



The Department of Labor Vocational Training Workshop

2-Day Workshop



July 2020 Edition

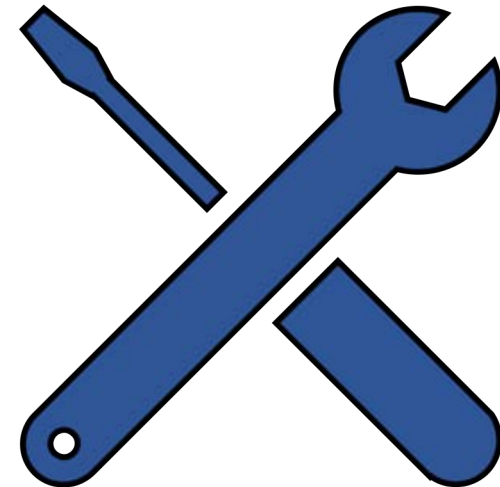


Section 1 - Getting Started

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Guide:
Pg. 5

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

Participant
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Pg. 5

- 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)

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Pg. 5

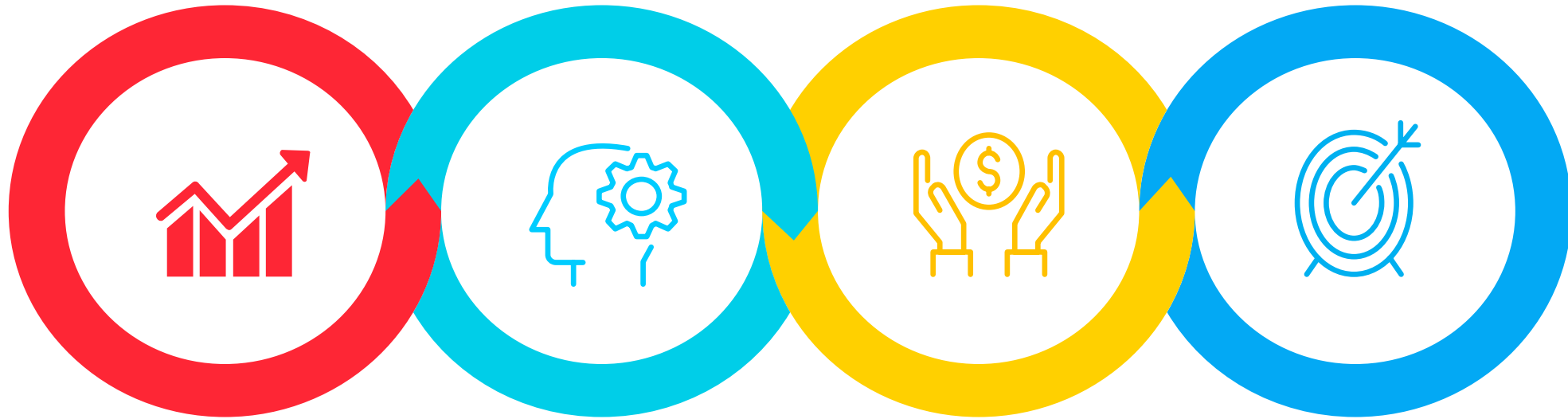
- Identify the training requirements and types of credentials and qualifications needed for your occupations of interest.
- Identify the associated costs and potential benefits of various apprenticeship, credentialing, or licensing goals.
- Develop a plan of action by which you will accomplish a specific career goal.





Course Overview

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Pg. 5



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



High-Quality Civilian Career

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Pg. 6

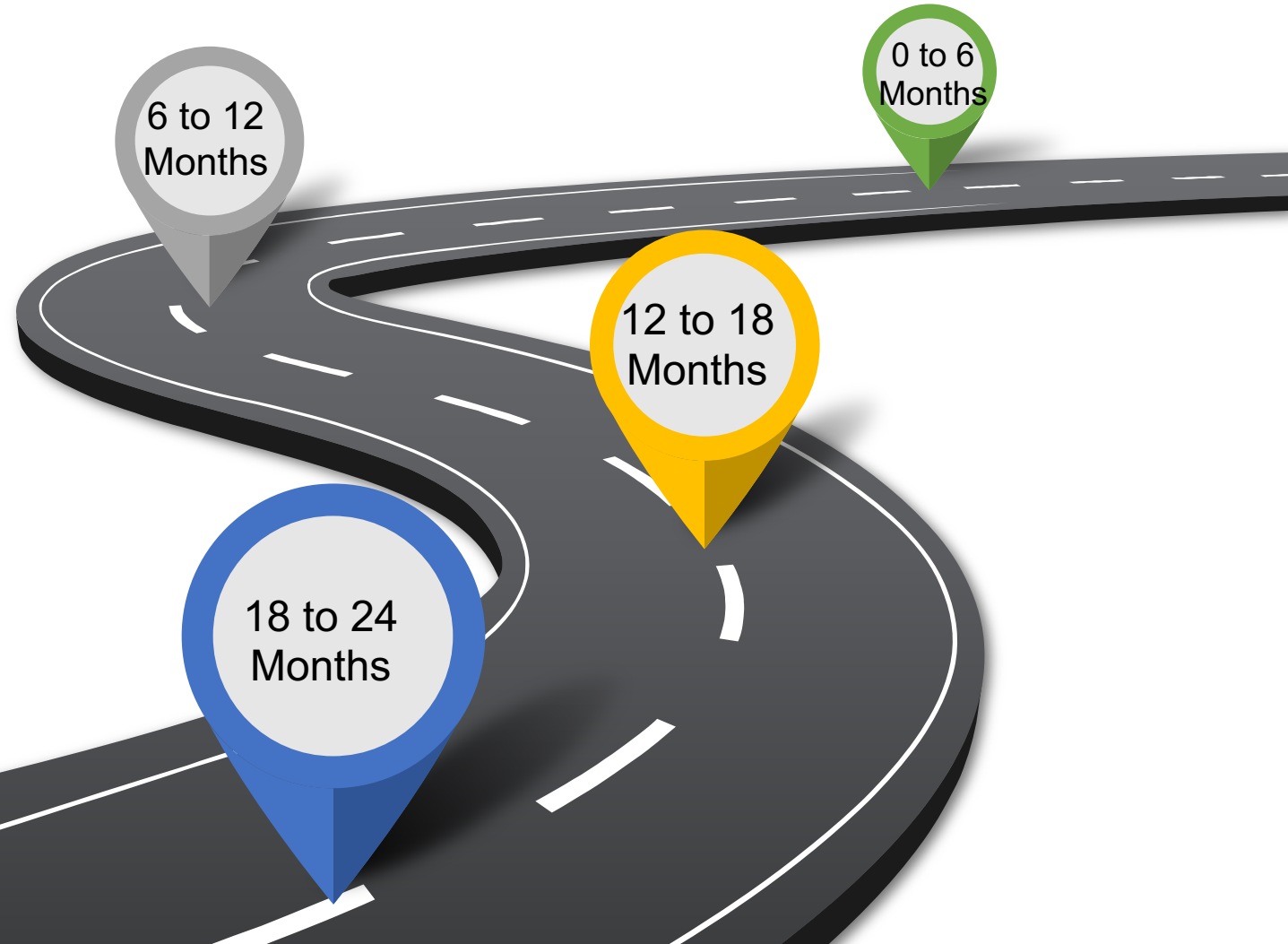
A high-quality civilian career provides meaningful work, which allows one to utilize knowledge, skills, and abilities in an occupation that supports their values while earning a substantive wage.





Career Transition Journey Map

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Pg. 7





1.5 Activity: What I'd Be Doing If I Wasn't Here

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Pg. 8

Let's practice





Section 2 - Vocational Training Foundation

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Pg. 10

In this section, you will learn about:

- The foundation of vocational training.
- How vocational training can help you achieve your career goals.





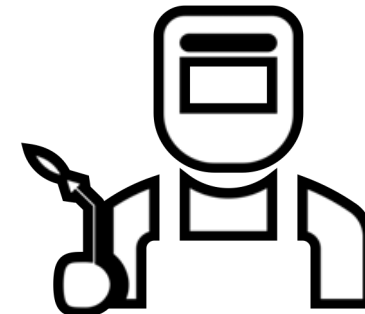
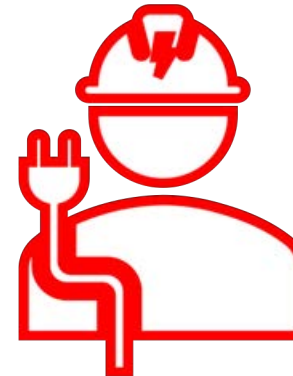
What is Vocational Training?

Participant
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Pg. 10

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?

