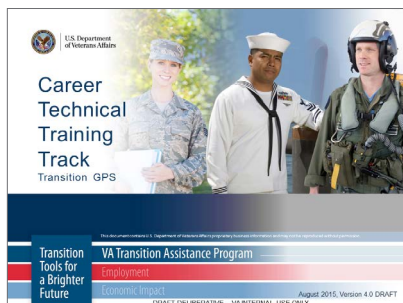


## Slide 1



### Career Technical Training Track Getting Started Advisor Introduction

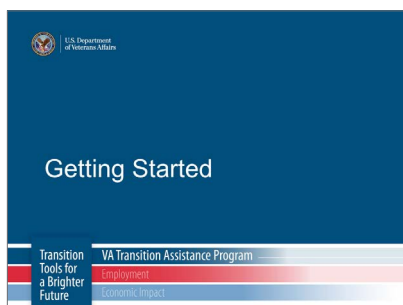
Welcome to the Career Technical Training Track.

My name is \_\_\_\_\_. And this is \_\_\_\_\_. We are here to assist you in and guide you through the Career Technical Training Track.

We look forward to working with you over the next two days as you prepare for your transition and future.

<Tell participants some basics about yourself and then have the other facilitator introduce him/herself>

## Slide 2



### Purpose

As you consider your future, we want to ensure you are able to rapidly connect to employment opportunities that align with your skills, interests, and goals. The Career Technical Training Track provides you with the information you need to plan for career success. By identifying the right training and upskilling opportunities for you, you are investing in yourself and in your future. Upskilling adds value to your resume, broadens your appeal in the workforce, and improves your economic mobility.

This course pulls together a lot of information to help you make better decisions about pursuing your career goals and selecting career training opportunities to achieve those goals, which will assist your transition from military to civilian work.

Now is the time to start positioning yourself for career success.

You may want to continue your career by working in the same field you worked in the military. Perhaps, you are looking to pursue new challenges, or new opportunities. No matter what your goals are, you should ask yourself:

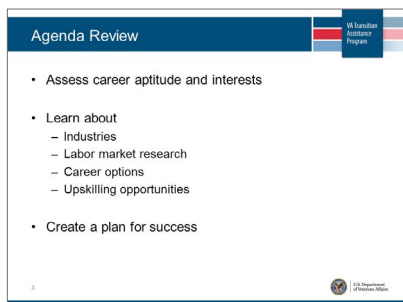
- How will I accomplish them?
- What steps do I need to take?



## Materials

Throughout this workshop, we will use a Participant Guide. Let's take a minute to talk about how it is set up. Beginning with the first tab, you'll see that every module has its own section and there are places in each module for you to take notes, as well as follow along. There are also activities throughout this course that are included in each module. At the back of the guide, you will find appendices with some valuable information as well as a resource guide, which lists all the links we will use during the next two days.

### Slide 3



Slide 3: Agenda Review. The slide features a blue header with the title 'Agenda Review' and a small logo on the right. The main content area is white with a bulleted list of topics. At the bottom, there is a small U.S. Department of Veterans Affairs logo and the number '3'.

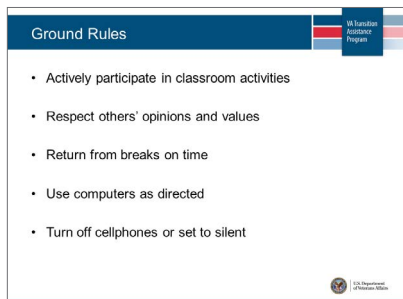
- Assess career aptitude and interests
- Learn about
  - Industries
  - Labor market research
  - Career options
  - Upskilling opportunities
- Create a plan for success

## Agenda Review

During this workshop, we will:

- Assess career aptitude and interest,
- Learn about industries, labor market research, career options, and upskilling opportunities, and
- Create a plan for success

### Slide 4



Slide 4: Ground Rules. The slide features a blue header with the title 'Ground Rules' and a small logo on the right. The main content area is white with a bulleted list of rules. At the bottom, there is a small U.S. Department of Veterans Affairs logo.

- Actively participate in classroom activities
- Respect others' opinions and values
- Return from breaks on time
- Use computers as directed
- Turn off cellphones or set to silent

## Ground Rules

Let's take a few minutes to talk about the ground rules we'll use as we work together over the next two days.

We ask that during today's briefing you:

- Actively participate by engaging in all classroom activities/exercises, taking notes, and asking questions.
- Respect other participants, including their opinions and values.
- Return from breaks on time.
- Use computers as directed.
- Turn off cell phones or put them on vibrate; if you must take a call, please leave the room so as not to disturb others and return as quickly as possible.



## Slide 5

Participant Introduction

- What is your current occupation in the military?
- What types of jobs are you interested in?
- What are your strengths?
- What are your plans after separation or retirement?



U.S. Transition Assistance Program



### Participant Introduction

To be able to set and accomplish goals, we first need to think about where we are currently and what our plans for the future include. Read the questions on page \_\_\_\_ in the Participant Guide and use your answers to introduce yourself to the other participants.

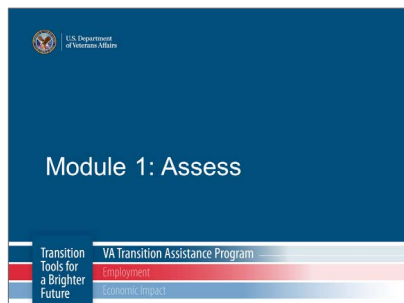
- What is your current occupation in the military?
- What types of jobs are you interested in?
- What are your strengths?
- What are your plans after separation or retirement?

### Introduction to Creating a Plan

At the end of this two-day Career Technical Training Track, you will have started a plan for your future. Pursuing a new career, or building on an existing one, takes preparation. Questions and uncertainties are part of the preparation process, but there are many resources available to you to help you answer those questions. Over the next few days we will refine your career focus, so you can begin to develop an actionable career training plan.



