

Training and Employment Notice	No. 1-08
	Date: July 11, 2008

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS
ALL STATE ONE-STOP CAREER CENTER SYSTEM LEADS
ALL STATE AND LOCAL WORKFORCE INVESTMENT BOARDS
ALL WIRED INITIATIVE PROJECT MANAGERS

FROM: GAY M. GILBERT /s/
Administrator
Office of Workforce Investment

CC: ETA NATIONAL AND REGIONAL OFFICES

SUBJECT: Availability of Workforce Solutions Developed by Grantees through the President's High Growth Job Training Initiative (HGJTI) and the President's Community-Based Job Training Grants (CBJTGs)

1. **Purpose.** Announcement of the latest round of workforce solutions from the HGJTI and CBJTGs on the Workforce³One.org Web site.
2. **References.**
 - High Growth Job Training Initiative Investment Center at: <http://www.doleta.gov/BRG/HGJTIGrantees/>
 - Community-Based Job Training Investment Center at: <http://www.doleta.gov/BRG/CBJTGrants/>
 - Workforce Solutions at: <http://www.workforce3one.org/wfsolutions/>
 - Career Voyages at: <http://www.careervoyages.gov>
3. **Background.** Since the passage of the Workforce Investment Act in 1998, the Workforce Investment System has experienced tremendous evolution as we adapt to changing economies and ever increasing need for talent development and quality services for job seekers and employers. Throughout the system, Workforce Investment Boards, One Stop Career Centers, Community Colleges, and other education and training providers, business and industry, community-based organizations, and other partners have collaborated to identify workforce challenges in their communities and pool resources to create solutions.

EMPLOYMENT AND TRAINING ADMINISTRATION
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WASHINGTON, D.C. 20210






The Employment and Training Administration is pleased to share over 300 innovative, demand-driven workforce solutions in the enclosed catalogue. The solutions were developed under the President’s High Growth and Community-Based Job Training Grants between 2003 and 2008. The grants were designed to engage business, education, and the workforce investment system to address the workforce challenges facing high growth, high-demand industries, and build the capacity of community colleges to train workers and help them develop the skills required to succeed in the 21st century economy. ETA designed the investment activities in an effort to introduce innovative ideas to the national conversation around workforce solutions; in particular, to invite business and industry take a leading role in identifying and addressing the need for skilled workers. ETA is announcing solutions to the public workforce system in an effort to further stimulate innovation and creative response to the nation’s workforce challenges.

4. Important Questions and Answers.

What types of workforce solutions were developed by High Growth Job Training and Community-Based grantees?

The Workforce³One.org Web site features 300 High Growth Job Training and Community-Based workforce solutions that can be utilized and customized to address the workforce challenges faced by industries ranging from healthcare and biotechnology to advanced manufacturing and energy.

The workforce solutions developed through the High Growth Job Training and Community-Based grants are divided into five categories and are identified by the following symbols:

Symbol	Category	Examples
	Curriculum Materials and Course Materials	Instructor Materials, Student Materials, Curriculum Lists and Catalogues, and Course Materials
	Competency Models and Career Ladders	Career Ladders, Competency Models, Occupational Skills Assessments, and Apprenticeship Materials
	Outreach Materials	Industry Marketing, Partner Marketing, Employer Services, Career Awareness and Guidance, and Web sites
	Reports and Databases	Labor Market Reports, and Impact Studies
	Program Management and	Case Studies, Evaluation

	Implementation Tools	Process, and Tools, Guides, Partnership Models, Program Management Models, Replication Models, and Sustainability Plans
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How do these workforce solutions add value to my work and my organization?

Workforce solutions facilitate the sharing of knowledge across industries and service systems, as well as within the workforce investment system and other organizations. They also serve as templates, provide new ideas, and help showcase how the workforce and education systems can add value to business.

For example:

- ❖ One-Stop Career Centers and Workforce Investment Boards can utilize relevant High Growth Job Training and Community-Based solutions to address the industry challenges that have been identified in their Workforce Investment Act State Plans;
- ❖ Community colleges can save their resources by utilizing and customizing curricula developed by High Growth Job Training and Community-Based grantees to address their degree program needs or provide training that is responsive to local businesses, instead of developing the curricula from scratch; and
- ❖ Workforce and educational organizations can showcase the type of solutions available to employers, and articulate how collaboration between business and the workforce system is a good return on investment.

Ultimately, your knowledge of the resources available on the Workforce³One.org Web site makes your organization part of a national exchange of ideas that can benefit your own strategies for developing talent in your regional economy.

How is ETA sharing this information?

