The DOL Vocational Training Workshop

2-Day Workshop
Section 1
Getting Started
Introduction

The purpose of this training is to provide you with information, tools, and resources to:

• Evaluate your career options.

• Identify the necessary training or credentials needed to pursue your vocational career goals.
Objectives

• Define the concept of vocational training.

• Complete and review self-assessments on skills, knowledge, and values to make informed career decisions.

• Identify and explore career opportunities in each of the 16 nationally recognized career clusters.
Objectives (continued)

• Identify the training requirements and types of credentials and qualifications needed for your occupations of interest.

• Identify the associated costs and potential benefits of various apprenticeship, credentialing, or licensing goals.

• Develop a plan of action by which you will accomplish a specific career goal.
Course Overview

Vocational Foundation
Define the core concepts of vocational training

Self-Assessment
Complete and review self-assessments

Training Opportunities
Identify training requirements and options

Design the Path
Develop an action plan
A high-quality civilian career provides meaningful work, which allows one to utilize knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage.
1.5 Activity: What I’d Be Doing If I Wasn’t Here

Let’s practice
Section 2
Vocational Training Foundation
In this section, you will learn about:

• The foundation of vocational training.

• How vocational training can help you achieve your career goals.
What is Vocational Training?

An educational program that provides students with instruction and training for a field or trade.

Examples:
- Dental hygienists
- Mechanical engineering technicians
- Fitness trainers
- Plumbers
Why Pursue Vocational Training?

According to the Bureau of Labor Statistics, there are more openings in fields requiring vocational training than there are qualified applicants.
Why Pursue Vocational Training?

- Timeframe
- Cost
- Flexibility
- Early Start
- Demand
Career Cluster and Their Pathways

- Careers are grouped and organized in clusters by common knowledge and skills.
- There are 16 Career Clusters with multiple pathways.
Let’s practice
Let’s practice
Section 3
Self Assessments
In this section, you will get the opportunity to take 3 assessments to explore occupations that match your interests, aptitudes, and work values.
What is an Assessment?

- An instrument that helps to identify interests, values, and aptitudes.
- This is not a test.
- Results can change over time.
Holland Codes – Personality Types

- **[R]** Realistic "Doers"
- **[I]** Investigative "Thinkers"
- **[A]** Artistic "Creators"
- **[S]** Social " Helpers"
- **[E]** Enterprising "Persuaders"
- **[C]** Conventional "Organizers"
3.3 Activity: RIASEC Game

**“Doers”**
- Practical, hands-on problems and answers
- Establish procedures and routines

**“Organizers”**
- Ideas and thinking
- Established procedures and routines

**“Thinkers”**
- Creative interests
- No set rules

**“Creators”**
- Start and carry out business projects; make decisions
- Help others learn and grow

**“Helpers”**
- Start and carry out business projects; make decisions
- Help others learn and grow
**O*NET Job Zones**

- **Job Zone 01**: Little or no preparation
  Occupations may require a high school diploma or GED certificate.

- **Job Zone 02**: Some preparation
  Occupations usually require a high school diploma.

- **Job Zone 03**: Medium preparation
  Most occupations require training in vocational schools, related on-the-job experience, or an associate degree.

- **Job Zone 04**: Considerable preparation
  Most of these occupations require a bachelor’s degree.

- **Job Zone 05**: Extensive preparation
  Occupations require a graduate school education (master’s degree, doctorate, law or medical degree, etc.).
3.4 Activity: O*NET Interest Profiler

Let’s practice
Holland Codes refer to six personality types that can be a great resource to help you find a suitable educational pathway.
Aptitudes

You have now identified potential careers that are based on your interests.
Aptitude Assessment

- Computerized career assessment to measure aptitude and interests
- 12-scale interest inventory
- 7-part aptitude battery
- Standardized and timed
CareerScope® Work Interest Areas

Artistic  Scientific  Plants/Animals  Protective  Mechanical  Industrial

Business Detail  Selling  Accommodating  Humanitarian  Leading/Influencing  Physical Performing
CareerScope® Aptitude Areas

Aptitude: Natural ability to do something

- General Learning
- Verbal Aptitude
- Numerical Aptitude
- Manual Dexterity
- Clerical Perception
- Form Perception
- Spatial Aptitude
Let’s practice
CareerScope® results are in four main sections:

- Interest inventory
- Aptitude assessment
- Recommendations based on the overlap of high-interest and high-ability areas
- Summary report
Section 1: Interest Inventory

The first section (pages 1-2) of your CareerScope® Assessment Profile shows your interest results in two different formats.

- **Part I Interest Area Scores**: Here you see raw scores from your responses to interest questions.

- **Part II Individual Profile Analysis (IPA)**: This page shows your interests in the twelve areas relative to each other.
The second section (page 3) of your CareerScope® Assessment Profile shows your aptitude results in two different formats.