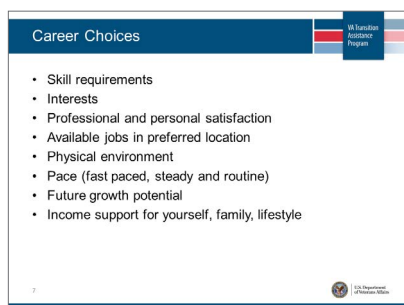
## Slide 6



### Module 1—Assess

In Module 1, Assess, we will examine personal priorities and assess skills and interests.

## Slide 7



### Career Choices

Have you already decided on a career for when you leave military service? As you examine your skills and interests, it is important that you not lose sight of your personal priorities. As you begin to identify your chosen career field, think about your answers to the following questions:

- Do you already have the skills to be successful in your chosen career, or do you need to seek additional training and education?
- Does the occupation match your career interests?
- Have you considered the professional and personal satisfaction that you will get from this career? There is convincing evidence that happiness at work, or the lack of it, has a measurable impact both on overall satisfaction with life and on the success of people's careers.
- What about geographic location? Are jobs available in your chosen career field in your planned home of record?
- Have you factored in the physical environment of the occupation? Will you be indoors, sitting all day in a cubicle? Will you be outdoors? Will you be required to work in extreme weather conditions?
- Is the pace of the career field fast paced or steady and routine?
- What about future demand for this job? Is there growth potential for this field?



- Does this occupation provide a stable income for you to support yourself, your family, and/or your preferred lifestyle?
- What about franchising or starting your own business? All the questions above are still relevant if you are considering the entrepreneurial path.

If you haven't decided on a career, don't worry, we will provide you with some valuable information, tools and resources that will assist you with your choice. Once you do decide, you can come back and answer these questions to guide you toward your goals.

On page \_\_\_\_ of the Participant Guide, take a few moments to circle the factors that are important to you as you pursue a career.

## Assessment Tools

Information from career assessments can be invaluable in guiding you in choosing a career. They can add another layer of understanding about what motivates you. These assessments are good predictors of your career preferences. There are many different types of career assessments available; each can give you a different perspective about what you need, like, and prefer. Today, we will complete two assessments: CareerScope® and the O\*Net Interest Profiler.

## Slide 8

CareerScope® Assessment Tool

- CareerScope® enhances career and educational planning
  - Measures interest and aptitude
  - Measures aptitudes most critical for today's high growth and high replacement occupations through 2016

## CareerScope®

Now, you will complete a self-assessment that is designed to measure your aptitudes and interests. After you complete the assessment, you will use the results as well as other factors to identify potential career options.

VA, in partnership with the Vocational Research Institute, launched CareerScope®. CareerScope® will provide career recommendations that align with your interests and aptitudes.



## Slide 9

Interest Inventory	
12-scale Interest Inventory Categories	
Artistic	Plants/Animals
Mechanical	Business Detail
Accommodating	Lead/Influence
Scientific	Protective
Industrial	Selling
Humanitarian	Physical Performing

CareerScope® enhances the career and educational planning process by measuring both interest and aptitude through valid and reliable assessment tasks. CareerScope® will identify your attraction to careers as they relate to the U.S. Department of Labor's Interest Area. It measures aptitudes that are most critical for today's high growth and high replacement occupations through 2016.

It includes a 12-scale interest inventory and a seven-part aptitude battery. The 12-scale interest inventory categories are:

- Artistic
- Plants/Animals
- Mechanical
- Business Detail
- Accommodating
- Lead/Influence
- Scientific
- Protective
- Industrial
- Selling
- Humanitarian
- Physical Performing

## Slide 10

Aptitude Battery
<ul style="list-style-type: none"><li>• Seven part aptitude battery measures:<ul style="list-style-type: none"><li>– General learning ability</li><li>– Verbal aptitude</li><li>– Numerical aptitude</li><li>– Spatial aptitude</li><li>– Form perception</li><li>– Clerical perception</li><li>– Motor ability score estimates (motor coordination, finger and manual dexterity)</li></ul></li></ul>

The seven-part aptitude battery measures:

- General Learning Ability
- Verbal Aptitude
- Numerical Aptitude
- Spatial Aptitude
- Form Perception
- Clerical Perception
- Motor ability score estimates (motor coordination, finger and manual dexterity)





**Activity:** CareerScope® Aptitude and Interests Assessment

**Time:** 1 hour, 30 minutes

**Media/Materials:** computer with internet connectivity, pencils and scratch paper

**Instructions:** Go to page \_\_\_\_ in the Participant Guide and follow the instructions listed on the page. You have an hour to complete the CareerScope® assessment.



**Take a 10-minute break**

## Slide 11

CareerScope® Assessment Results

- Part one shows table and graph of interest results
- Part two displays Aptitude results as standard and percentile scores
- Part three provides recommendations based on overlap of high interest and high ability areas

Now that you have completed the CareerScope® assessment and printed your report, it is time to review your results in the CareerScope® Assessment Profile. This report is an essential starting point for your career or educational planning process. The CareerScope® Assessment Profile provides easy-to-understand score displays, graphs and explanations, as well as career recommendations that focus upon your aptitude and interest profiles.

The first part of the Assessment Profile presents a table and a graph of your Interest results. Part two reports and displays your Aptitude results as standard scores and as percentile scores. Part three provides Recommendations based upon the overlap of your high interest and high ability areas. These recommendations can be presented in GOE/ DOT or O\*NET format.

Now let's take a look at the report in more detail. Reference page \_\_\_\_ in the Participant Guide for details of the report.

## Slide 12

Interest Area Scores

Interest Area	Liberal Arts	Business	Healthcare	Education	Engineering	Physical Sciences	Life Sciences	Humanities	Social Sciences	Arts
01 Activities	0	0	0	0	0	0	0	0	0	0
02 Clerical	0	0	0	0	0	0	0	0	0	0
03 Planning/Analysis	0	0	0	0	0	0	0	0	0	0
04 Protective	0	0	0	0	0	0	0	0	0	0
05 Healthcare	0	0	0	0	0	0	0	0	0	0
06 Industrial	0	0	0	0	0	0	0	0	0	0
07 Business Detail	0	0	0	0	0	0	0	0	0	0
08 Selling	0	0	0	0	0	0	0	0	0	0
09 Communication	0	0	0	0	0	0	0	0	0	0
10 Human Services	0	0	0	0	0	0	0	0	0	0
11 Leadership/Training	0	0	0	0	0	0	0	0	0	0
12 Physical/Performance	0	0	0	0	0	0	0	0	0	0

As previously stated, Part one displays the Interest results. Occupations have been divided into 12 Interest Areas based upon the type of activities workers perform. The CareerScope® Interest Inventory includes a series of work activity statements drawn from these 12 Interest Areas.