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Pg. 10

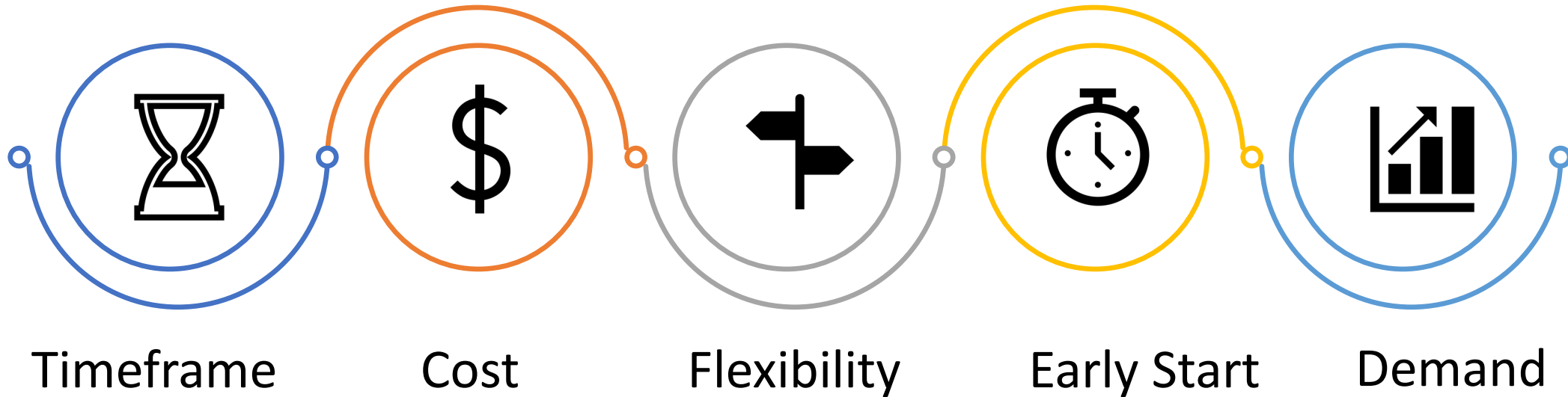


According to the Bureau of Labor Statistics, there are more **openings** in fields requiring vocational training than there are **qualified applicants**.



Why Pursue Vocational Training?

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Guide:
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Career Cluster and Their Pathways

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Pg. 11



- Careers are grouped and organized in clusters by common knowledge and skills.
- There are 16 Career Clusters with multiple pathways.



2.5 Activity: Identify Occupations Using the Career Cluster on O*NET

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Pg. 15

Let's practice





2.6 Activity: Career Cluster Game

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Pg. 16

Let's practice

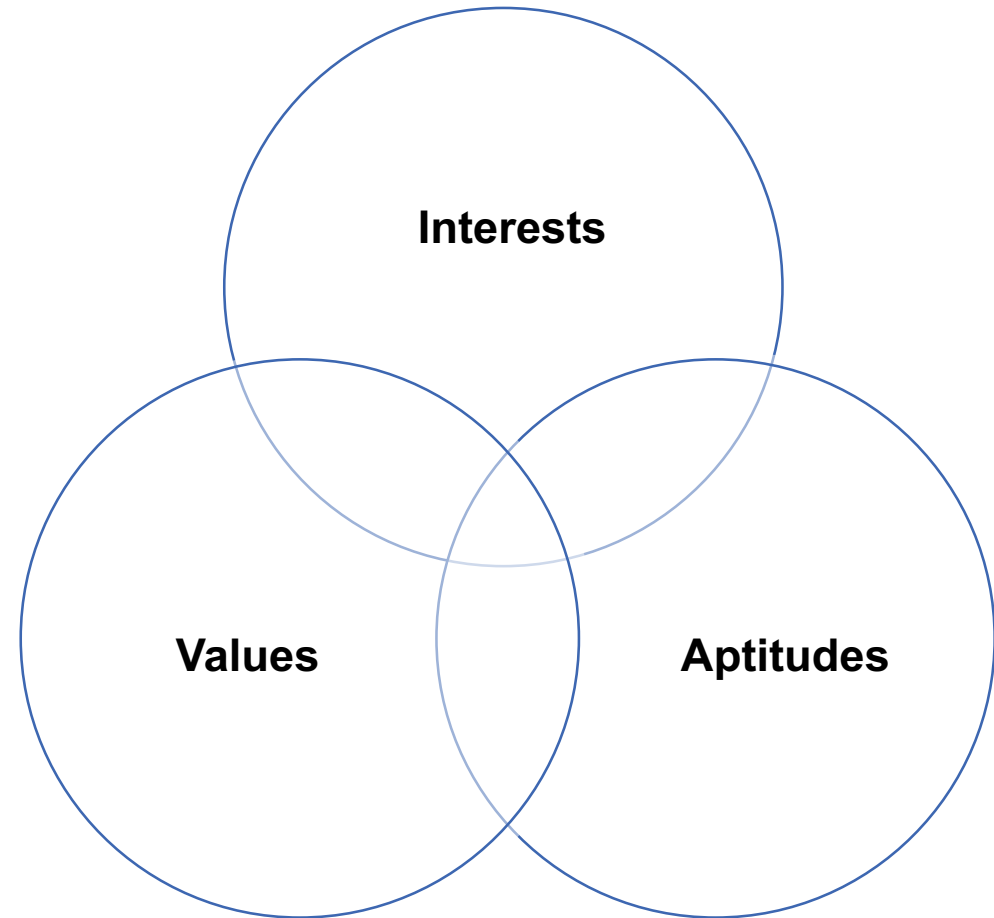




Section 3 - Self Assessments

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Pg. 19

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?

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Pg. 19

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





Holland Codes – Personality Types

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Pg. 20



[R] Realistic
"Doers"



[S] Social
"Helpers"



[I] Investigative
"Thinkers"



[E] Enterprising
"Persuaders"



[A] Artistic
"Creators"



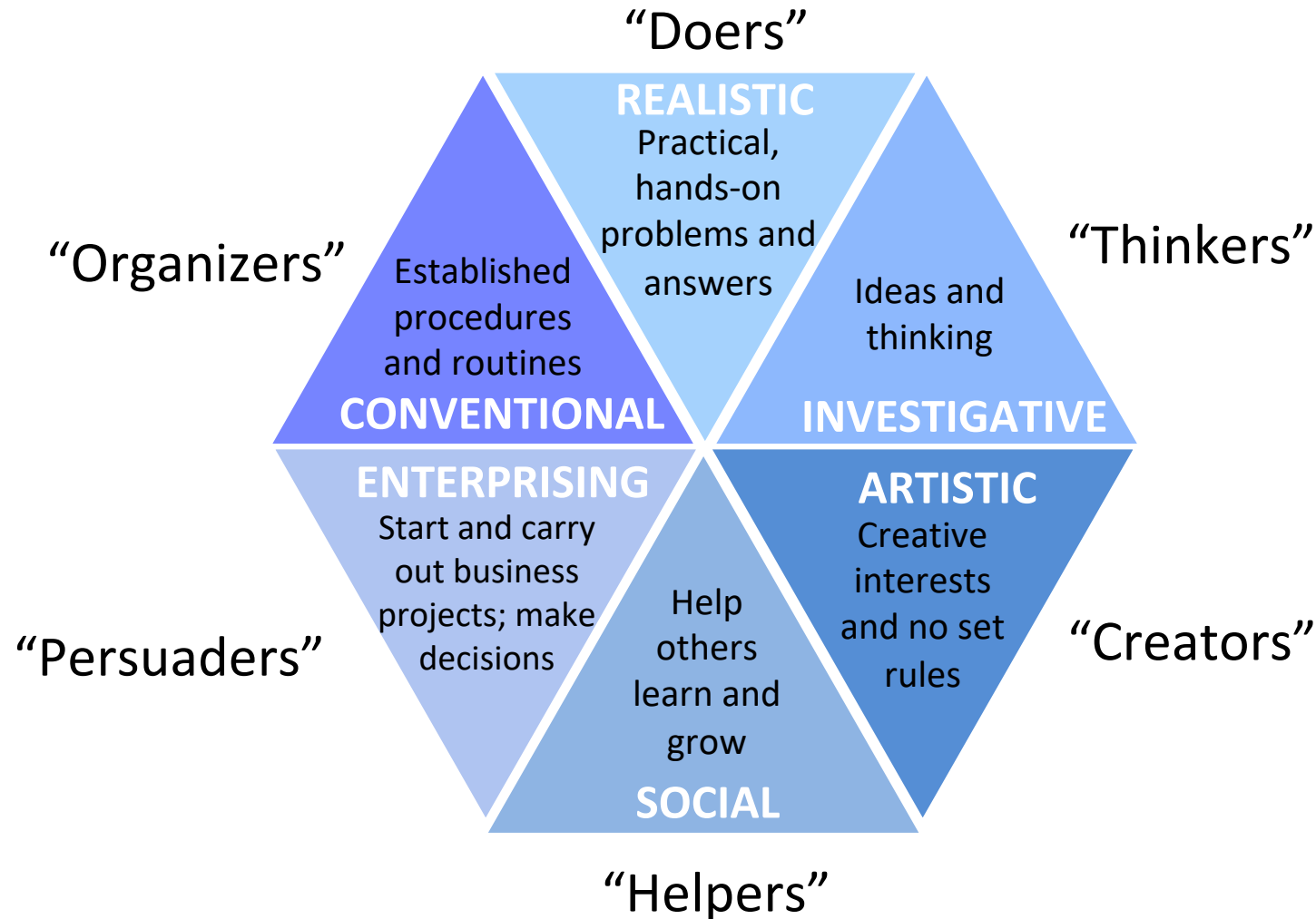
[C] Conventional
"Organizers"