In 2007, ETA disseminated 125 High Growth Job Training and Community-Based solutions to 3,000 workforce and educational professionals at its annual Workforce Innovations Conference in the form of a compilation CD set. In addition, ETA mailed this CD set to state and local workforce agencies, ETA regional offices, and community colleges nationwide. In July 2008, ETA will disseminate a comprehensive catalogue at Workforce Innovations that contains 300 solutions, and 180 are new! The catalogue and solutions are available on Workforce³One.org, ETA’s dynamic web space designed for sharing innovative resources, tools, and learning events.

How can I share this information?

We encourage you to share the information in this TEN and the workforce solutions available online with your colleagues and all of your partners involved in workforce development. Other key stakeholders may include One-Stop Career center staff including case managers and front-line workers; workforce investment board members; organizations serving disadvantaged, adjudicated, or at-risk youth, older workers, persons with disabilities, veterans, and military spouses; community-based organizations; faith-based organizations; community colleges; universities; business and industry, and others.

How can I access ETA’s workforce solutions?

Workforce Solutions can be downloaded online from the Workforce³One.org Web site. The descriptions for each solution can also be reviewed in the *Workforce Solutions Catalogue*. The electronic version of the catalogue can be found here: <http://www.workforce3one.org/wfsolutions/catalog.pdf>

Workforce3One.org Web site Instructions

Step	Action
1	Log onto www.workforce3one.org Registration is free and only takes a minute to complete.
2	Click on the “Workforce Solutions” icon on the right hand side of the home page.
3	Upon entering the Workforce Solutions Page, you will be able to search for workforce solutions by industry, category, grantee, state, and key word. <i>Note: Appropriate workforce solution results will appear with short descriptions for you to browse.</i>
4	When you find a workforce solution that meets your interests, click on the workforce solution title and the workforce solution’s documents will appear for you to download.
5	If you have any difficulty accessing these solutions, or have questions about specific solutions, please contact the Business Relations Group at: businessrelations@dol.gov or 202.693.3949.

How are workforce solutions being adapted to meet the needs of other regions?

Several regions across the country have adapted solutions developed by Calhoun Community College, a Community-Based Job Training grantee. Calhoun Community College is using its Alternate Health Education Asynchronous Delivery (AHEAD) program to offer students training for new career opportunities in nursing, surgical technology, radiography, and clinical laboratory technology. The project was designed to increase the community college partners' capacity by offering an extended consortium of healthcare programs through shared resources and web-based instruction. Below are two examples of workforce solutions that were adapted by other community colleges in the state of Alabama.

- **Delayed Progression Nursing Program:** This redesigned nursing program, spread over seven semesters rather than the traditional five semesters, provides an alternative learning format using video-streaming technology that allows the student to view lecture content on the internet or by podcast. Convening one evening per week the class focuses on group discussion, and skill practice, as well as evaluation and testing. The clinical portion of the program occurs in the evenings and on weekends. Central Alabama and Southern Union Community Colleges adopted Calhoun's pioneering program in its entirety to create this program, modifying the education schedule to meet the needs of working adults. In addition, the expanded enrollment at Calhoun Community College has led to an increased number of healthcare professionals ready for employment.
- **MICRO Camps (Medicine is Creating Real Opportunities):** These summer camps target junior and senior high school health occupations students. Students spend two days on the college campus where they experience hands-on activities in the areas of nursing, clinical lab technology, radiography, and emergency medical technology. Based upon the early success of the MICRO Camp, Southern Union Community College will be implementing the program in the summer of 2008. In the summer of 2009, Columbia State Community College and Motlow Community College (two community colleges in the Tennessee Valley WIRED Region) will also be launching the program.

Are there any restrictions to the use of the workforce solutions?

Workforce solutions developed by the High Growth Job Training and Community-Based grantees and the information in the *Workforce Solutions Catalogue*, are copyrighted by the institution that created them and are intended for individual organizational, non-commercial use only¹.

¹ These workforce solutions were funded by grants awarded under the President's High Growth Job Training Initiative and the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration. The information contained in this catalogue was created by grantee organizations and do not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, solutions, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. The solutions in this catalogue are copyrighted by the institutions that created them and are intended for individual organizational, non-commercial use only.

5. **Actions Required.** Review the workforce solutions in the attached catalogue and on the Workforce3one.org Web site and identify specific solutions that may be helpful to your organization. Share these workforce solutions, ideas, and this Training and Employment Notice with your key stakeholders and partners. We also invite you to share your own best practices and solutions by adding them to Workforce³One.
6. **Inquiries.** Questions regarding this TEN should be directed to the Business Relations Group at BusinessRelations@dol.gov or 202-693-3949.
7. **Attachment.** *Workforce Solutions Catalogue*

Navigating the Workforce Solutions Catalogue

Available online at:

<http://www.workforce3one.org/wfsolutions/catalog.pdf>

This following excerpt from the catalogue showcases the layout and format of each workforce solution:

