

7.2 Vocational Education

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(Time-limited core)

Legal References:

- [RCW 74.08A.250](#)
- [WAC 388-310-1000](#)
- [WAC 388-310-0900](#)
- [WAC 388-310-0600](#)

The *Vocational Education* section includes:

- [7.2.1](#) What is Vocational Education (VE)?
- [7.2.2](#) What is Customized Job Skills Training (CJST) - (PE)?
- [7.2.3](#) What is Integrated Basic Education and Skills Training - *I-BEST* - (VE)?
- [7.2.4](#) When you can add Vocational Education (VE), Customized Job Skills Training (CJST) – (PE), to an Individual Responsibility Plan (IRP)?
- [7.2.5](#) Vocational Education (VE), Customized Job Skills Training (CJST) – (PE), - Step-by-Step Guide
- [7.2.6](#) What participation is required for summer school breaks?
- [7.2.7](#) Summer school breaks - Step-by-Step Guide
- [7.2.8](#) What is High-Wage, High-Demand (HW) a and Degree Completion (DC) training?
- [7.2.9](#) What is the High Wage/High Demand criteria?
- [7.2.10](#) Who can provide High Wage/High Demand (HW) and Degree Completion (DC) training?
- [7.2.11](#) What are the participation requirements for High Wage/High Demand (HW) and Degree Completion (DC) training?
- [7.2.12](#) When can you add High Wage/High Demand (HW) or Degree Completion (DC) training to an Individual Responsibility Plan (IRP)?
- [7.2.13](#) High Wage/High Demand (HW) training - Step-by-Step Guide
- [7.2.14](#) Degree Completion (DC) - Step-by-Step Guide
- [7.2.15](#) What is the Vocational Education Extension?

7.2.5 Vocational Education (VE) or Customized Job Skills Training (CJST) – (PE) - Step-by-Step Guide

If the appropriate Employment Pathway is education and training then:

1. The participant meets with the WFPS/WFSSS.
2. After completing the comprehensive evaluation (~~CE~~), the WFPS/WFSSS:
 - a. Determines if the training request appears to be appropriate*
 - b. Discusses the Education and Training employment pathway and refers to the college using the **RA** code
 - c. Updates the Individual Responsibility Plan (IRP)
 - d. Explains participation requirements until the college approves referral
3. College staff:
 - a. Within the first seven days of referral:
 - ~~i.~~ i. Attempts contact with the customer
 - ~~ii.~~ ii. Accepts or rejects the referral
 - ~~iii.~~ iii. Determines whether to approve VE or PE (if accepted)
 - ~~iv.~~ iv. Documents reason for accept/reject and referral to appropriate program
 - b. Creates a training plan.
 - c. Uses the WorkFirst Calculator Tool, or the approved Weekly Attendance Sheet, to determine the participant's total number of participation hours per week (including scheduled class time, unsupervised homework time, any scheduled supervised homework time, and the maximum number of allowable education hours).
 - d. Updates the Education & Training Worksheet to include the:
 - ~~i.~~ i. Totals identified by the WorkFirst Calculator Tool or the approved Weekly Attendance Sheet,
 - ~~ii.~~ ii. Participant's approval status,
 - ~~iii.~~ iii. Appropriate component,
 - ~~iv.~~ iv. Anticipated start and end date of the activity, and
 - ~~v.~~ v. Participant's total number of participation hours per week.
4. The WFPS/WFSSS:
 - a. Receives notice that the individual is approved for VE or PE education program from the College staff.
 - b. Enters eJAS component code (**PE** or **VE**) with the three digit contractor code,
 - c. Updates participant's IRP, and
 - d. Documents action taken in eJAS.

2.5. College staff work with all participants in approved training as follows:

~~a.~~ a. Supervision: Daily supervision is required and may be provided by faculty, instructors, instructional aides, lab supervisors, study hall supervisors, and supervisors of work-based learning activities. College program designees also provide additional monthly supervision to ensure the participant is making progress towards meeting educational and employment goals.

~~b.~~ b. Documentation:

- i. Documents attendance records every two weeks and maintain them in the provider's participant files.
- ii. Provides this information in a State-approved format, such as individual timesheets signed by the participant and faculty member, supervisor, or other appropriate individual or document in electronic tracking systems, as appropriate.
- iii. Keeps a copy of the WorkFirst Calculator sheet, or the approved Weekly Attendance Sheet, listing the maximum number of weekly participation hours in the participant's file.

~~c.~~ c. Reporting:

- i. Uses eJAS, to report participation to the WFPS/WFSSS on a monthly basis,
- ii. Immediately notifies the WFPS/WFSSS if the participant isn't maintaining satisfactory progress, fails to participate as required, or has two excused or unexcused absences in a calendar month. Please refer to section 7.1.6 What steps do you take when a parent is absent?

~~d.~~ d. Verification: Provides information, documentation, and records as requested to support State Work Verification efforts.

~~e.~~ e. Assists the participant with employment.

2.6. The WFPS/WFSSS refers the participant to employment services activities if not employed upon completion of the training.

* If the employment plan recommendation or [continuous activity planning](#) isn't appropriate, refer to Chapter 3, [section 3.2](#) Comprehensive Evaluation.

7.2.13 High Wage/High Demand (HW) training - Step-by-Step guide

HW Community and Technical Colleges Step-by-Step

1. The participant meets with the WFPS/WFSSS:-

~~1. After completing the Comprehensive Evaluation (CE), the WFPS/WFSSS:~~

- b.a. Determines if the High Wage/High Demand training request appears to be appropriate* according to the participant's comprehensive evaluation or CAP recommendations.
- e.b. Refers appropriate requests to the college using the RA code, and creates the Individual Responsibility Plan (IRP).

2. The College staff:

- a. Attempts contact with the referred customer, accept or reject training referral, and document the decision within seven days.
- b. Verifies that the certificate or degree program is registered with the SBCTC as High Wage/High Demand Training. Sends an email request to SBCTC providing median wage and demand information demonstrating the program meets the High Wage/High Demand criteria noted in 7.2.9 when the training program isn't listed. Send the email to drader@sbctc.edu (use secure email if sending participant information). If the program is not considered High Wage/High Demand, refer to section 7.2.4 to determine if it meets the Vocational Education criteria.
- c. Develops the Education and Training Worksheet.
- d. Uses the WorkFirst Calculator Tool, or the approved Weekly Attendance Sheet, to determine the participant's total number of participation hours per week (including scheduled class time, unsupervised homework time, any scheduled supervised homework time, and the maximum number of allowable education hours).
- e. Updates the Education & Training Worksheet to include the:
 - Totals identified by the [WorkFirst Calculator Tool](#) or the [approved Weekly Attendance Sheet](#),
 - Participant's approval status,
 - Appropriate component,
 - Anticipated start and end date of the activity, and
 - Participant's total number of participation hours per week.
- f. Sends notification via an eJAS e-message to the WFPS/WFSSS.

3. The WFPS/WFSSS:

- a. Receives notice that the participant is approved from the college staff.
- b. Closes the **RA** component code in eJAS.
- c. Enters the **HW** component code into eJAS with the three-digit contractor code.
- d. Updates the participant's IRP.
- e. Reviews and monitors progress entered by the college staff quarterly into the Education and Training Worksheet under Progress Notes.