- **Part I Performance on Tasks**: This shows your raw scores in each of the seven aptitude assessment tasks.

- **Part II Aptitude Profile**: Your performance on tasks is compared to other adults ages 18 and over.
The third section (begins on page 4) of your CareerScope® Assessment Profile provides two sets of occupational recommendations based on your interests and aptitudes.

• **GOE/DOT Recommendations**: (found on page 4) focus on careers that intersect with your high-interest areas and high-aptitude areas
  
  - Each has its own DOT# for reference and is followed by information relating to the General Education Development (GED) and Specific Vocational Preparation (SVP) required for the occupation.

• **O*NET Recommendations**: are listed after the GOE/DOT pages. The O*NET recommendation report includes detailed O*NET occupations that are related to your interest and aptitude profile (drawn from the O*NET 15.0 database).
Section 4: Summary Report

• Final three pages of your document

• Numbers in the “I” column = Interests

• Symbols appearing in the “A” column = Aptitude

• Solid dots [●] indicate strong confidence in the recommendation, where hollow dots [○] represent less confidence in the recommendation, based upon your aptitude scores
Summary Report

Pay attention to where interests and aptitudes intersect
You have now identified potential careers that are based on your aptitudes.
Values Assessment

• Work values emphasize what is important or unimportant to you.

• Work interests refer to what you like or dislike.

• O*NET Work Importance Locator (WIL) is a self-assessment career exploration tool that allows you to pinpoint areas of importance within a job for you.
Let’s practice
O*NET Work Importance Locator

Calculate Work Value Scores

<table>
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<th>ACHIEVEMENT</th>
<th>INDEPENDENCE</th>
<th>RECOGNITION</th>
</tr>
</thead>
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<td>F</td>
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<tr>
<td>Achievement Score</td>
<td>Independence Score</td>
<td>Recognition Score</td>
</tr>
<tr>
<td>= 27</td>
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</tbody>
</table>
What Your Work Values Mean

1. Achievement
2. Independence
3. Recognition
4. Relationships
5. Support
6. Working Conditions
Aptitudes

- You have now identified potential careers based on all three areas under consideration.
- With this information you can identify your “sweet spot.”
• Are there certain careers that appear on all assessment recommendations?

• Do you find yourself gravitating towards careers in one particular job zone more than the others?
3.11 Activity: Putting the Pieces Together

Let’s practice
Section 4
Labor Market Research
In this section, you will learn:

• How to research the labor market to determine if your selected occupation is a reasonable choice.
External Factors

- Location
- Industry
- Education
- Salary
- Growth Potential
- Assessments
Occupational research provides information on:

- FIT
- DETAILS
- CLARITY
4.3 Activity: O*NET Summary Report

Let’s practice
American Job Centers (AJC) serve nearly one million Veterans each year.

There are more than 2,400 AJC locations nationwide.

You should connect with the AJC in your local area for valuable employment resources.
4.5 Activity: Access the AJC Online

Let’s practice
Section 5
Exploring Training Opportunities
Introduction

To obtain the occupation you desire, additional training and development may be required.

In this section, you will learn about:

• The different types of civilian credentials.
• How to select the training experience that is right for you.
Why are Credentials Important?

• May be required by law or employer for entry into employment.
• Demonstrate that training and skills meet the standard level.
• Credentialed employees share a common understanding of the best practices for their industry.
• Can lead to higher pay or promotion.
Common Types of Credentials

• Occupational Licenses
• Professional Certifications
• Educational Degrees
• Certificates
Occupational License

• **Mandatory** process granted by government agency.

• Time-limited permission to practice occupation.

• Predetermined and standardized criteria. Minimum level of education and competency (frequently an exam).

• Some occupations require license to attain employment.

• State licenses may or may not be recognized by other states.
Professional Certification

• Voluntary or mandatory credentials issued by non-governmental agencies (trade associations, private companies).

• May be required licensure for employment.

• Can increase a worker’s competitiveness and may increase salary.
Educational Degree

• Awarded for academic program completion.

• Usually requires multiple years of study for completion (even longer if not attending full time).

• Undergraduate, graduate, and professional degrees available.

• Wide range of programs of variable format, length, and quality.
Certificate

• Can get certificate for attending a class or completing a program of study.

• Awarded for course attendance, not knowledge or competence.

• Certificates are not the same as certification.

