



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

This matrix outlines how Vstreet.com meets Job Corps training goals in each of its Standards & Competencies. For a complete explanation of Vstreet.com products, please refer to pages 20-22.

**STANDARD: Workplace Relationships and Ethics - The student will leave Job Corps with the ability to productively interact with co-workers and deal with problems and situations with honesty, integrity and responsibility.**

| Competency  | Instructional Materials   | Staff Support  | Instructional Methods   | Assessment Tools   |
|---|---|--|---|--|
| Follows and promotes workplace policies and procedures including: good attendance, being on time, and dressing appropriately for the job. | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Vstreet Calendar</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Keep a Job, issue 1.6</li> <li>◆ Personal Care, issue 1.8</li> <li>◆ Doing Right, issue 2.8</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul>  | <ul style="list-style-type: none"> <li>➤ DVD/CD</li> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |
| Understands and supports organizational goals and structure and follows the chain-of-command.   | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Keep a Job, issue 1.6</li> <li>◆ Doing Right, issue 2.8</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul>  | <ul style="list-style-type: none"> <li>➤ DVD/CD</li> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |
| Observes and practices safety standards.  | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> </ul>   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guidesz</li> </ul> | <ul style="list-style-type: none"> <li>➤ DVD/CD</li> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |



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| Competency  | Instructional Materials   | Staff Support   | Instructional Methods   | Assessment Tools   |
|---|---|---|---|--|
| Develops productive relationships with members of his/her team. | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Vstreet Address Book</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Keep a Job, issue 1.6</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ DVD/CD</li> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |
| Maintains confidentiality and personal trustworthiness.         | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> </ul>  | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ DVD/CD</li> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> </ul>                          | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Interpersonal Skills - The student will leave Job Corps with the ability to get along with others and adjust to a variety of social and professional situations.**

| Competency  | Instructional Materials  | Staff Support   | Instructional Methods   | Assessment Tools   |
|---|--|---|---|--|
| Takes an active role when working in teams.                               | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> </ul>  | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |
| Exhibits friendly behaviors and works well within the culture of a group. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Vstreet               <ul style="list-style-type: none"> <li>◆ Address Book</li> <li>◆ Mentoring</li> </ul> </li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Consumer Awareness, issue 2.2</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency  | Instructional Materials  | Staff Support   | Instructional Methods   | Assessment Tools   |
|---|--|---|---|--|
| Recognizes and respects individual differences and view points.   | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Education, issue 1.1</li> <li>◆ Housing, issue 1.5</li> <li>◆ Consumer Awareness, issue 2.2</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |
| Demonstrates flexibility in adjusting to a variety of situations. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Housing, issue 1.5</li> <li>◆ Personal Care, issue 1.8</li> <li>◆ Health, issue 2.1</li> <li>◆ Consumer Awareness, issue 2.2</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Legal Rights, issue 2.7</li> <li>◆ Doing Right, issue 2.8</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul>                          | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency   | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|---|---|--|--|
| Recognizes and manages emotions such as sadness, depression, frustration, and anger. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Vstreet Personal Journal</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Housing, issue 1.5</li> <li>◆ Personal Care, issue 1.8</li> <li>◆ Money, issue 1.10</li> <li>◆ Health, issue 2.1</li> <li>◆ Consumer Awareness, issue 2.2</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Legal Rights, issue 2.7</li> <li>◆ Doing Right, issue 2.8</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Personal Growth and Development - The student will leave Job Corps with the personal skills, attributes, and behaviors that foster confidence and drive for life-long growth.**

