

Contact: Questions concerning this memorandum may be directed to Susan Cowden (WIA), Vicki Crosier (Career Centers), or Rick Searcy (Wagner Peyser) at 1-800-255-5872.

Effective date: Immediately

Expiration Date: Indefinite

SKC:RT:PH-M:EP

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