• May be helpful in documenting professional development for license or certification renewal.
5.3 Activity: Identify Qualifications and Requirements

Let’s practice
Ways to Gain Credentials

EARN AND LEARN

• Registered Apprenticeship
• On-The-Job Training

STUDY AND LEARN

• Two-year Community and Technical Colleges
• Career, Technical, Vocational, or Trade Schools
• Four-year Colleges and Universities

How Do You Like to Learn?
Earn and Learn: Registered Apprenticeship Program

- Immediate job with incremental wage increases.
- Occupation-focused, hands-on, and immediately applicable.
- Industry-recognized national credential that is portable.
5.5 Activity: Apprenticeship.gov

Let’s practice

Apprenticeship.gov
Earn and Learn: On-the-Job Training

- Learn duties and expectations from an experienced employee.
- Mix of hands-on practical training and formal training.
- Often one-on-one or small group.
- Quality depends on training materials and mentor’s communication skills.
• Generally, all students are accepted.

• Lower tuition, does not include books and supplies.

• Flexible class schedules.

• Programs may lead directly into a career or transfer to a higher-level college or university program.
Study and Learn: Career Technical Schools

• Flexible, year-round, and start frequently for rapid entry into the workforce.

• Programs prepare students for certifications in specific trade or industry.

• Tuition may be more expensive but includes fees and supplies.

• Highly skilled instructors with professional experience.

• Credits are typically not transferable to other programs.
• Admission requirements may be rigorous.
• Tuition may cost more.
• Schedules and courses vary widely depending on degree.
• Degrees may or may not lead directly to a job.
• May accept transfer credits.
• Significant investment of time and money often leads to higher paying jobs.
5.6 Activity: Identify Training and Credentials Opportunity

Let’s practice
There are a number of other ways to gain experience that may help you develop your skills and either qualify you for a job or help you to earn a credential.

You may also be able to leverage your experiences in active-duty military service to achieve these goals.
United Services Military Apprenticeship Program (USMAP)

https://usmap.netc.navy.mil/usmapss/static/index.htm

• Formal program to complete civilian apprenticeship requirements.

• No extra time commitment besides documenting hours you have already worked.

• Nationally recognized “Certificate of Completion” from the DOL.
5.8 Activity: United Services Military Apprenticeship Program (USMAP)

Let’s practice
DoD SkillBridge

https://dodskillbridge.usalearning.gov/

May include:

• Internships
• Accelerated training programs
• Professional certifications
• Corporate fellowships
• Licensing opportunities
• Networking opportunities
Credentialing Opportunities On-Line (COOL)

Helps Army, Navy, Marine Corps, Air Force, and Coast Guard Service Members find information on certifications and licenses related to their jobs.
Funding Your Training and Education

https://studentaid.ed.gov/sa/
GI Bill programs can be used for many types of training:

• Apprenticeships

• Vocational/technical training (non-college degree programs)

• Institutions of higher learning (undergraduate and graduate degrees)
GI Bill programs can be used for many types of training:

• Licensing and certification reimbursement

• National testing reimbursement

• On-the-job training

• Independent and distance learning

• Entrepreneurship training
5.11 Activity: GI Bill Comparison Tool

Let’s practice
Factors to Consider When Seeking Vocational Training

Do Your Due Diligence

Due Diligence is the process of evaluating a decision by getting as much information about it as possible. Try to avoid scams and predatory practices.
Factors to Consider When Seeking Vocational Training

01  Accreditation
02  Admission & Completion Rates
03  Tuition & Fees
04  Admission Requirements

Participant Guide: Pg. 71
Sources to Check

• Accreditation-check to see the training or education meets acceptable quality. Lack of proper accreditation can lead to the inability to take the exam needed for licensure.

• Admission and Completion Rate-check the school’s level of success.
Sources to Check

• Tuition and Fees-check to see if there are any additional costs beside tuition and fee.

• Admission Requirements-check to see if there are any specific requirements in term of work experience, education or standardized test score. These requirements may delay starting or lengthen the training program.
Red Flags to Avoid When Seeking Vocational Training

- High Job Placement Rate
- Lack of Qualified Instructors
- High Program Complaints
5.15 Activity: Compare Programs

Let’s practice
Additional Resources

- www.careeronestop.org/FindTraining/find-training.aspx
- www.apprenticeship.gov
- nces.ed.gov/collegenavigator/
- www.benefits.va.gov/gibill/school_locator.asp
- www.vets.gov/gi-bill-comparison-tool
- www.benefits.va.gov/gibill/post911_gibill.asp
Section 6
Designing the Path
Whether your career of choice entails several weeks or several years of education, training, or apprenticeship, planning can make a huge difference in moving you forward in a productive direction.
6.2 Activity: Create an Action Plan

Let’s practice
Summing It Up

• You have learned the foundation of a Vocational Track and its Career Clusters and Pathways.

• You have used your results from self-assessments to validate your career choices or point you toward new occupations.

• You have prepared yourself by deciding which learning opportunities are best suited to help you achieve your career goals.

• You have written a plan of action.
Thank You for Your Service!!!