3.3 Activity: RIASEC Game



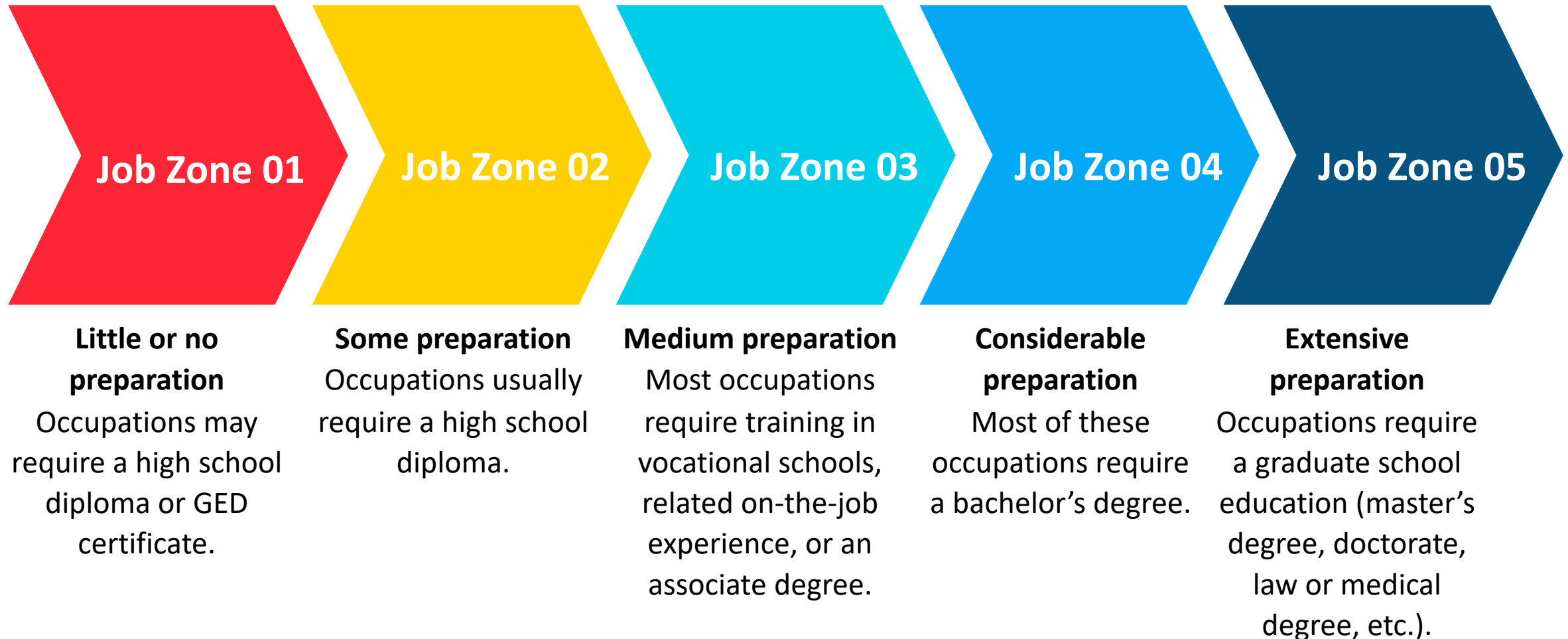
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O*NET Job Zones

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3.4 Activity: O*NET Interest Profiler

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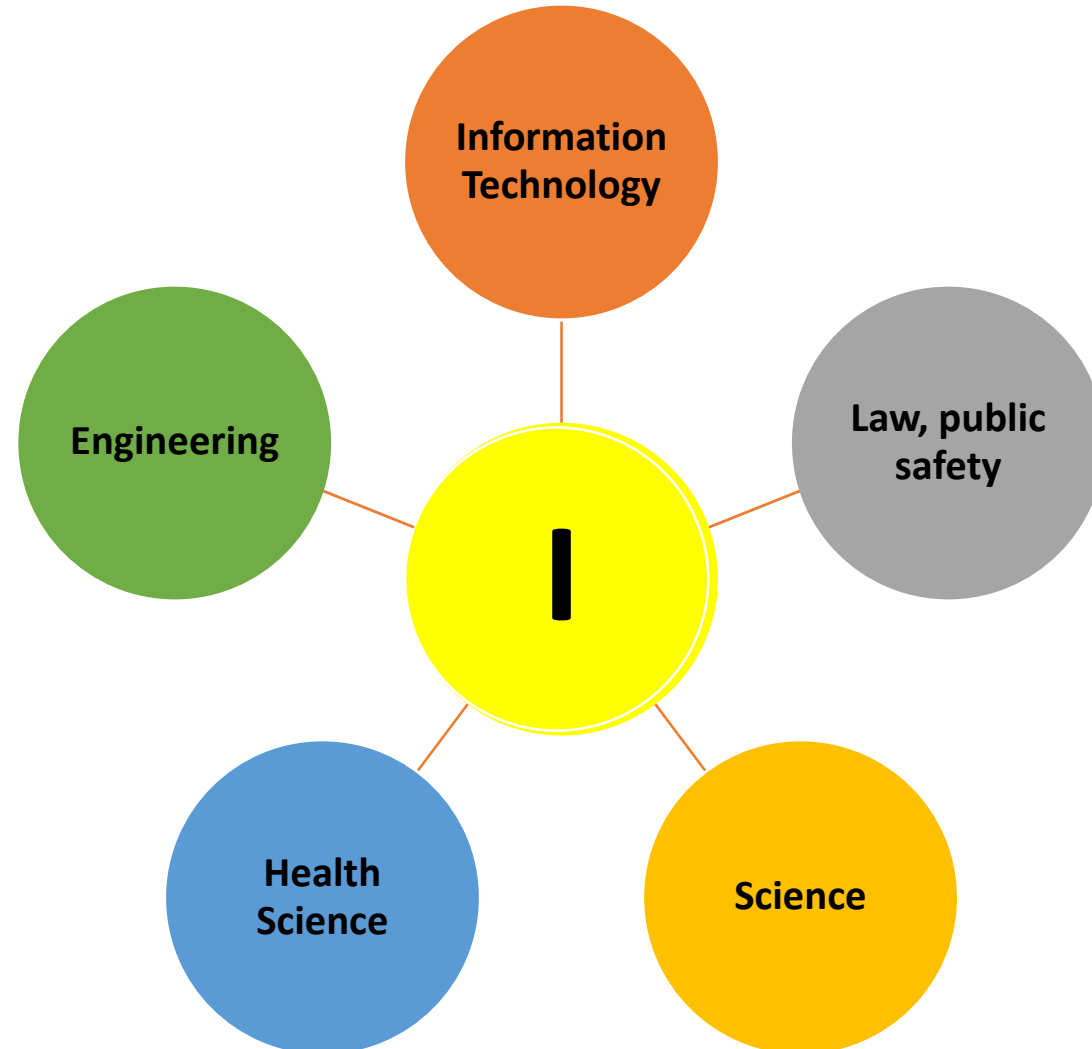