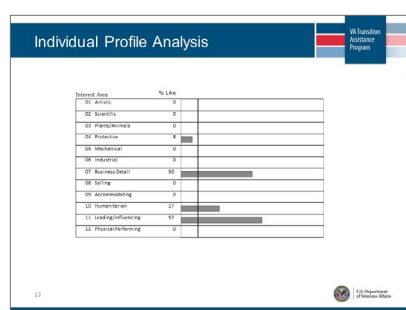
Your interest area scores are determined based on the criteria below.

The Interest Area scale response frequencies (“Like,” “Unsure,” and “Dislike”) is based upon the Interest Inventory statements.

The percentage of other people in comparative norm groups (total/ male/female) who gave fewer “Like” responses than you.

The percentage of “Like” responses is recorded within each of the 12 Interest areas.

## Slide 13

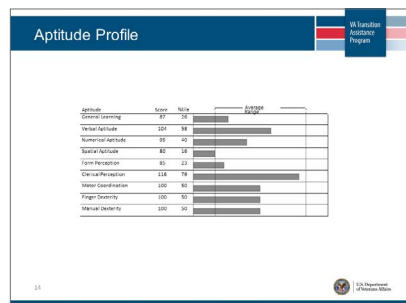


The Individual Profile Analysis (IPA) reports your high interest areas in rank order.

The dark vertical line in the chart represents your average percentage of “Like” responses across all 12 Interest Areas.

The Interest Area Legend provides definitions and occupational examples for each of the 12 Interest Areas.

## Slide 14



Part two of the report contains the Aptitude Results. The 12 Interest Areas have been divided into Work Groups, which are based upon minimum aptitude score requirements.

The Aptitude Assessment report presents the number of correct answers and the total number of items attempted within each of the assessment tasks.

The second section of the Aptitude Assessment report, the Aptitude Profile, converts and weights the seven task raw scores into six cognitive and perceptual aptitude scores.

The scores are presented in standard score format. A standard score of 100 is exactly average. Scores between 80 and 120 can be thought of as “in the average range.”

The percentile (%tile) scores report the percentage of people who scored below you. A percentile score of 50 indicates that 50% of the





appropriate comparison group achieved a lower score. A percentile score of 50 is equivalent to a standardized score of 100.

The developmental standard, is used to establish your score results.

An Aptitude Profile, may include Motor Coordination, Finger Dexterity and Manual Dexterity scores. Scores automatically reflect a standard score of 100 (50th percentile score) unless other information is manually input.

The Aptitude Legend provides definitions of all Aptitudes, gives examples of specific job tasks that require them, and lists the CareerScope® tasks that measure them.

## Slide 15

Recommendations

INTEREST AREA 07 - BUSINESS DETAIL

An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.

GOE 07.07 Clerical Handling

Workers in this group perform clerical duties that require little special training or skill. Workers regularly file, sort, copy, route or deliver things like letters, packages or messages.

Job Title	2019	2020	2021	2022
Administrative Clerk	250-10-000	2	3	2
Book, General	250-10-000	2	3	2
Dispatcher	250-10-000	2	3	2
Office Manager	250-10-000	2	3	2
Office Mail Clerk	250-10-000	2	3	2
File Clerk	250-10-000	2	3	2
Information Systems Support	250-10-000	2	3	2
Inventory Control	250-10-000	2	3	2
Material Handler	250-10-000	2	3	2

Part three of the report contains Guide for Occupational Exploration and Dictionary of Occupational Titles recommendations.

The GOE/DOT subdivides the 12 Interest Areas into Work Groups. Occupations that belong to the same Work Group require similar interests and similar aptitudes. CareerScope® recommendations focus upon Work Groups that are viable based upon the overlap of your high interest and high aptitude areas.

The O\*NET recommendation report includes occupational units (OUs) that are related to your interest and aptitude profile. These are high growth/high replacement rate occupational units which are drawn from the O\*NET database.

The OU Titles are listed along with OU Numbers. An OU is a cluster of related positions/occupations that share similar educational and skill training requirements.

If your report does not include recommendations, it could be that there is no overlap between your high interest and high aptitude areas. In this case, please contact the VA to utilize your Chapter 36 Educational and Career Counseling benefit or connect with your local American Job Center. This service is provided to transitioning Service members and beneficiaries using the GI Bill. To apply for free counseling services please complete and return the form located here.

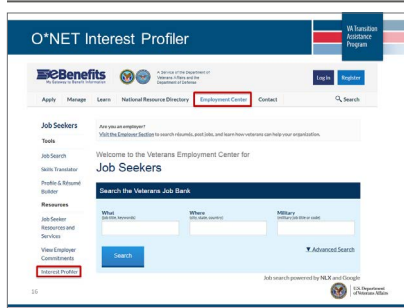


**Note: Take 10 minutes to debrief the activity by asking the following questions. Allow the participants to share their thoughts and experiences.**

- What are your thoughts about the results after completing the assessment?
- What relevant interests and aptitudes did you identify to pursue a particular career path?
- How will you use the assessment results? Which results surprised you?

These results combined with your personal priorities provide you a frame of reference to help you better identify potential careers to pursue.

## Slide 16



### Interest Profiler (when training, optional)

Now, let's look at another way to assess your interests. This activity will help identify what motivates you.

This assessment might look familiar to you if you've already been through the Core Transition GPS Program. Even if you have your scores from that assessment with you, we encourage you to retake the assessment because things may be different for you today. If you want to use your previous scores, follow along for now, and we'll show you how to do that in a minute.

Log on to the [eBenefits.va.gov](https://www.eBenefits.va.gov) site to follow along. Keep in mind that directions are also in your Participant Guide on page \_\_\_\_\_.

