



WORKFORCE POLICY BULLETIN

DATE: September 22, 2009	WPB #04-09
TO: Contracted Youth Service Providers	SUBJECT:
FROM: Joe Valentine, Acting Executive Director, Workforce Development Board of Contra Costa County	<input type="checkbox"/> ADMIN
SUBJECT: Work Readiness Goal for the Summer Youth Employment Program (SYEP)	<input type="checkbox"/> PLANNING
	<input type="checkbox"/> MARKETING
	<input type="checkbox"/> EEO/AA
	<input type="checkbox"/> FISCAL
	<input checked="" type="checkbox"/> OPERATIONS
	<input type="checkbox"/> RAPID RESPONSE
	SPECIAL FILING: X

The purpose of this Workforce Policy Bulletin is to present this Workforce Investment Area's policy regarding successful attainment of the Work Readiness Goal for the Summer Youth Employment Program (SYEP).

The work readiness performance indicator is the only performance measure for the SYEP.

Work Readiness Skills are defined in TEGL 17-05, Attachment B Definition of Key Terms as follows:

A measureable increase in work readiness skills including world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (Resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

All program elements incorporated into the Workforce Development Board of Contra Costa County SYEP are intended to ensure that there are measurable outcomes to document the attainment of Work Readiness Skills.

Workforce Development Board of Contra Costa County

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The following criteria must be documented in the client file in order for youth to meet the Summer Youth Work Readiness Skills attainment and successfully exit the SYEP:

- Successful completion the Summer Youth Work Readiness Workshop;
- Successful completion of a summer work experience placement; and
- Proficiency in work readiness skills at a worksite demonstrated by attaining a “Good” or better on each task listed on the time sheet evaluation, as documented by Worksite Supervisor.

The following documents must be maintained in the youth files to verify successful completion of the SYEP program and document attainment of the Work Readiness goal:

- Participant Handbook signature page;
- Work experience timesheet evaluations completed by the worksite supervisor; and
- ARRA Summer Youth Work Readiness Certificate

The following items are optional to maintain in the participant file;

- Personal Profile
- Completed resume
- Cover letter

Policy

It is the policy of the Workforce Development Board of Contra Costa (WDB) that all Summer Youth Employment Program files will be monitored on a random basis to track successful attainment of the Work Readiness Goal.

If you have any questions regarding this bulletin, please contact Terri Shields, Leonard Gonzales, or Jennifer Mitchell at (925) 602-6800.

cc: Joe Valentine, Director, EHSD
Contracted Youth Services Providers
Linda Palmquist, EDD, WID Regional Advisor
WDB Staff

WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY

YOUTH WORK EXPERIENCE

This certificate is presented to

Trainee Name

*in recognition of completing an XX hour Work Experience at
Employer Name*

Career Coach

Date

Provider of Services Supervisor

Date