4. The College staff works with all participants in approved HW Training as follows:
 - a. Supervision: Daily supervision is required and may be provided by faculty, instructors, instructional aides, lab supervisors, study hall supervisors, and supervisors of work-based learning activities. College program designees also provide additional monthly supervision to ensure the participant is making progress towards meeting educational and employment goals.
 - b. Documentation:
 - Documents attendance records every two weeks and maintain them in the provider's participant files.
 - Provides this information in a State-approved format, such as individual timesheets signed by the participant and faculty member, supervisor, or other appropriate individual or document in electronic tracking systems, as appropriate.
 - Keeps a copy of the WorkFirst Calculator sheet, or [approved Weekly Attendance Sheet](#), listing the maximum number of weekly participation hours in the participant's file.
 - c. Reporting:
 - Uses eJAS, to report participation to the WFPS/WFSSS monthly,
 - Immediately notifies the WFPS/WFSSS if the participant isn't maintaining satisfactory progress, fails to participate as required, or has two excused or unexcused absences in a calendar month. Please refer to section 7.1.6 What steps do you take when a parent is absent?
 - d. Verification: Provide information, documentation, and records as requested to support State Work Verification efforts.
 - i. Assists the participants with employment.
 - e. The WFPS/WFSSS refers the participant to employment services activities if they aren't employed upon completion of the training.

* If the employment plan recommendation or [CAP](#) isn't appropriate, refer to Chapter 3, [section 3.2-Comprehensive Evaluation](#).

HW Other Institutions - Step-by-Step

1. The participant meets with the WFPS/WFSSS.
2. After completing the [c](#)omprehensive [e](#)valuation (CE), the WFPS/WFSSS:
 - a. Determines if the HW training request appears to be appropriate* according to the participant's comprehensive evaluation or CAP recommendations.

- b. Screens the training program for your local labor market to determine if the degree is likely to lead directly to a high wage, high demand job, using the High Wage/High Demand Training Criteria.
 - c. Completes the WorkFirst HW/DC Request form and sends viable requests to the SBCTC following the submission process identified on the form.
 3. The SBCTC makes a decision and notifies the WFPS/WFSSS.
 4. The WFPS/WFSSS:
 - a. Receives SBCTC approval for the participant.
 - b. Enters the HW component code into eJAS with the three-digit contractor code.
 - c. Reviews training program to ensure the participant's required participation can be met through training activity.
 - d. Works with participant to identify other work or work-like activities to meet participation requirements, if needed.
 - e. Updates the participant's IRP.
 - f. Reports monthly participation in eJAS using the WorkFirst participation verification form completed by instructor.
 - g. Closes the HW code and creates an updated IRP if the participant isn't making satisfactory progress.
 5. The WFPS/WFSSS refers the participant to employment services activities if they aren't employed upon completion of the training.

* If the employment plan recommendation or [CAP](#) isn't appropriate, refer to Chapter 3, section 3.2-Comprehensive Evaluation.

Resources

Related WorkFirst Handbook Sections

- [1.2 Required Participation](#)
- [3.2 Comprehensive Evaluation](#)
- [3.3.1 Individual Responsibility Plan](#)
- [4.1 Career Scope Phases and Processes](#)
- [5.1 Pregnancy to Employment](#)

- [8.1 Employment](#)
- [2.4 WCCC](#)
- [7.1 Education & Training Overview](#)
- [7.3 Basic Education, Skills Enhancement, & High School/GED](#)
- [7.4 Other Education](#)
- [7.5 Internships and Practicums](#)
- [7.6 What do I do when a parent is already in school when he or she comes to me?](#)

Other Resources

- [CASAS Descriptor](#)
- [Tuition Assistance From Community & Technical colleges](#)
- [WorkFirst Basic Education Student Attendance Report](#) (used by SBCTC staff)
- [WorkFirst Calculator Tool](#) (used by SBCTC staff)
- [Educational IRP Requirements Worksheet](#) (used by LEP Pathway contractors)
- [WorkFirst Weekly Attendance Sheet](#)
- [WorkFirst High Wage, Degree Completion Participation and Progress Verification Form](#) (non-contracted providers)
- [WorkFirst High Wage, Degree Completion Request Form](#) (non-contracted providers)
- [WorkFirst Degree Completion Request Form](#) (SBCTC providers)