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DEPARTMENT OF LABOR AND EMPLOYMENT

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Category: Program
Subject: Provision and Reporting of Vocational Guidance Services
Source: STATE
Revise/Replace: DL 95-60
Contact: J. Dwight Steele – E&T Program Director
Distribution: All SDA/OSC Financial, Program
Colorado One-Stop System Policy Guidance Letter#: 99-23-WP1
Date: December 02, 1999

I. REFERENCE(S):

Wagner-Peyser Act of 1933.

II. PURPOSE:

To restate CDLE's policy on providing and reporting vocational guidance services to Wagner-Peyser and veteran program clients.

III. BACKGROUND:

Vocational guidance involves recommending a course of action and providing suggestions and advice to job seekers which will assist them in making vocational decisions or selecting employment and training opportunities. Such guidance can occur as a one-time service or as part of case management services

Vocational guidance provided by Wagner-Peyser and veteran staff can include: (1) discussion of labor market trends (e.g. occupational supply and demand, growth industries, etc.) with clients; (2) assistance with identifying barriers to employment (e.g. lack of training, child care, transportation, tools, licenses, etc.); (3) referral to vocational testing, training, or support agencies in response to identified needs; or (4) assistance in developing strategies to overcome barriers, change careers, or otherwise increase employment options and earnings capacity. Simply providing labor market information or a job lead does not constitute vocational guidance.

IV: POLICY/ACTION:

Managers and supervisors of Wagner-Peyser and veteran staff are to ensure that vocational guidance is offered as a service option. Staff providing vocational guidance should make certain that clients clearly understand that they are responsible for their own actions, including the need to follow through on contacting recommended support agencies.

Vocational guidance activities are to be reported as a counseling service on the ODDS 'h' screen or the JobLink 'ae' screen. The counseling service is used because the current computer systems do not have a field for vocational guidance. Credit for vocational guidance can be taken whenever a staff person has a one-on-one or group session with clients which falls within the guidelines for vocational guidance in the 'Background' section of the PGL.

In addition, to reduce the possibility of staff providing duplicate services, ensure effective follow-up, and create a tracking record of previous guidance services, a brief overview of any guidance provided to individual clients must be entered on the ODDS 'r' screen or the JobLink notes screen. This requirement applies to all Wagner-Peyser clients, not just veterans.

V. IMPLEMENTATION DATE:

The implementation date of this PGL is immediately upon receipt.

VI. INQUIRIES:

If you have any questions regarding the vocational guidance service, please contact Marie Valenzuela, 303.620.4218, or e-mail her at marie.valenzuela@state.co.us.

Robert D. Hale, Director
Division of Employment & Training