Career Clusters and the Holland Codes

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

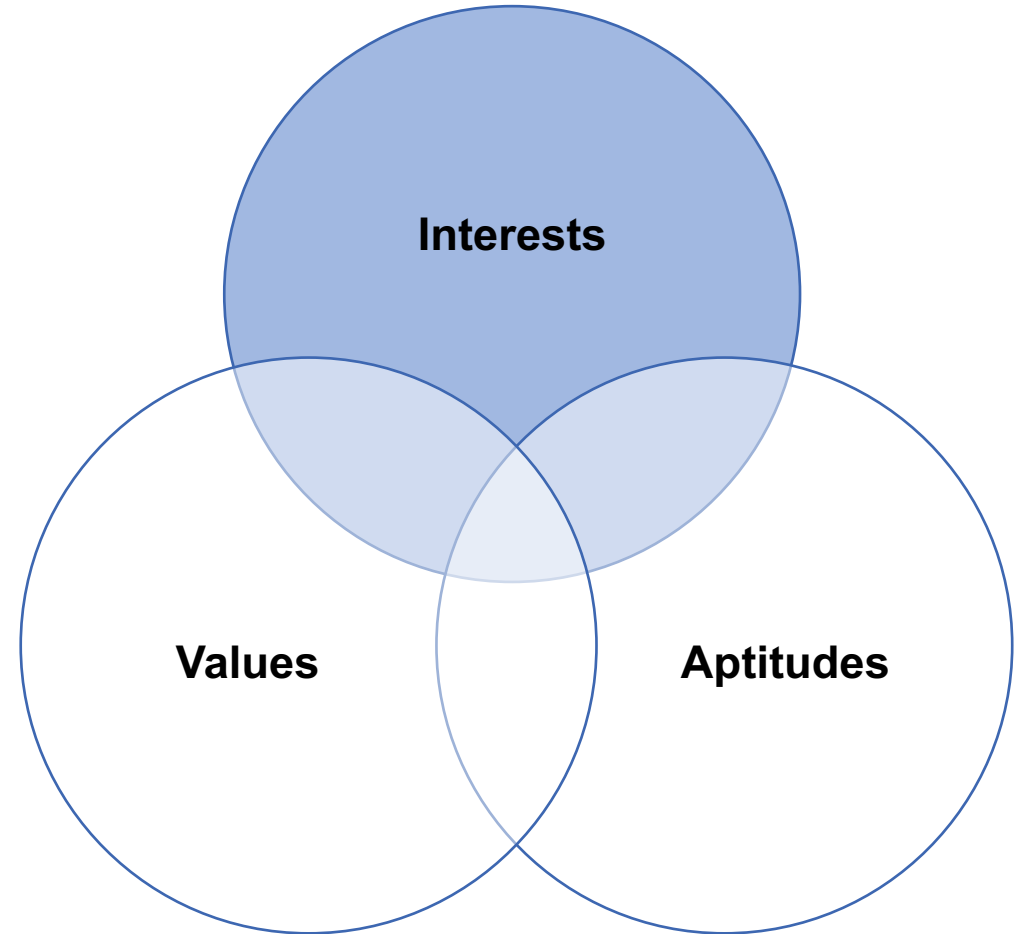




Interests

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





Aptitude Assessment

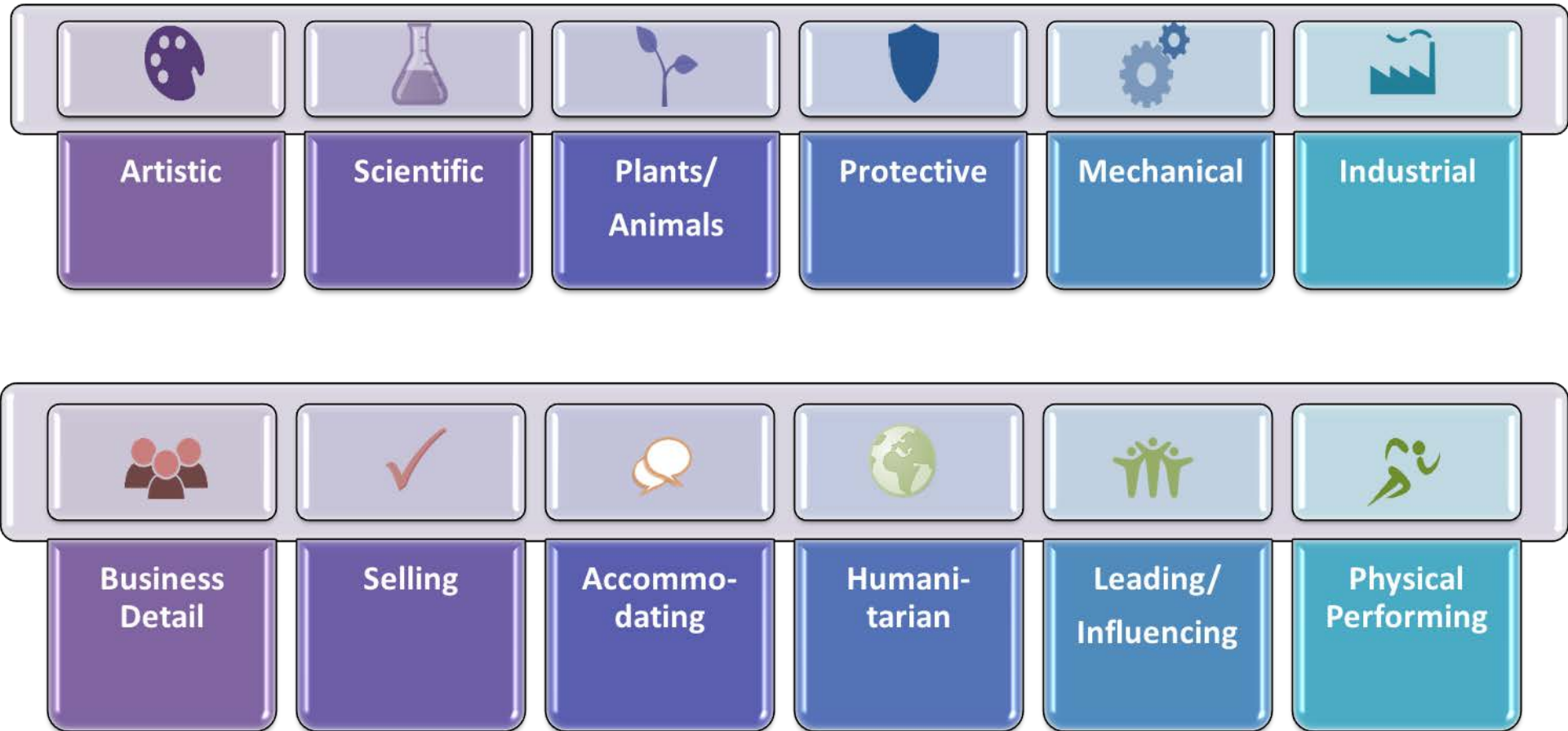
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Pg. 27

-
- Computerized career assessment to measure aptitude and interests
 - 12-scale interest inventory
 - 7-part aptitude battery
 - Standardized and timed



CareerScope® Work Interest Areas

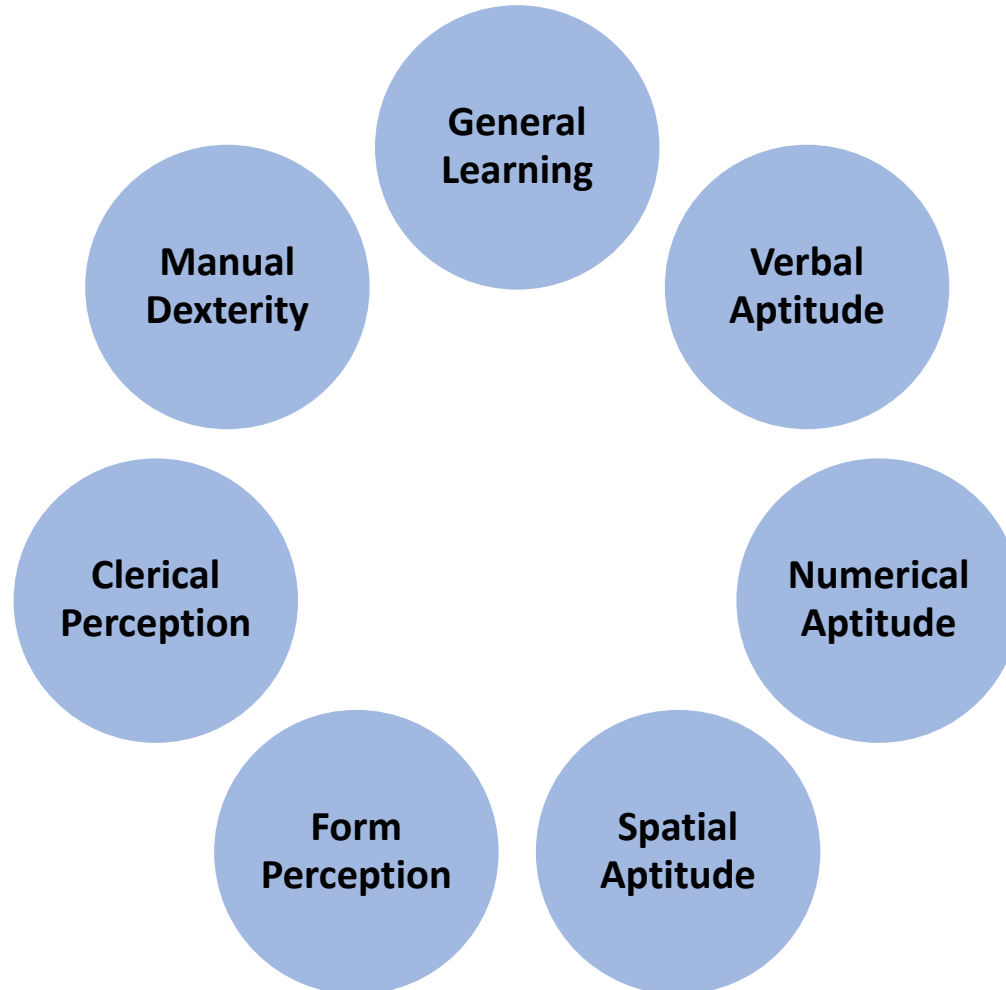
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CareerScope® Aptitude Areas

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Pg. 29



Aptitude:
Natural ability to do something

Let's practice



3.6 Activity: CareerScope® Matching Cards



3.7 Activity: CareerScope® Assessment

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Pg. 31

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CareerScope® Results

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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

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Pg. 32

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.



Section 2: Aptitude Assessment

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Pg. 32

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.



Section 3: Recommendations

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Pg. 33

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

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Pg. 33

-
- 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

Participant
Guide:
Pg. 33

Work Group	I	A
01.01 Literary Arts		○
01.02 Visual Arts		○
01.03 Performing Arts: Drama		○
01.04 Performing Arts: Music		
01.05 Performing Arts: Dance		○
01.06 Craft Arts		●
02.01 Physical Sciences		
02.02 Life Sciences		
02.03 Medical Sciences		
02.04 Laboratory Technology		
03.01 Mgr Work: Plants/Animals		
03.03 Animal Training & Service		●
03.04 Elem Work: Plants/Animals		●
04.01 Safety & Law Enforcement	2	○
04.02 Security Services	2	●
05.01 Engineering		
05.02 Mgr Work: Mechanical		
05.03 Engineering Technology		
05.04 Air/Water Vehicle Operation		
05.05 Craft Technology		●

Work Group	I	A
05.07 Quality Control		
05.08 Land/Motor Vehicle Operation		●
05.09 Materials Control		○
05.10 Crafts		●
05.11 Equipment Operation		●
05.12 Elemental Work: Mechanical		●
06.01 Production Technology		○
06.02 Production Work		●
06.03 Quality Control		●
06.04 Elemental Work: Industrial		●
07.01 Administrative Detail	4	
07.02 Mathematical Detail	4	
07.03 Financial Detail	4	
07.04 Oral Communications	4	●
07.05 Records Processing	4	●
07.06 Clerical Machine Operation	4	●
07.07 Clerical Handling	4	●
08.01 Sales Technology	3	
08.02 General Sales	3	
08.03 Vending	3	●

Work Group	I	A
09.01 Hospitality Services		●
09.02 Barber & Beauty Services		●
09.03 Passenger Services		●
09.05 Attendant Services		●
10.01 Social Services	1	
10.02 Nursing, Therapy & Specialized	1	
10.03 Child & Adult Care	1	●
11.01 Mathematics & Statistics	5	
11.02 Educational & Library Svcs	5	
11.03 Social Research	5	
11.04 Law	5	
11.05 Business Administration	5	
11.06 Finance	5	
11.07 Services Administration	5	
11.08 Communications	5	
11.09 Promotion	5	
11.10 Regulations Enforcement	5	
11.11 Business Management	5	
11.12 Contracts & Claims	5	

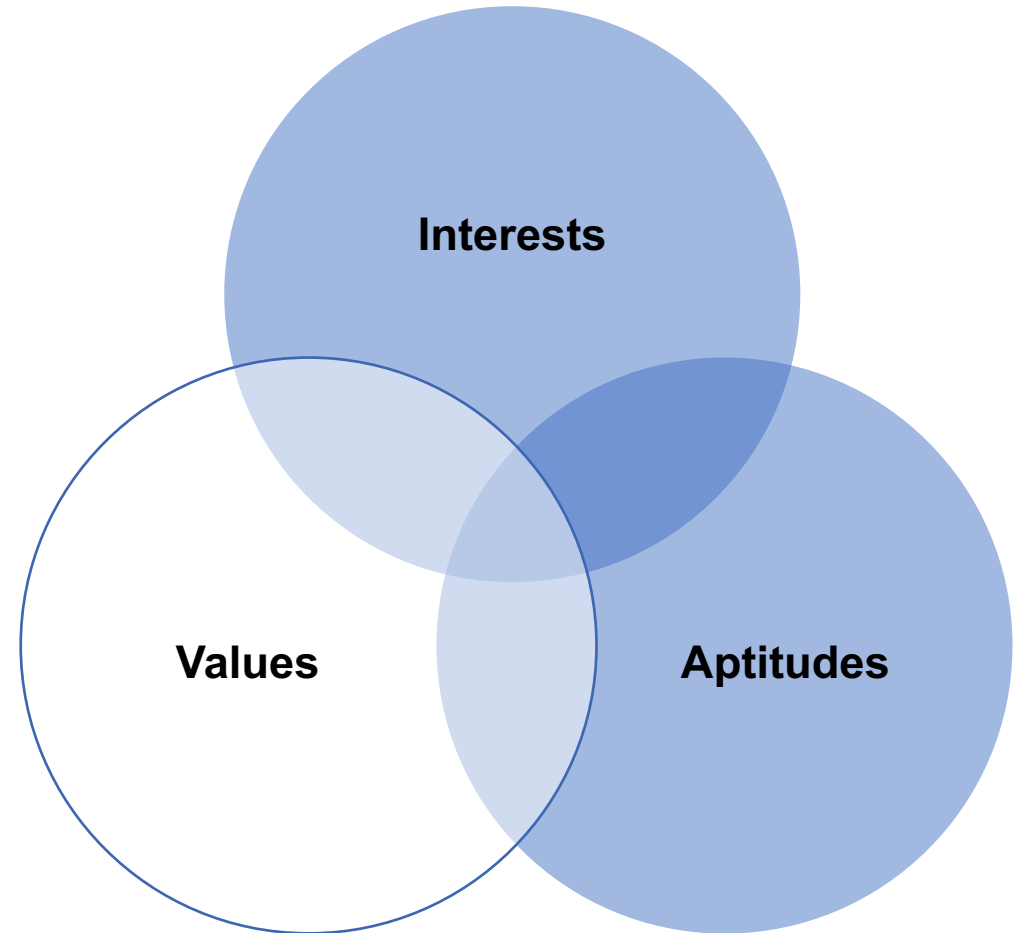
*Pay attention to where interests
and aptitudes intersect



Aptitudes

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Pg. 34

You have now identified potential careers that are based on your aptitudes.





Values Assessment

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Pg. 35

- 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.