1. Open the Following site: <https://www.vets.gov>. Click on the Job Seeker tab and you will see the Interest Profiler link at the bottom of the page under "Related Info". Click on the link to take you to the homepage for the O\*Net Interest Profiler on My Next Move. The Interest Profiler can help you discover your interests and how they relate to the world of work. You can find out what you like to do. The O\*Net Interest Profiler helps you decide what kinds of careers you may want to explore.

The O\*Net Interest Profiler has 60 questions about work activities that describe what people do in their jobs.



2. Read each question carefully and decide how you would feel about doing each type of work:

- Strongly Dislike
- Dislike
- Unsure
- Like
- Strongly Like

As you answer the questions try not to think about:

- If you have enough education or training to do the work.
- How much money you would make doing the work.

Just think about whether you would like or dislike doing the work.

Please answer each question, in order, before continuing. There are five screens of questions in all. You can change your answers at any time; use the “Back” button to return to an earlier screen.

This is not a test. There are no right or wrong answers. Please take your time answering the questions. There’s no need to rush. You’re learning about your interests, so you can explore work you might like and find rewarding.

3. On each screen, click the “Next” button at the bottom to continue. Stop when you reach “Great Job”.

4. Click “Next” to see your Interest Profiler results. Your results will be ranked across six interest categories; spend a few minutes and read the characteristics of each interest category. Write your scores on page \_\_\_\_ of the Participant Guide for future reference.

What kind of results did you get? Do you think they are accurate? Does anyone have any questions about interpreting them?

Different careers need different amounts of education and/or training preparation. Using a specific Job Zone and your interests, the Interest Profiler will help you identify and explore careers that may be right for you.



## Slide 17

Educational Job Zones	
Educational Job Zone	Definition
Zone 1	May require a high school diploma or GED certificate. May require a working knowledge of a trade.
Zone 2	Usually requires a high school diploma and may require some vocational training or on-the-job experience. An associate's or bachelor's degree could be needed.
Zone 3	Most require vocational training, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Zone 4	Most require a four-year bachelor's degree.
Zone 5	Many require graduate school coursework. All require at least a bachelor's degree.

If you follow along in the Participant Guide on page \_\_\_\_, you'll see each O\*Net career is in one of five Job Zones, grouping careers that need the same level of experience, education, and training. The five Job Zones are:

- Job Zone 1: Little or no preparation (occupations may require a high school diploma or GED certificate)
- Job Zone 2: Some preparation (occupations usually require a high school diploma)
- Job Zone 3: Medium preparation (most occupations require training in vocational schools, related on-the-job experience, or an associate's degree)
- Job Zone 4: Considerable preparation (most occupations require a four-year bachelor's degree, but some many not require the degree)
- Job Zone 5: Extensive preparation (occupations require graduate school)

Let me demonstrate how this exercise works. By selecting Job Zone 2 and based on my Interest Profiler results, the following recommend occupations came up. Some of these look interesting to me.

Before I jot down a job, let me do a little exploring by clicking on some of the occupation links.

This brings me to the "My Next Move" page with specific about my selected job. What are the categories listed that describe the job? Skills, knowledge, abilities, education, personality, job outlook, technology. For each, there is a short description. At the top of the page, it also gives two overviews: "What they do" and "On the job you would".

Now it's your turn. From the last point where you were in the Interest Profiler, select "Next". Then select potential occupations of interest that fall under Job Zone 2 based on your interests for this exercise.

You'll notice in your Participant Guide on page \_\_\_\_, there's a section to write down occupations under the Job Zone 2 category. Take about 10 minutes to research and write down occupations that may be of



interest to you.

Moving on, refer to page \_\_\_\_ in your Participant Guide; take another 10 minutes or so to research and note the occupations of interest that fall under Job Zone 3.

What did you find out for Job Zone 3? Did anyone see a career on the recommended list you'd consider? Do the results fit with your goals?

For those of you who may have moved along and researched occupations in other Job Zones, that's perfectly fine. I encourage you to do additional research beyond this course. However, for our purposes, we want to focus on occupations for which you might already be prepared with job-ready skills, which is why we focused on careers in the Job Zone 2 and 3 categories.

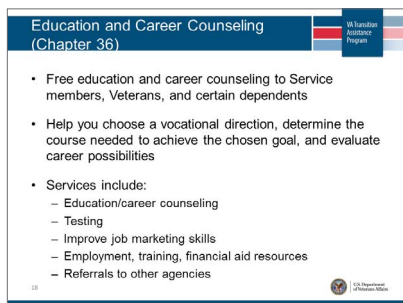
## Activity for Planning Preparation

Take a few minutes to answer the questions you see on page \_\_\_\_ of your Participant Guide.

Let's get into pairs or small groups to discuss your results with your colleagues.

I heard some great discussion around the room. What were some of your thoughts?

## Slide 18



**Education and Career Counseling (Chapter 36)**

- Free education and career counseling to Service members, Veterans, and certain dependents
- Help you choose a vocational direction, determine the course needed to achieve the chosen goal, and evaluate career possibilities
- Services include:
  - Education/career counseling
  - Testing
  - Improve job marketing skills
  - Employment, training, financial aid resources
  - Referrals to other agencies

## Education and Career Counseling (Chapter 36)

There are additional tools available to assist you with career exploration.

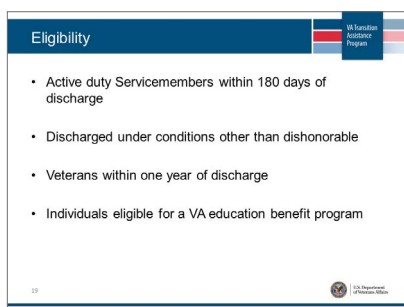
VA provides education and career counseling through the Chapter 36 program to Servicemembers, Veterans, and current VA education beneficiaries at no charge (under USC Title 38, Section 3697). These counseling services are designed to help individuals choose a vocational direction, determine the course needed to achieve the chosen goal, and evaluate the career possibilities open to them. These services are provided under the Vocational Rehabilitation and Employment (VR&E) program.



Assistance may include testing interest and aptitude, exploring occupations, setting occupational goals, locating the right type of training program, and exploring educational or training facilities that can be utilized to achieve an occupational goal.

Counseling services include but are not limited to education and career counseling and guidance; testing; analysis of and recommendations to improve job-marketing skills; identification of employment, training, and financial aid resources; and referrals to other agencies providing these services.