| Competency   | Instructional Materials   | Staff Support   | Instructional Methods   | Assessment Tools   |
|--|---|---|---|--|
| Uses knowledge of personal strengths, weaknesses, and values in decision-making. | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Options to Anger</li> <li>➤ Vstreet Personal Journal</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Education, issue 1.1</li> <li>◆ Housing, issue 1.5</li> <li>◆ Keep a Job, issue 1.6</li> <li>◆ Teen Parenting, issue 1.7</li> <li>◆ Money, issue 1.10</li> <li>◆ Health, issue 2.1</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Legal Rights, issue 2.7</li> <li>◆ Doing Right, issue 2.8</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ 1:1 mentoring</li> </ul> | <ul style="list-style-type: none"> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency  | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools   |
|---|--|---|--|--|
| Demonstrates resilience when receiving both positive and negative feedback. | <ul style="list-style-type: none"> <li>➤ Options to Anger</li> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Vstreet Personal Journal</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Education, issue 1.1</li> <li>◆ Housing, issue 1.5</li> <li>◆ Keep a Job, issue 1.6</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Legal Rights, issue 2.7</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |
| Uses social networks when balancing work and personal life.                 | <ul style="list-style-type: none"> <li>➤ Vstreet:               <ul style="list-style-type: none"> <li>◆ Address Book</li> <li>◆ Calendar</li> <li>◆ Chat</li> <li>◆ Bulletin Boards</li> </ul> </li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Housing, issue 1.5</li> <li>◆ Transportation, issue 1.9</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Doing Right, issue 2.8</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ Individualized instruction</li> <li>➤ 1:1 mentoring</li> </ul>   | N/A  |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency  | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|---|---|---|--|--|
| Exhibits self-respect and a positive self-esteem. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Household Management, issue 1.2</li> <li>◆ Food, issue 1.3</li> <li>◆ Find a Job, issue 1.4</li> <li>◆ Housing, issue 1.5</li> <li>◆ Keep a Job, issue 1.6</li> <li>◆ Teen Parenting, issue 1.7</li> <li>◆ Personal Care, issue 1.8</li> <li>◆ Money, issue 1.10</li> <li>◆ Health, issue 2.1</li> <li>◆ Consumer Awareness, issue 2.2</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Legal Rights, issue 2.7</li> <li>◆ Doing Right, issue 2.8</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Independent Living - The student will leave Job Corps capable of finding, managing, and utilizing the resources needed to maintain employment, satisfy physical and emotional needs, and lead a productive life as an independent adult.**

| Competency   | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|--|---|--|--|
| Plans and manages time, money and other resources to support him/herself.  | <ul style="list-style-type: none"> <li>➤ Apartment Hunt</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Vstreet Calendar</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Household Management, issue 1.2</li> <li>◆ Teen Parenting, issue 1.7</li> <li>◆ Transportation, issue 1.9</li> <li>◆ Money, issue 1.10</li> <li>◆ Consumer Awareness, issue 2.2</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul>                       | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |
| Utilizes available resources to find housing, transportation and employment and to make informed consumer decisions. | <ul style="list-style-type: none"> <li>➤ Apartment Hunt</li> <li>➤ Car Dreams</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Transportation, issue 1.9</li> <li>◆ Consumer Awareness, issue 2.2</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>➤ individual</li> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency  | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools  |
|---|--|---|--|---|
| Makes educated life choices concerning nutrition, fitness, healthcare, parenting and sexual responsibility. | <ul style="list-style-type: none"> <li>➤ Private Lives</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Household Management, issue 1.2</li> <li>◆ Food, issue 1.3</li> <li>◆ Teen Parenting, issue 1.7</li> <li>◆ Personal Care, issue 1.8</li> <li>◆ Health, issue 2.1</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Legal Rights, issue 2.7</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Sexual Attitudes Survey (SEXATT)</li> <li>➤ Acceptance of Coercive Sexual Behavior (ACSB)</li> <li>➤ Condom Attitudes</li> <li>➤ HIV/STI Knowledge questionnaires</li> </ul> |
| Creates and maintains an appropriate support network.   | <ul style="list-style-type: none"> <li>➤ Vstreet:               <ul style="list-style-type: none"> <li>◆ Urgent Help</li> <li>◆ Address Book</li> <li>◆ Email</li> <li>◆ Chat</li> <li>◆ Bulletin Boards</li> </ul> </li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Transportation, issue 1.9</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Self Improvement, issue 2.5</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul>                   | N/A   |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency                            | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools   |
|---------------------------------------|--|---|--|--|
| Uses creative problem solving skills. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Options to Anger</li> <li>➤ Private Lives</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Food, issue 1.3</li> <li>◆ Transportation, issue 1.9</li> <li>◆ Financial Choices, issue 2.4</li> <li>◆ Legal Rights, issue 2.7</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Instructor observation</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Career and Personal Planning - The student will leave Job Corps with a personal plan that outlines a step-by-step process for entering and advancing in a fulfilling career.**