3.9 Activity: O*NET Work Importance Locator—Assessment

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Guide:
Pg. 36

Let's practice





O*NET Work Importance Locator

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Guide:
Pg. 39

Calculate Work Value Scores

ACHIEVEMENT	
CARD	SCORE Column number
A	5
F	4
Add scores for Total	+ 9

Multiply Total by 3 x3

Achievement Score	= 27
----------------------	------

INDEPENDENCE	
CARD	SCORE Column number
I	1
M	2
T	2
Add scores for Total	+ 5

Multiply Total by 2 x2

Independence Score	= 10
-----------------------	------

RECOGNITION	
CARD	SCORE Column number
D	2
E	4
L	3
Add scores for Total	+ 9

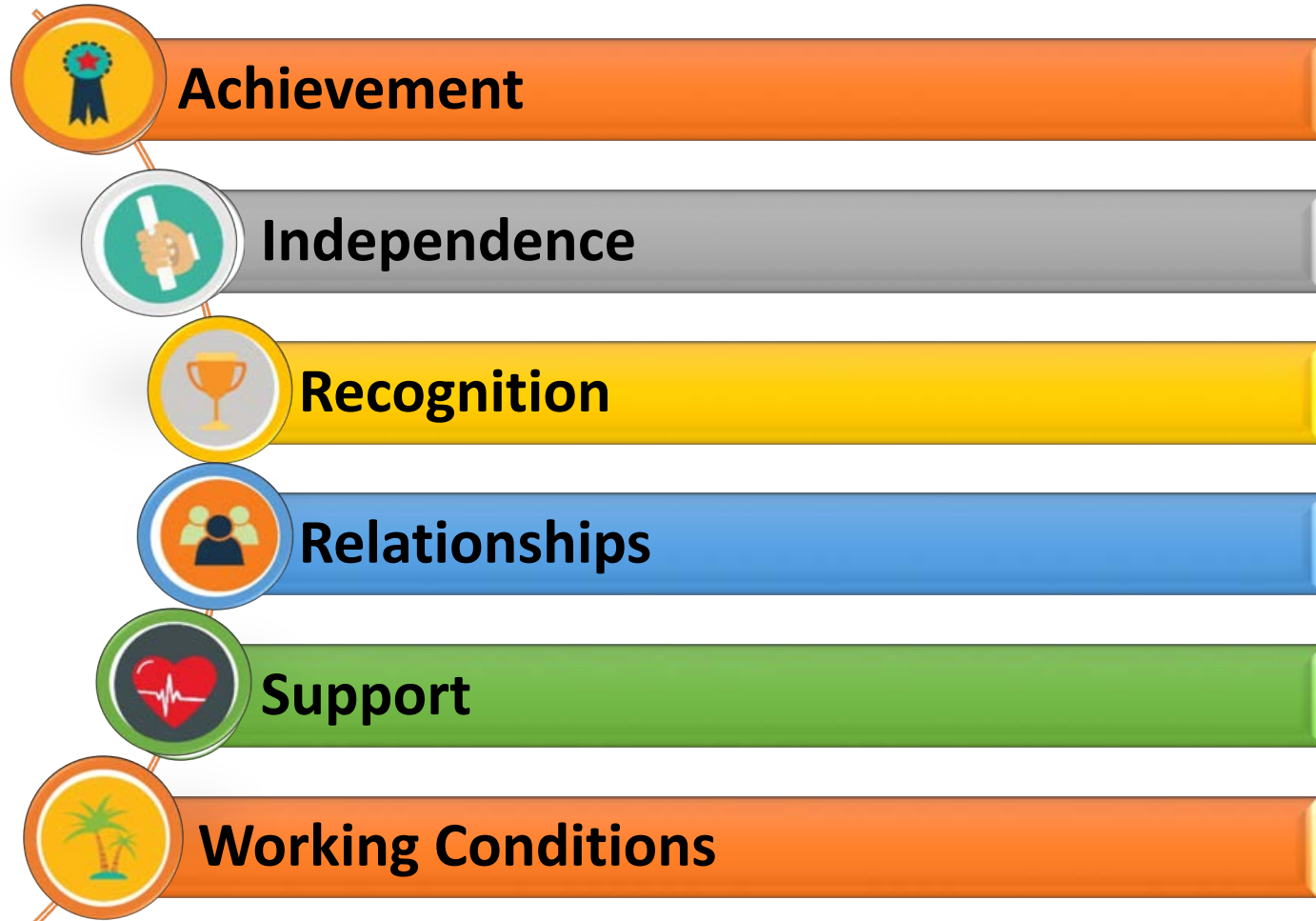
Multiply Total by 2 x2

Recognition Score	= 18
----------------------	------



What Your Work Values Mean

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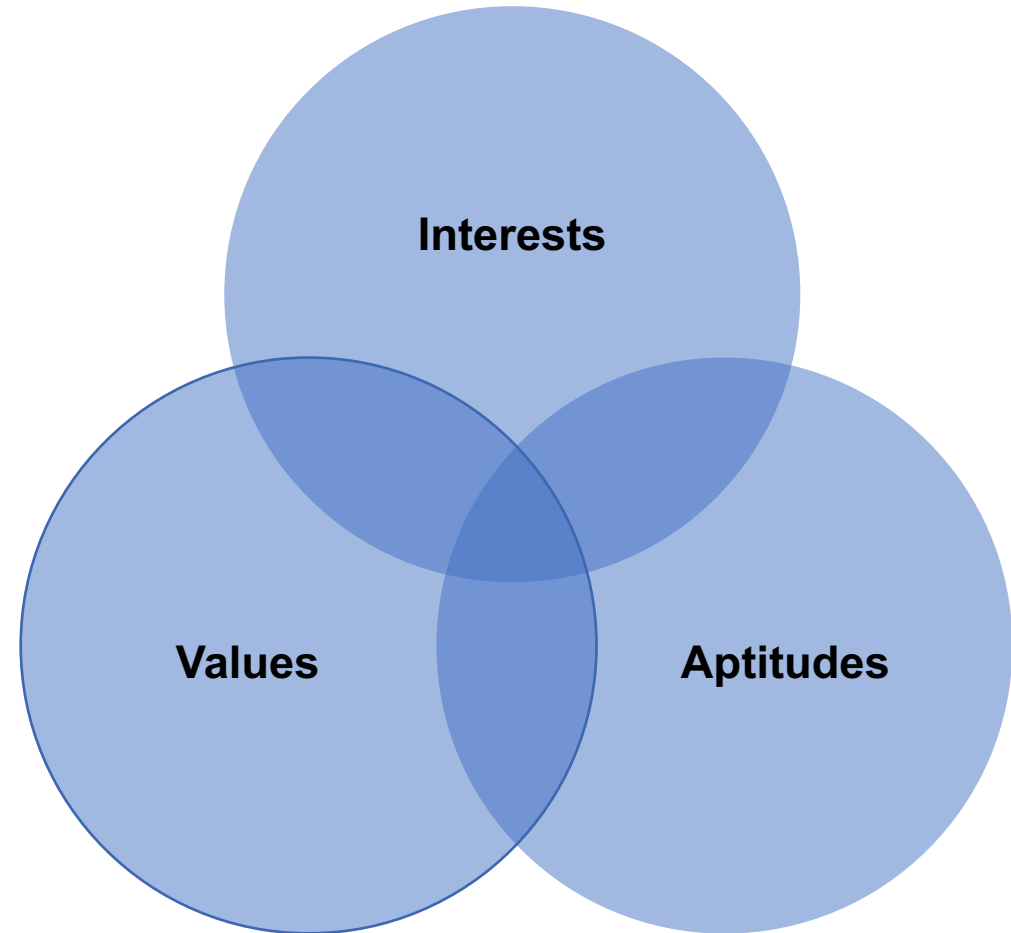




Values

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- You have now identified potential careers based on all three areas under consideration.

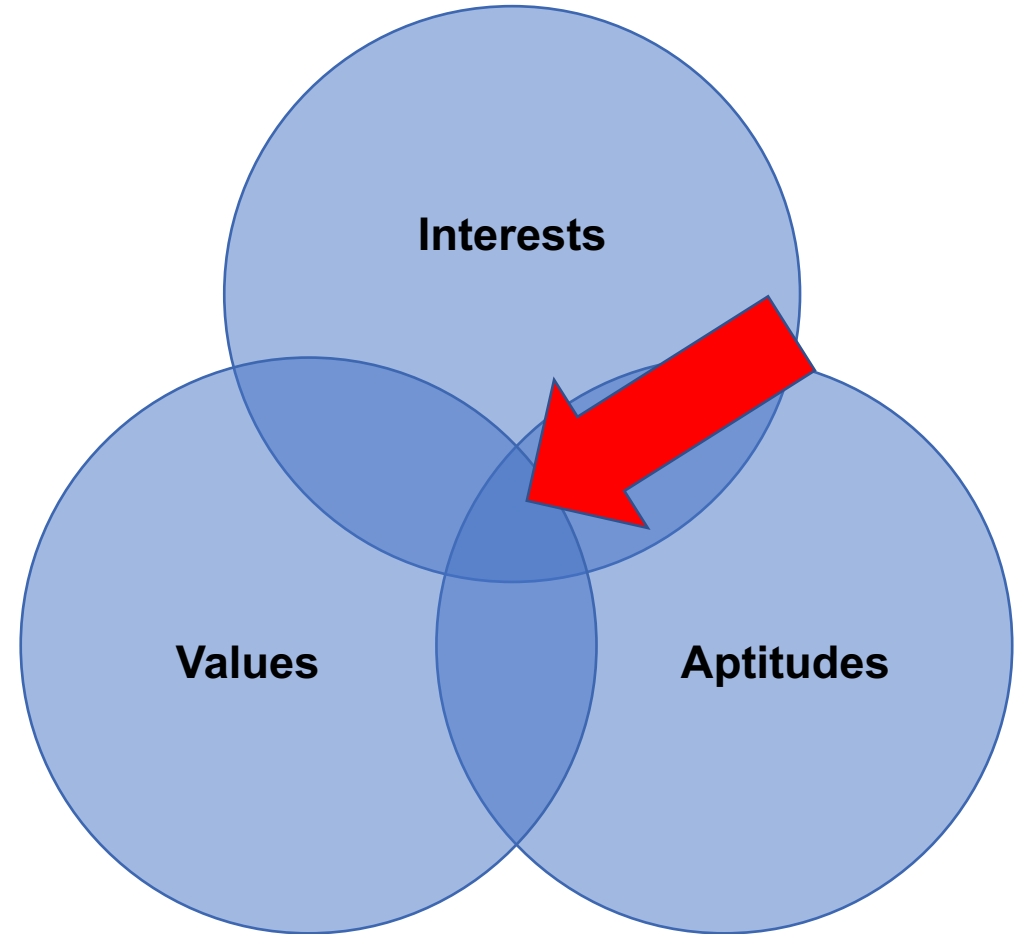




Self Assessments

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- With this information you can identify your “sweet spot.”





Status Check

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Pg. 42

- 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

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Pg. 42

Let's practice





Section 4 - Labor Market Research

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Guide:
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In this section, you will learn:

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





External Factors

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Pg. 45



Location



Industry



Education



Salary



Growth Potential



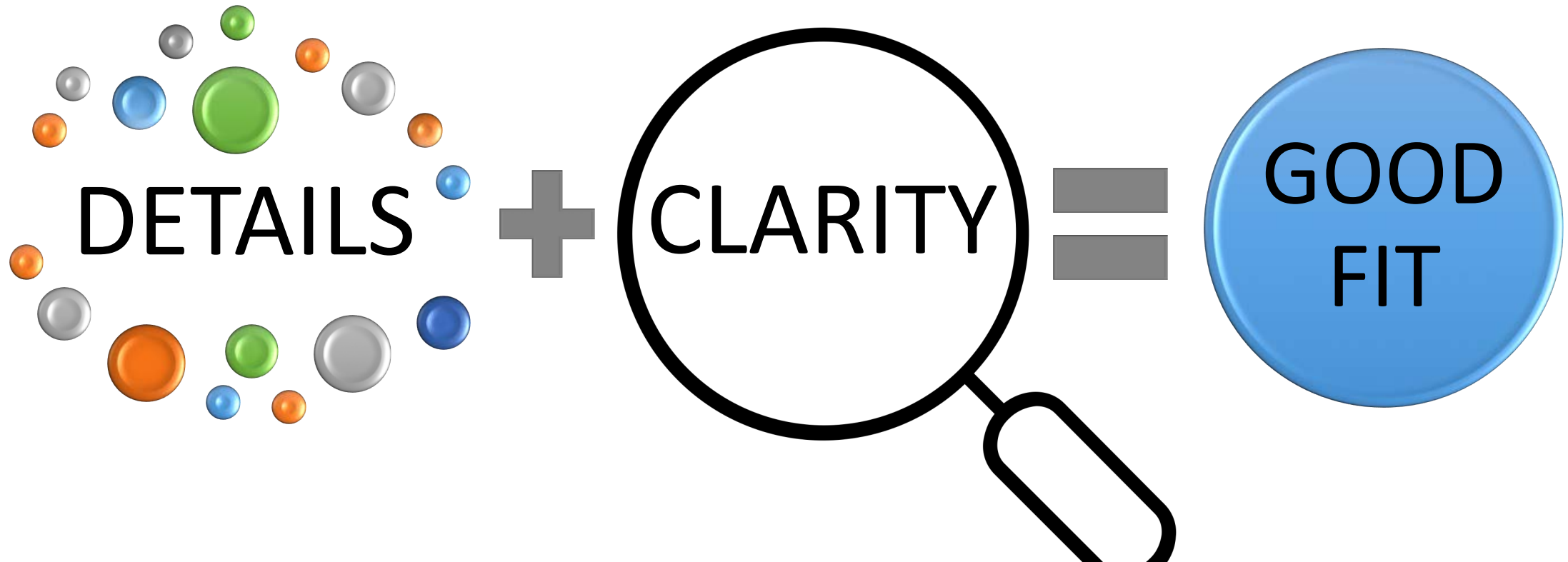
Assessments



Occupational Research

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Guide:
Pg. 46

Occupational research provides information on:





4.3 Activity: O*NET Summary Report

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Pg. 46

Let's practice





Getting Help at the American Job Center (AJC)

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- 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

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Guide:
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Let's practice



American^{star}jobcenter



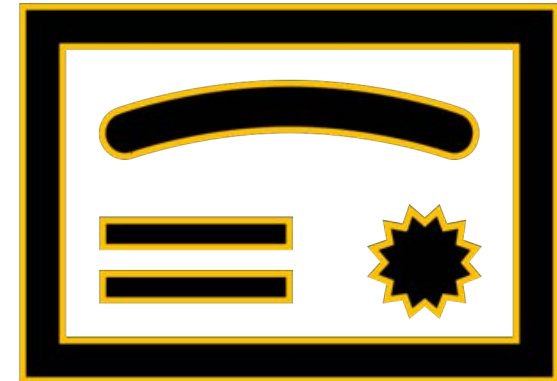
Section 5 - Exploring Training Opportunities

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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?

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Guide:
Pg. 52

-
- 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

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Pg. 52

- Occupational Licenses
- Professional Certifications
- Educational Degrees
- Certificates



Occupational License

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Pg. 52

- **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

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Pg. 52

- 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

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Pg. 52

- 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

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Pg. 53

- 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

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Pg. 53

Let's practice





Ways to Gain Credentials

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Pg. 55

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

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



APPRENTICESHIP.GOV



5.5 Activity: Apprenticeship.gov

Participant
Guide:
Pg. 56

Let's practice



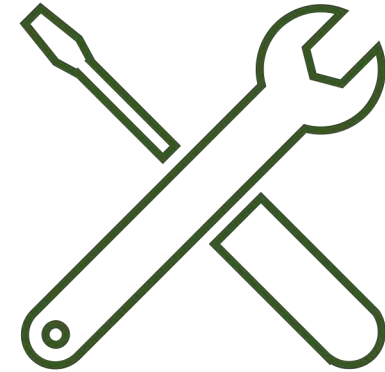
APPRENTICESHIP.GOV



Earn and Learn: On-the-Job Training

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Pg. 57

- 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.

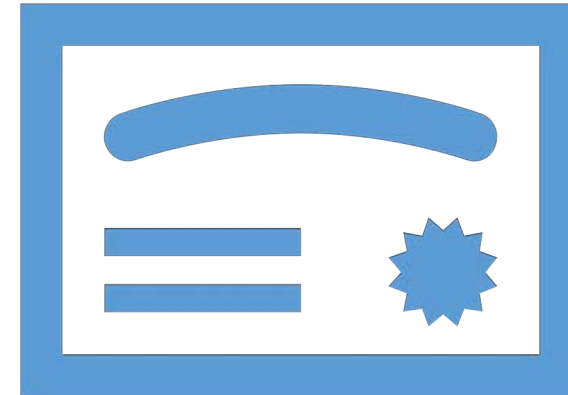




Study and Learn: Community and Technical Colleges

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- 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.

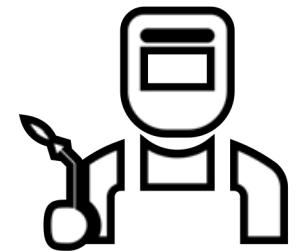
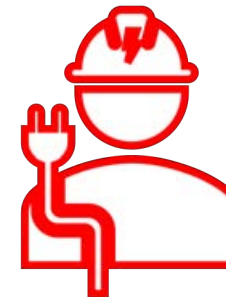




Study and Learn: Career Technical Schools

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Pg. 59

- 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.





Study and Learn: Four-year Colleges and Universities

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- 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

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Guide:
Pg. 61

Let's practice



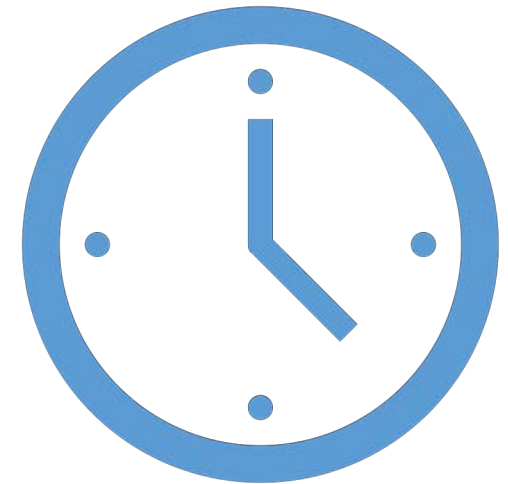


Gaining More Skills Before Transition

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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)

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Guide:
Pg. 62

<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)

Participant
Guide:
Pg. 63

Let's practice





DoD SkillBridge

Participant
Guide:
Pg. 63

<https://dodskillbridge.usalearning.gov/>

May include:

- Internships
- Accelerated training programs
- Professional certifications
- Corporate fellowships
- Licensing opportunities
- Networking opportunities





Credentialing Opportunities On-Line (COOL)

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





5.9 Activity: Using COOL

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Pg. 64

Let's practice





Funding Your Training and Education

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Pg. 65

<https://studentaid.ed.gov/sa/>

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of
the AMERICAN MIND®

Prepare for College


Types of Aid

Who Gets Aid

FAFSA®: Applying for Aid


How to Repay Your Loans

Minds can achieve anything. We make sure they get to college.
At Federal Student Aid, we make it easier to get money for higher education.




HOW DO I
PREPARE FOR
COLLEGE?

Learn about exploring careers, choosing and applying to schools, and taking required tests. Use checklists to help get ready.



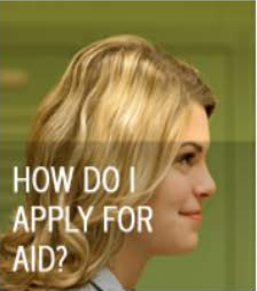
WHAT TYPES
OF AID CAN
I GET?