## Slide 19



Education and career counseling services are available for individuals on active duty, if they are within 180 days of their estimated discharge date or release from active duty. The projected discharge must be under conditions other than dishonorable.

Veterans are eligible if not more than one year has lapsed since the date they were discharged or released from active duty. Also, individuals who are eligible for VA education benefits may receive education and career counseling at any time during their eligibility period.

This service is based on having eligibility for a VA education benefit program such as Montgomery GI Bill®; VR&E; Veterans Education Assistance Program; Post-9/11 GI Bill®; and Dependents' Education Assistance Program for certain spouses and dependent children, to name a few.

Servicemembers, Veterans, and eligible dependents may apply for counseling services using VA Form 28-8832, Educational/Vocational Counseling Application. You may also write a letter expressing a desire for counseling services. To apply, print, complete, and mail the form to the nearest VA Regional Office. Applications can also be submitted through eBenefits, beginning October 1, 2015. Counseling services are provided to eligible persons at no charge.

Now that you have heard about this great benefit you have earned, is anyone interested in pursuing further education and/or career counseling services?




## Slide 20

Skills Translation

VA Transition Assistance Program

- Veteran Employment Center™ (VEC™) Skills Translator
  - Allows translation of military skills to civilian skills
- Skills are automatically transferred to VEC™ profile upon creation
- Skills Translator allows for additional career exploration and local labor market research

20



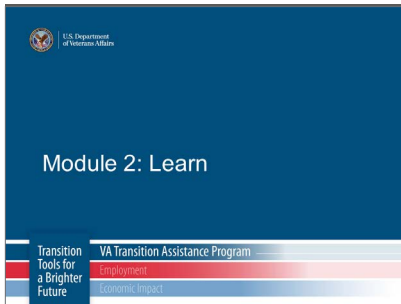
### Skills Translation

In the Veteran Employment Center™, you can use the Skills Translator to translate your military skills to civilian skills, which will allow employers to see your skills and abilities in their language, and not that of the military. Once you have translated your skills, and you are ready to build your profile in the VEC™, your skills are automatically transferred to your profile.

You can also use the Skills Translator to do additional career exploration and local labor market research, which we will discuss further in Module 3.



## Slide 21



### Module 2—Learn

In Module 2, Learn, we will perform research, explore career options, and learn about upskilling opportunities.

## Slide 22

Terms	Definitions
Labor Supply	Availability of suitable human resources in a particular labor market
Labor Demand	The need for employees and workers in a particular job market such as construction or manufacturing
Labor Market	The nominal market in which workers find paying work, employers find willing workers, and wage rates are determined

### Labor Market Research

This section is organized by industry research, career exploration, and local labor market research to guide attendees through a national understanding of leading trends by industry. Followed by an understanding of growing careers within these industries. And finally how these industries and careers relate to specific geographies.

Before we dive into researching labor market information, let's review a few basic terms. The terms and definitions are also in the participant guide on page \_\_\_\_.

**Labor Supply:** Availability of suitable human resources in a particular labor market.

**Labor Demand:** The need for employees and workers in a particular job market such as construction or manufacturing.

**Labor Market:** The nominal market in which workers find paying work, employers find willing workers, and wage rates are determined.

As you begin your research, you should keep these three terms in mind. These will be a driving force in your career selection.

One resource for labor market information is the Department of Labor's Employment and Training Administration. This website offers a wealth of resources including links to American Job Centers, Career One Stop, Service Locator, and more. We will discuss these resources in more detail during this course.





Another resource that provides extensive labor market information and can help you answer those questions is the Veterans Employment Center (VEC™) website which is the federal government's single authoritative internet source for connecting transitioning Servicemembers, Veterans, and their families to meaningful career opportunities. The VEC™ is the first government-wide product that brings together a reputable cadre of public and private employers with real job opportunities and provides transitioning Servicemembers, Veterans, and their families with the tools to translate military skills into plain language and build a profile or brand that can be shared – in real time – with employers who have made a public commitment to hire Veterans. Your brand will be equally valuable if you choose an entrepreneurial path.

We will now use the VEC™ to perform industry research, explore careers, and examine local job opportunities.

## Slide 23



**Industry Research**

- What are the major trends affecting the industry today?
- What is the outlook for the industry over the next 12 months?
- What is the outlook for the industry over the next five years?
- Who are the major industry participants?
- What are the strengths and weaknesses of the key players?

## Industry Research

Industry research is important for helping you better understand the field you would like to enter. Knowing about the industry's landscape, including its challenges and opportunities, will empower you to make good career decisions. Industry research is essential to business start-up decisions.

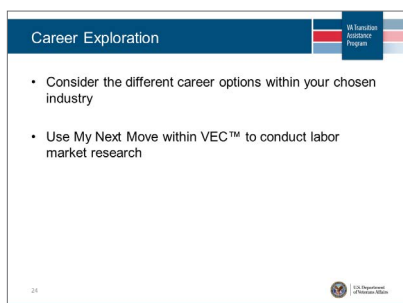
Questions you should consider when performing industry research include:

- What are the major trends affecting the industry today?
- What is the outlook for the industry over the next 12 months and five years?
- Who are the major industry participants?
- What are the strengths and weaknesses of the key players?

Take 10 minutes to visit [www.careeronestop.org/explorecareers/learn/research-industries.aspx](http://www.careeronestop.org/explorecareers/learn/research-industries.aspx) and explore an industry that interests you, taking note of answers to the questions above.



## Slide 24



### Career Exploration

Once you've chosen an industry, you should consider the different career options within that industry. Think about the skills, education, and training required for different careers in that industry and how those align with your individual assessment results.

A key capability was created in utilizing MyNextMove by accessing it through the VEC™ in the eBenefits web portal. This database enables you to conduct labor market research, including Bright Outlook careers, Occupational skills and training requirement, national and state wages, and careers that are in demand.

Now let's take a look at the site to give you an idea of how this resource can be useful. Now let's go through the VEC™ and identify possible careers that may fit your needs.

The web address is provided in your participant guide on page \_\_\_\_, is <http://www.ebenefits.va.gov>.