| Competency   | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|--|---|--|--|
| Sets and redefines short and long-term goals.  | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Education, issue 1.1</li> <li>◆ Find a Job, issue 1.4</li> <li>◆ Teen Parenting, issue 1.7</li> <li>◆ Transportation, issue 1.9</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Doing Right, issue 2.8</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |
| Acquires, organizes, interprets and evaluates information from career assessments and work-based learning experiences. | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Doing Right, issue 2.8</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency  | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools   |
|---|--|---|--|--|
| <p>Completes activities that support career planning. These may include a generic resume, sample cover letter, and letters of recommendation.</p> | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Education, issue 1.1</li> <li>◆ Find a Job, issue 1.4</li> <li>◆ Self Improvement, issue 2.5</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Communications - The student will leave Job Corps with the ability to listen actively, follow directions, and communicate with others to solve problems and accomplish tasks.**

| Competency  | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|---|---|---|--|--|
| Expresses and supports ideas through oral, written and nonverbal communication, such as body language, volume and tone. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Vstreet:               <ul style="list-style-type: none"> <li>◆ Email</li> <li>◆ Bulletin Boards</li> <li>◆ Chat</li> <li>◆ Poetry</li> </ul> </li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Anger Management, issue 2.3</li> <li>◆ Clean Living, issue 2.6</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |
| Responds to and acknowledges other people's views.  | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Vstreet Bulletin Board</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> <li>◆ Housing, issue 1.5</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency   | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|---|---|--|--|
| Uses appropriate language when addressing different audiences. | <ul style="list-style-type: none"> <li>➤ Efficacy: Your Secret Power for Decision Making</li> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> <li>◆ Housing, issue 1.5</li> <li>◆ Anger Management, issue 2.3</li> <li>◆ Self Improvement, issue 2.5</li> <li>◆ Legal Rights, issue 2.7</li> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Multicultural Awareness - The student will leave Job Corps valuing diversity, practicing and cultural sensitivity, and able to work with people of different backgrounds and cultures.**

| Competency   | Instructional Materials  | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|--|---|--|--|
| Understands and appreciates a variety of cultural perspectives and how those enhance productivity. | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> </ul> </li> </ul>                                  | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul>                   | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |
| Demonstrates the ability to value diversity in the workplace.                                      | <ul style="list-style-type: none"> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> <li>◆ Keep a Job, issue 1.6</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul>                   | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |
| Understands cultural differences in communication styles.  | <ul style="list-style-type: none"> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> </ul> </li> </ul>      | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency   | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|---|---|--|--|
| Positively interacts and fosters relationships with people of different backgrounds. | <ul style="list-style-type: none"> <li>➤ Options to Anger</li> <li>➤ Take This Job and Keep It</li> <li>➤ Take This Job and Keep It! Take 2</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, issue 1.4</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Scale of Job-Related Social Skill Knowledge (SSSK)</li> <li>➤ State-Trait Anger Expression Inventory (STAXI-2)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

**STANDARD: Information Management - The student will leave Job Corps with the ability to interpret and evaluate data, organize and maintain information, and use technology to perform work.**

| Competency   | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|--|---|---|--|--|
| Obtains information from existing sources, including the Internet. | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Vstreet (general features)</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Communication, issue 2.9</li> </ul> </li> </ul>                                   | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |
| Evaluates the relevancy, accuracy and appropriate use of data.     | <ul style="list-style-type: none"> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Find a Job, 1.4</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Knowledge questionnaires (by content area)</li> </ul>   |
| Organizes, maintains and uses information.                         | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Vstreet (general features)</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Money, issue 1.10</li> <li>◆ Consumer Awareness, issue 2.2</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ DVD/CD</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