Read about the types of financial aid available from the government and other sources: grants, scholarships, loans, and work-study.




DO I
QUALIFY
FOR AID?

Most people are eligible for financial aid. Find out who gets aid, how to stay eligible, and how to get eligibility back if you've lost it.



HOW DO I
APPLY FOR
AID?

Learn how to submit your *Free Application for Federal Student Aid* (FAFSA®), how aid is calculated, and how you'll get your aid.



HOW DO I
MANAGE
MY LOANS?

Choose a repayment plan, pay on time, avoid default, and get help with problems.

ANNOUNCEMENTS

IRS DATA RETRIEVAL TOOL STATUS



GI Bill Overview

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Guide:
Pg. 65

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 Overview

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Pg. 65

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

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Guide:
Pg. 68

Let's practice





Factors to Consider When Seeking Vocational Training

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Do Your Due Diligence

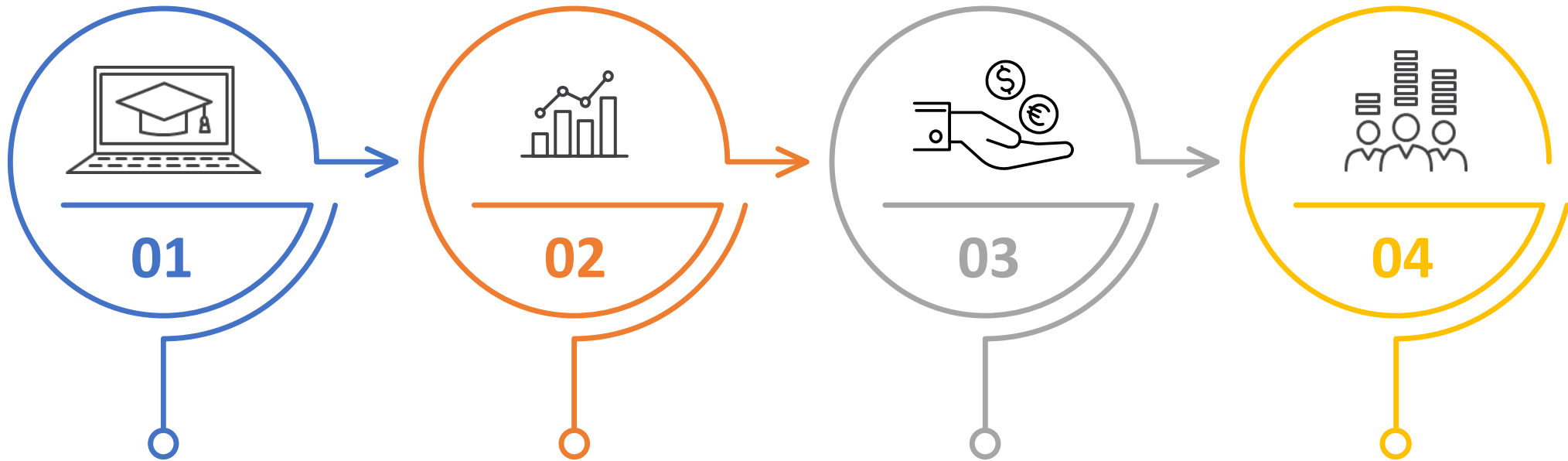
Due Diligence is the process of evaluating a decision by getting as much information about it as possible. Try to avoid scams and predatory practices.





Factors to Consider When Seeking Vocational Training

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Pg. 70



Accreditation

Admission &
Completion Rates

Tuition & Fees

Admission
Requirements



Sources to Check

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Pg. 70

- 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

Participant
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- 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

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Pg. 71

- High Job Placement Rate
- Lack of Qualified Instructors
- High Program Complaints





5.15 Activity: Compare Programs

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Guide:
Pg. 73

Let's practice





Additional Resources

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Guide:
Pg. 77

-
- 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

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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

Participant
Guide:
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Let's practice





Summing It Up

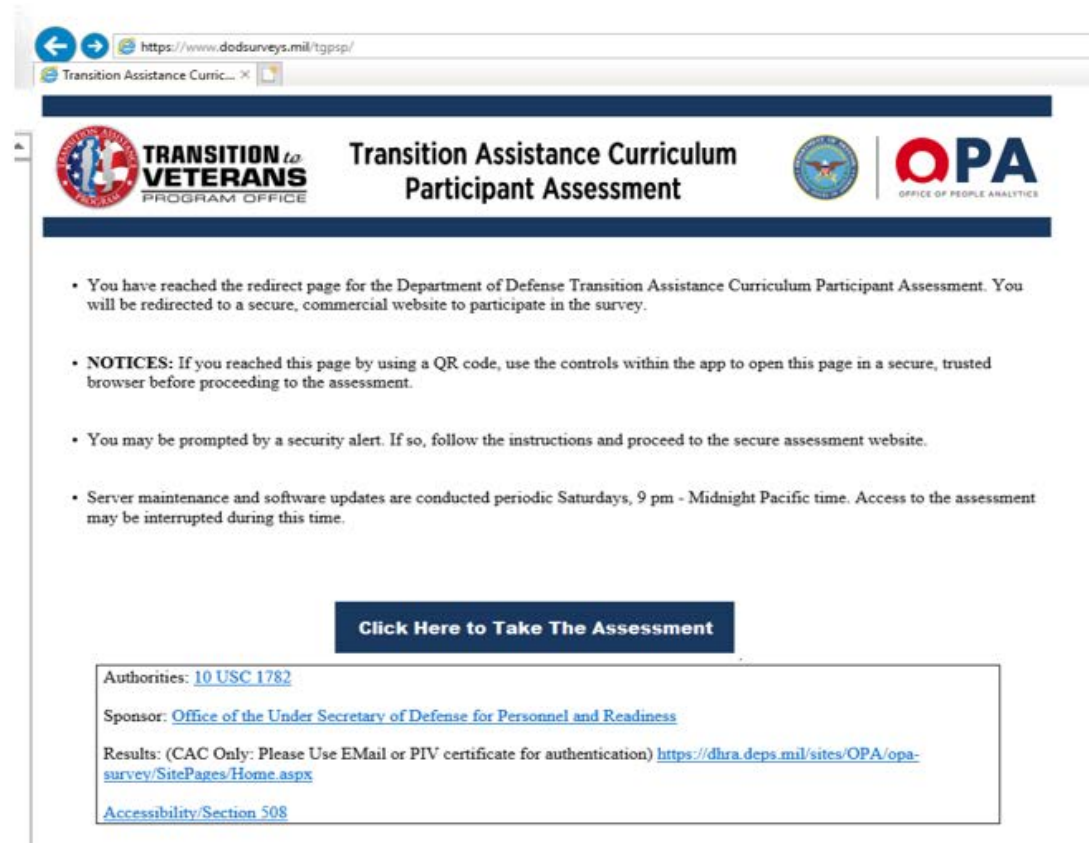
Participant
Guide:
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-
- You have learned the foundation of a Vocational Track and its Career Clusters and Pathways.
 - You have used your results from self-assessments to validate your career choices or point you toward new occupations.
 - You have prepared yourself by deciding which learning opportunities are best suited to help you achieve your career goals.
 - You have written a plan of action.



Complete Course Evaluation

<https://www.dodsurveys.mil/tgpsp/>

A screenshot of a web browser showing the "Transition Assistance Curriculum Participant Assessment" page. The browser's address bar displays the URL "https://www.dodsurveys.mil/tgpsp/". The page header includes the "TRANSITION to VETERANS PROGRAM OFFICE" logo, the title "Transition Assistance Curriculum Participant Assessment", and the "OPA OFFICE OF PEOPLE ANALYTICS" logo. The main content area contains a list of four bullet points providing instructions and notices. At the bottom, there is a blue button labeled "Click Here to Take The Assessment" and a box containing links for Authorities, Sponsor, Results, and Accessibility.

Transition Assistance Curriculum Participant Assessment

- You have reached the redirect page for the Department of Defense Transition Assistance Curriculum Participant Assessment. You will be redirected to a secure, commercial website to participate in the survey.
- **NOTICES:** If you reached this page by using a QR code, use the controls within the app to open this page in a secure, trusted browser before proceeding to the assessment.
- You may be prompted by a security alert. If so, follow the instructions and proceed to the secure assessment website.
- Server maintenance and software updates are conducted periodic Saturdays, 9 pm - Midnight Pacific time. Access to the assessment may be interrupted during this time.

[Click Here to Take The Assessment](#)

Authorities: [10 USC 1782](#)

Sponsor: [Office of the Under Secretary of Defense for Personnel and Readiness](#)

Results: (CAC Only: Please Use EMail or PIV certificate for authentication) <https://dhra.deps.mil/sites/OPA/opa-survey/SitePages/Home.aspx>

[Accessibility/Section 508](#)



Thank You for Your
Service!!!