#### Facilitator Note:

1. Click on eBenefits link provided on the slide.
2. Open Employment Center tab.
3. Scroll down to Partnered Resources and click on MyNextMove.
4. Click on Bright Outlook tab within the "Still not sure" box below the "Search careers with key words" box.
5. Click on "Grow Rapidly", "Large Number of Openings", and "New and Emerging Careers" to get a listing of occupations within each area.
6. Go back to MyNextMove homepage.
7. Under "Search Careers with key words" box, conduct your job market analysis on the potential careers you identified
8. We will use Network Engineer as an example, there are many occupations listed.
9. Choose "Computer Network Support Specialist" to



display the MyNextMove occupational summary.



**Activity:** Labor Market Research

**Time:** 45 minutes

**Media/Materials:** computer with internet connectivity, pencils and scratch paper

**Instructions:** Using your top three occupations, complete the activity on pages \_\_\_\_\_. Use the VEC™ to research the labor market information for your top three occupations based on your CareerScope®, or Interest Profiler, recommendations. Next, you will compare your three occupations to select the occupation that meet your needs.

## Slide 25

Jobs and Geographies

- Not all jobs are available everywhere
- Many resources to explore opportunities in local area
  - National search engines
  - State employment office
- Use VEC™ Job Search tool to search Veterans Job Bank by
  - Keyword
  - Job title
  - Location
  - Military job title or code

## Jobs and Geographies

Once you've identified three careers that sound interesting to you, we can use the VEC™ to locate jobs in specific locations, in both the public and private sectors. Remember that not all jobs are available everywhere. Some locations have higher demand for specific industries, which you should have identified during your industry research.

There are many resources available to you to help you better understand the opportunities in your local area. There are national search engines, such as glassdoor.com, which provide information about local companies, salaries, and available jobs. Additionally, your state's employment office usually has an individual who works directly with Veterans and employment needs; please contact your local office to be connected to this individual.

We will now explore some job opportunities through the VEC™. In the VEC™, use the Job Search tool to search the Veterans Job Bank. You can search by keyword or job title, location, or by military job title or code. Let's perform a search using the three occupations you identified during career exploration. Take a look at the search results. Jobs are listed by public or private and will also show the location for the position. You can click on the position to see the job descriptions and qualifications. Let's take a few minutes for you to explore some options.

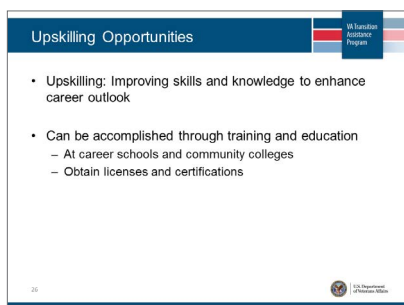


Ask yourself these two questions as you explore:

- Am I ready to apply for the job?
- Do I still require training before applying for the job?

There are additional labor market resources in Appendix A of the Participant Guide.

## Slide 26



Slide 26: Upskilling Opportunities

- Upskilling: Improving skills and knowledge to enhance career outlook
- Can be accomplished through training and education
  - At career schools and community colleges
  - Obtain licenses and certifications

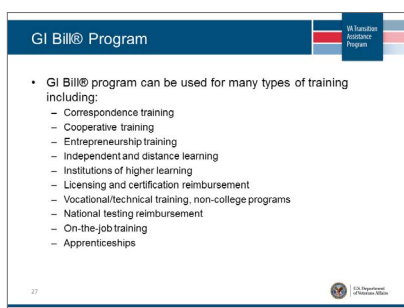
26

### Upskilling Opportunities

Now that you've identified some specific job opportunities, you may have realized that you need additional education, credentials, or just a refinement of skills to pursue the job of your choice. Upskilling may be useful in starting your own business if you need skills and certifications to enhance your brand.

Upskilling means improving your skills and knowledge to enhance your career outlook. One of the fastest ways to upskill is through training and education. There are various ways to obtain training, such as career schools or community colleges, as well as many ways to demonstrate your qualifications, such as licenses and certifications. Now, we will look at some of the upskilling options available to you.

## Slide 27



Slide 27: GI Bill® Program

- GI Bill® program can be used for many types of training including:
  - Correspondence training
  - Cooperative training
  - Entrepreneurship training
  - Independent and distance learning
  - Institutions of higher learning
  - Licensing and certification reimbursement
  - Vocational/technical training, non-college programs
  - National testing reimbursement
  - On-the-job training
  - Apprenticeships

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The GI Bill® program can be used for many of the types of training we will discuss below, including:

- Correspondence training
- Cooperative training
- Entrepreneurship training
- Independent and distance learning
- Institutions of higher learning undergraduate and graduate degrees
- Licensing and certification reimbursement
- Vocational/technical training, non-college degree programs
- National testing reimbursement
- On-the-job training



- Tuition assistance top-up
- Tutorial assistance
- Vocational/technical training and apprenticeships

Those pursuing on-the-job training or apprenticeships may be eligible for additional GI Bill® benefits, including monthly housing allowance, and books and supplies stipend. Refer to page \_\_\_\_ of the Participant Guide for more information.

## Slide 28

**Private Career Schools**

- Offer certificates for professional technical subjects
- Include a wide array of subjects
  - Computer hardware/maintenance/electronics
  - Welding/pipefitting
  - Nursing/healthcare
  - Criminal justice
  - Culinary arts
  - Travel
  - Real estate
  - Graphic design
  - Engineering

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### Private Career Schools

Career schools offer certificates for professional technical subjects. The first technical colleges offered degrees and certificates in subjects such as computer hardware maintenance and electronics, construction trades (e.g., welding and pipefitting), nursing, and criminal justice. Now, they include a wider array of subjects such as culinary arts, bartending, travel, and real estate and schools that offer technical degrees and certifications in healthcare, graphic design, and engineering but continue to focus on professional technical needs.

Career schools offer more specific and specialized job preparation, often in a shorter timeframe. These timeframes vary from a few months to two years, depending on the program type and course load. After completion of a program, students receive a certificate. Credits may not transfer to a college program.

Some students may do better in a career school where they will be put straight into a real-world environment, learning hands-on skills, while maintaining an interest in interactive school work.