| Competency  | Instructional Materials   | Staff Support   | Instructional Methods  | Assessment Tools   |
|---|---|---|--|--|
| Demonstrates capacity to connect data to personal and professional success. | <ul style="list-style-type: none"> <li>➤ Career Spins</li> <li>➤ Money Medical: Healthy Money Management</li> <li>➤ Vstreet (general features)</li> <li>➤ Getting Ready e-Zines:               <ul style="list-style-type: none"> <li>◆ Education, issue 1.1</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ In-person training</li> <li>➤ Curriculum guides</li> </ul> | <ul style="list-style-type: none"> <li>➤ Vstreet</li> <li>➤ Facilitated group instruction with supplemental written materials</li> <li>➤ Individualized instruction</li> </ul> | <ul style="list-style-type: none"> <li>➤ Career Decision-Making Difficulties Questionnaire (CDDQ)</li> <li>➤ Knowledge questionnaires (by content area)</li> </ul> |



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

## Summary of Vstreet Features & Curricula

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### Vstreet.com

Vstreet.com is a Web site that provides life and social skills training for teens in basic areas: jobs, mental health, health, sex education, and money management. It is intended to be a fun site for teens of different backgrounds and abilities by teaching life skills using animated stories, cartoons, and interactive exercises. It is also intended to create community for its teen users and their centers.

### Vstreet's General Features

- Vstreet Administration – Administrators from each center have their own Virtual Office where they can perform key functions on the site, including: registering users, managing account information, and customizing features. The administrator can turn on or off any of the main features on Vstreet if they are being abused.
- Safe Community – Vstreet is a closed community, available only to those users who are registered by their center. Users create their own unique login names and passwords to access the site. All personal information stored on Vstreet is confidential and accessible only to the user and the administrator(s).
- Virtual Room – Each user has a Virtual Room on Vstreet. It is the gateway to the site's other features. Teens can decorate their room in their own personal style by selecting, for example, various lighting fixtures, furniture styles, and floor coverings.

### Vstreet.com Soft Skills Curricula

*Vstreet has full-length animated curricula on a variety of skills:*

- **Options to Anger** – This course helps youth understand the anger cycle, identify early warning signs and their emotions, build communication skills with “I” statements, and other anger management skills. The curriculum integrates live group sessions with a virtual group of animated teens that model the live meetings. Options to Anger includes interactive journaling activities and exercises.
- **Efficacy: Your Secret Power for Decision Making** – A follow-up curriculum to Options to Anger, Efficacy teaches teens strategies for problem-solving and accomplishing goals in life. CD and DVD interactive activities provide 11 instructional meetings and 3 additional sessions for extended role-playing exercises. Topics covered include risky thinking, costs and benefits analysis, empathy, active listening, and refusal and negotiation skills.
- **Take This Job and Keep It** – This animated program teaches teens the social and practical skills they need to retain a job. Topics covered include: getting to work on time, dress codes, communication, managing conflict with co-workers and supervisors, and understanding employee documents. Designed to be taught in four 50-minute classes, the curriculum provides step-by-step instruction with suggestions for discussions and activities, along with samples of a job description, employee manual, and employment contract.
- **Take This Job and Keep It! Take 2** – This animated program teaches teens the social and practical skills they need to retain a job. Topics covered include: getting to work on time, dress codes, positive communication skills, managing conflict with co-workers and supervisors, understanding and coping with harassment, and understanding employee documents. Designed to be taught in eight 45-minute sessions, the curriculum provides step-by-step instruction with suggestions for discussions and activities, along with samples of a cover letter, resume, job announcement, job description, employee manual, and employment contract.
- **Career Spins** – This animated curriculum, introduces career exploration and why finding a career track is important. Viewers answer 20 visual questions about their likes and dislikes which generates a printable list of potential career tracks. Job Spins, a follow-up curriculum that takes the student from discovering a career track to finding the first job is currently in production.
- **Car Dreams** – This practical curriculum addresses what to look for in a car and how to be a smart buyer. It also covers inspections, road testing, insurance, and titles.



