

Approved Date:

Effective Date: July 1, 2023

Subject: Pre-Vocational Activities Policy

Purpose

The purpose of this policy is to provide guidance on pre-vocational activities (PVA) for Adult and Dislocated Worker participants enrolled in the Workforce Innovation and Opportunity Act (WIOA) Title I Program. Youth participants are not eligible for pre-vocational activities (PVA) unless they are co-enrolled in the Adult Program.

Definition of Pre-Vocational Activities (PVA)

- I. Pre-vocational activities are a short-term, individualized career service that develops the necessary learning skills required as a knowledge and skill base before participants can enter, or progress satisfactorily, in a specific occupation, career path, or training program.
- II. Such activities must:
 - A. Be 26 weeks or less.
 - B. Be outcome-oriented and focused on a career pathway or training goal as specified in the individual employment plan.
 - C. Include an overview of the activity detailing the schedule and content.

Process

- I. Before pre-vocational activities can be offered, career planners and participants must complete the following:
 - A. Career Assessments
 1. The Career Assessment is provided through interactions with participant to assist in developing and achieving their goals to determine the following:
 - a) Identification of strengths.
 - b) Identification of workplace skills.
 - c) Career interests.
 - d) Work values.
 - e) Identification of prior work history.
 - f) Family situation.
 - g) Service needs.
 - h) Basic skills.

- B. Individual Employment Plan/Service Strategy
 - 1. The Individual Employment Plan/Service Strategy is an individualized career service that is developed jointly by the participant and career planner to identify employment goals, achievement objectives and an appropriate combination of services for the participant to achieve the employment goals.
- C. Training Program Verification
 - 1. The training program in which the Pre-Vocational Activity is being requested for should be verified that it is currently on the Eligible Training Provider List (ETPL) prior to funding the Pre-Vocational Activity.
 - 2. Pre-Vocational Activities may be provided to prepare a participant for employment and do not require a training program verification.

Pre-Vocational Activities (PVA)

- I. Pre-Vocational Activities (PVA) may include, but are not limited to the following:
 - A. Basic Computer Skills
 - 1. E-Mail/Online Etiquette
 - 2. Google Workspace/Microsoft Office Proficiency
 - 3. Keyboard and Mouse
 - 4. Web Browser and Search Functionality
 - B. Workplace Safety
 - 1. First Aid
 - 2. CPR
 - C. Math/Reading Courses
 - 1. Khan Academy
 - 2. LinkedIn
 - 3. Study.com
 - D. Workforce Preparation Activities
 - 1. Activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills including, competencies in areas such as:

- a) Mock Interviews
- b) Resume Development and Preparation
- c) SMART Goals/Goal Setting
- d) Soft Skills Development
 - (1) Work Habits and Behavior
 - (a) Punctuality and Attendance
 - (b) Work Attire
 - (c) Routines and Schedules
 - (d) Working with Supervisors
 - (2) Interpersonal Communication
 - (a) Teamwork and Collaboration
 - (b) Conflict Resolution
 - (c) Accepting Feedback
 - (3) Task/Time Management
 - (4) Organizational Skills