Attending a career school has many advantages, especially if you have already identified your ideal career and are eager to start. From saving time to getting hands-on training and real-world experience, this could be the place for you.



## Slide 29

Private Career Schools	
Pros	Cons
<ul style="list-style-type: none"><li>• Hands-on training</li><li>• Specialized programs</li><li>• Tuition may be inclusive</li><li>• Less than 2 years</li><li>• Year-round with rolling admissions</li><li>• Smaller classes</li><li>• Flexible schedules</li><li>• Highly skilled instructors</li><li>• Career advisors</li><li>• Externships</li><li>• Prepares students for certification</li></ul>	<ul style="list-style-type: none"><li>• Non-transferable credits</li><li>• May be more expensive</li><li>• Less focus on general education classes</li></ul>

### Pros:

- Immediate hands-on training, real-world experiences and career placement assistance
- Specialized programs that prepare students for a specific trade or industry
- Tuition may include everything a student will need throughout the length of the program, like books, miscellaneous fees, lab tools, and any other necessary supplies
- Can be completed in less than two years
- Most technical colleges are year-round, allowing you to complete your training more quickly
- Most technical colleges start classes more frequently than community colleges, which have traditional starting times: summer, fall, and winter
- Smaller class sizes and limited enrollment allow for one-on-one attention from instructors
- Offers unique and flexible opportunities for working students and students with families
- Training in a specific field may allow a student to bypass taking general education classes
- Most instructors are highly skilled, experienced, and connected in the fields they teach, offering a wealth of knowledge
- Career service advisors on staff at technical colleges are available to assist students in searching for employment after graduation
- Externships are often included in the technical college programs, which offer valuable, real-world experience to students.

### Characteristics include:

- They vary in length, but usually last one to two days
- They generally involve shadowing a professional through a normal day's activities and may include informational interviews, a tour of the facility, and participation in actual office projects, etc.

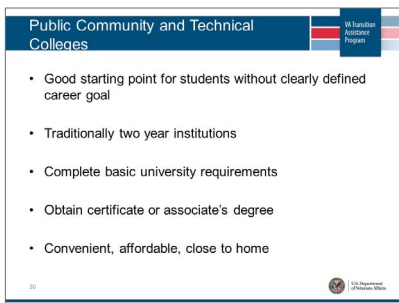


- They prepare students for industry certifications in the specific field of study

## Cons:

- While most career school programs are accredited, not many allow the credits you earn to be transferred to other technical, community, or four-year colleges
- Tuition at a career school is usually more expensive than the tuition at a community college
- If you really want those general education courses and the option for an advanced degree, you may want to consider other options

## Slide 30



**Public Community and Technical Colleges**

- Good starting point for students without clearly defined career goal
- Traditionally two year institutions
- Complete basic university requirements
- Obtain certificate or associate's degree
- Convenient, affordable, close to home

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## Public Community Colleges and Technical Colleges

Although many community colleges are now expanding their curriculum to offer both shorter-term and longer-term programs, they are traditionally two-year institutions. There is not always a clear-cut distinction between community colleges and publically-funded technical colleges, but technical colleges often focus on shorter-term programs. Community colleges, in contrast, are often the place where many students acquire the basic university elective requirements, such as humanities, math, arts, etc. After completing their program, at either a community or technical college, students will get a certificate or an associate's degree.

Community college is a great option for those who want to further their education close to home and explore future four-year college opportunities.

There are a lot of benefits to attending a community or technical college. From convenience to affordability, community colleges are great for students who want a more traditional setting for learning with the option to further their education, while technical colleges offer focused training at an affordable price that leads directly to the workforce.



## Slide 31

Public Community and Technical Colleges	
Pros	Cons
<ul style="list-style-type: none"><li>• 2-year degree program</li><li>• Less expensive</li><li>• Credit transferability</li><li>• More program choices</li><li>• Open door policy</li><li>• Easy access</li><li>• Flexible schedule</li></ul>	<ul style="list-style-type: none"><li>• Fees not inclusive</li><li>• Lecture and hands-on</li><li>• General education classes mandatory</li></ul>

### Pros:

- Convenient 2-year programs that will earn you an associate's or liberal arts degree
- Convenient 1-year and 2-year programs that will earn you a certificate leading directly into a career field
- Lower tuition due to public tax dollars at local, state, and federal levels
- Greater ability to transfer credits to a 4-year college or university and save money in the process
- More programs to choose from
- Time to explore different career fields before choosing a major
- Chance to improve your GPA to meet admissions requirements for a 4-year college
- Generally, all students are accepted, regardless of past academic performance
- Often located in the middle of the city, which allows for easy access to public transportation and urban amenities
- Schedule to fit the unique lifestyles of working students and students with families

### Cons:

- While tuition tends to be cheaper than career schools, it usually only includes tuition and fees, requiring students to pay out-of-pocket for books and all other required supplies
- Curriculum at community colleges may be equal parts lecture and hands-on training
- Depending on the program, students may need to spend time and money on lectures and general education courses, whether they want to or not






## Slide 32

Credentials

- Set professional and technical standards
- Supply documented proof of ability to perform in a career field
- Verify qualifications and competence
- Issued by a third party with authority or jurisdiction authorize credentials
- Private and government organizations set credentialing standards for their professions

VA Transition Assistance Program



### Credentials

What is the relationship between careers and credentials? Are credentials necessary? What do they do for you?

Credentials are vital to advancing your career. Additionally, it is important to ensure the credentials you pursue are highly respected, convey trust, integrity, and expertise for all who possess them, and will instill confidence or all who seek your services.

Credentials are important tools of any trade—they inform customers, clients, and peers about the quality of work you do. Credentials set professional and technical standards. As you do your research, you are likely to find you will need credentials.

Credentials supply documented proof of your ability to perform in a career field. They verify qualifications and competence and are issued to an individual by a third party with the authority or jurisdiction to issue such credentials (such as an accredited educational institution, an industry-recognized association, an occupational association, or professional society).

Private and government organizations set credentialing standards to ensure individuals meet the standards for their professions. These organizations are generally called credentialing boards.