# Job Corps Employment, Training and Administration Standards-Competencies Crosswalk

- **Apartment Hunt** – This highly interactive curriculum helps youth understand all the steps to finding a place to live. Activities include building a “wants and needs” list, budgeting, and lease agreements. The animated story features two teen girls looking for an apartment. They check the condition and safety of several apartments before negotiating a lease on one that is right for them.
- **Private Lives** – A curriculum on HIV and STDs that covers everything from condom use to visiting a clinic. This curriculum also includes an interactive game to help youth identify which STDs are viruses and which are bacteria.
- **Money Medical** – This comprehensive curriculum helps teens learn the skills and discover the attitudes that put them in charge of their money with interactive lessons on budgeting, banking, credit and loans, credit counseling, and smart spending. Also examined are unhealthy money attitudes and spending behaviors.

## Vstreet.com Networking And Social Interaction Features

*Vstreet is designed to get users involved in their center’s community. Each Job Corps center can have a unique community that helps build social skills from the day new students set foot on campus to years after they leave. Some Vstreet features used to build social skills include:*

- **Calendar** – Job Corps centers can use this as their hub of activity by entering community events for all users. This encourages youth to look up events on their calendar. Teens can enter personal events, reminders of special days, and their own class schedule to build time management skills. They can also read their daily horoscope (based on life skills) for any day of the year.
- **Address Book** – The address book includes a Personal Address Book that each user creates, as well as a Master Address Book with Vstreet user names and email addresses for all youth and staff in their Vstreet community. Additional information can be entered. This feature allows Job Corps graduates to find other graduates after they leave the center. The address book also has various search features that allow a new campus member to find and connect with others with the same interests.
- **Personal Journal** – The Personal Journal is a confidential place where users can write their daily thoughts. It is protected with its own private password and a screen scramble button. For users who want inspiration, there’s a Mood Mirror. They can pick a mood and click on a Questions button that will prompt their thoughts.
- **Bulletin Board** – Teens can participate in text discussions on just about anything. All Vstreet-wide posts are monitored by Vstreet staff. Job Corps staff can also set up and monitor their own bulletin board for community topics. This feature allows students to speak out and share their opinions and ideas.
- **Email** – Each registered user gets a unique Vstreet email address. The email on Vstreet has the same look as the rest of the site and is designed to build communication and networking skills. The email is tied to the address book, allowing for easy emailing to other students.
- **Chat** – Vstreet Chat is designed to be open, yet safe. Scheduled chats, which are arranged by the center, can be entered only by students from the scheduling center’s community. Centers are responsible for monitoring their own chats.

## Other Supportive Vstreet Features

- **Urgent Help Button** – By clicking on this button, teens can get immediate access to national help hotlines on important issues like domestic violence, sexuality, health, and abuse. Administrators can add their own community hotlines and arrange for users to send urgent emails to staff. This feature is especially important for post-campus life, allowing communication to flow from graduates to the staff.
- **Getting Ready e-Zines** – Located on the Vstreet Getting Ready Newsstand, these 19 interactive life skills magazines contain teen interviews, animated ‘toons, art and poetry.
- **“On Vstreet” Soap** – A group of virtual teens that live “On Vstreet” are featured in soap-opera type episodes in which they model important life skills such as dealing with roommates, employers, landlords, and friends. Soaps are interactive; the virtual teens ask viewers for their input on the issues they’re dealing with. This is an excellent base for discussing common roommate or job retention problems.
- **Art and Poetry** – This feature encourages youth to express and share their creativity in art and poetry. Youth can submit drawings, photographs or poetry to Vstreet. Any of the pictures from the gallery of peer-generated art can be selected and hung them in teens’ own Virtual Room. Poetry 4 Ya Mind features poems written by Vstreet users.



## ***Job Corps Employment, Training and Administration Standards-Competencies Crosswalk***

- **Checking In** – This feature allows centers to maintain a connection with youth who are no longer at the center so that youth can continue to receive support, and centers can gather information needed for evaluating program outcomes. All personal information gathered for checking in purposes is kept confidential and is forwarded to the center by email.
- **Personal File Cabinet** – This feature stores personal information developed by users through the social skills curricula as well as non-Vstreet applications. Users can see their work, print it, change it, and download it to their own computer. Users can store existing documents, file and retrieve them at any time. Instructors can place assignments and information in a student's file cabinet for retrieval and completion by the student.