Credentialing institutions include:

- A state educational agency
- Institution of higher education
- Professional, industry, or employer organization
- Registered apprenticeship program
- Public regulatory agency
- A program approved by the Department of Veterans Affairs



## Slide 33



There are many different kinds of credentials. What are examples of educational credentials? Common terms used to describe educational credentials include diplomas, certificates, and degrees. Credit hours are the building blocks to these credentials.

A registered apprenticeship certificate shows an individual meets approved National Apprenticeship Standards or completed a registered apprenticeship program and attained competency as an apprentice.

What are occupational licenses? Occupational licenses are typically awarded by state government agencies and are mandatory for practice. A license is in addition to education and time-limited and must be renewed after meeting certain ongoing requirements, and violation of its terms may result in legal action.

What are some examples of certifications? (EMT, CISCO, Microsoft, etc.) Other skill certificates are for specific skillsets or competencies within one or more industries or occupations (e.g. writing, leadership, etc.). These generally attest to knowledge attainment rather than competency.

Refer to page \_\_\_\_ in your Participant Guide for more information.




## Slide 34

COOL Programs

- "We Can't Wait" Veterans initiative creates a fast track of certification
- Started with partnerships between military and manufacturers
- Obtain credentials in manufacturing, health care, trucking
- Investigate civilian jobs equivalent to current military occupations

VA Transition Assistance Program



### We Can't Wait Initiative

In October 2011, President Obama launched the "We Can't Wait" Veterans initiative. Within the We Can't Wait initiative, a fast track certification program for Veterans was instituted, which created partnerships between the military and manufacturing groups. President Obama said, "I believe that no one who fights for this country should ever have to fight for a job when they come home." The aim of this initiative is to help Servicemembers get the civilian credentials they need to get jobs in manufacturing, health care, and trucking, based on their military training and experience.

In line with "We Can't Wait", the U.S. Air Force, U.S. Army, U.S. Navy, and U.S. Marine Corps have Credentialing Opportunities On-Line, or COOL, programs. The U.S. Air Force has the Credentialing and Education Research Tool, or CERT.

### Community College of the Air Force Credentialing Programs Flight

Their mission is to research and evaluate national professional credentials applicable to specific occupational specialties for possible award of CCAF collegiate credit. They assist in aligning CCAF degree programs with industry standards that lead to credentialing eligibility upon completion of an applicable degree. They also manage credentialing programs offered through CCAF, which directly support the mission of CCAF. To learn more, visit [www.au.af.mil/au/barnes/ccaf/certifications.asp](http://www.au.af.mil/au/barnes/ccaf/certifications.asp)

### Army COOL

COOL (Credentialing Opportunities On-Line) helps Army Soldiers find information on certifications and licenses related to their Military Occupational Specialties (MOSs). COOL explains how Soldiers can meet civilian certification and license requirements and provides links to numerous resources to help get them started. To learn more, visit [www.cool.army.mil/](http://www.cool.army.mil/).

### Navy COOL

COOL (Credentialing Opportunities On-Line) helps Navy Service



members find information on certifications and licenses related to enlisted ratings, designators, collateral duties/out of rate assignments, and officer designators. COOL explains how Sailors can meet civilian certification and license requirements and provides links to numerous resources to help get Sailors started. To learn more, visit [www.cool.navy.mil/usn/](http://www.cool.navy.mil/usn/).

## Marine Corps COOL

Marine Corps COOL is a continuously developing product for both active and reserve Marine Corps Servicemembers that defines civilian credentials that best map to Marine Corps MOSs. It outlines the path, work, training and experience required to achieve them. To learn more, visit [www.cool.navy.mil/usmc/](http://www.cool.navy.mil/usmc/).

Using these tools, individuals can find information related to their military occupation, training, and career progression goals and investigate equivalent civilian jobs, professional certifications, and professional organizations as well as certification funding opportunities.

## Slide 35

Licensing

- Mandatory process granted by government agency
- Time-limited permission to practice occupation
- Must meet predetermined and standardized criteria
- Minimum level of education and competency
  - Frequently an exam
- Licensed occupations require license in order to attain employment
- Some states recognize licenses from other states, some do not

## Licensing

Licensure is a mandatory process by which a governmental agency grants time-limited permission to an individual to engage in a given occupation after verifying he or she has met predetermined and standardized criteria and offers title protection for those who meet the criteria.

There is typically a minimum level of education and a competency exam that must be passed to be licensed. If an occupation is licensed, you must have the license in order to attain employment. Some states recognize licenses from other states, while others do not.


Does anyone know if their career of choice requires a license?



## Slide 36

Certification

- Voluntary credentials issued by non-government agencies
  - Frequently associations
  - Some private companies
- Certifications can be required for state licensure or employment
- May have to obtain multiple certifications for a license
- Increase competitiveness, may increase salary



### Certification

A certification is a voluntary credential issued by a certification body, such as associations (for example, the National Commission for Certification of Crane Operators) and some private sector companies (for example, Novell Certified Engineer), based on an individual demonstrating through an examination process that he or she has acquired the designated knowledge, skills, and abilities to perform a specific job. The examination can be either written, oral, or performance-based. Certification is a time-limited credential that is renewed through a recertification process.


Some state licensure boards and some employers may require certifications as well for a particular career field. For some occupations, you may have to obtain several certifications to obtain a license. Additionally, certifications make you more competitive and may even increase your salary.

Note that certifications are distinct from educational certificates, which are awarded by an educational institution based on completion of all requirements for a program of study, including coursework and test or other performance evaluations, similar to a degree.

## Slide 37

Certificate

- Can get certificate for attending a class
- Unlikely to become certified in subject
- Certificate is for attendance, not knowledge or competence



### Certificate

Has anyone received a certificate for attending a short-term class? What is the difference between being certified and receiving a certificate?

You can get a certificate after attending a training class that only lasted a day, but you are highly unlikely to become certified in the subject of that class. When you receive a certificate, it is for attendance and not for demonstrating knowledge or competence. You can also earn a certificate from an educational institution after completing a program of study that prepares you to enter the workforce.



## Slide 38

**Coursera and VA Learning Hubs**

- One free Verified Certificate
  - Hundreds of in-demand courses
  - Offered through universities worldwide
  - Demonstrates course completion
  - Builds professional qualifications
  - Advances education and career
- May help improve employability skills in high-demand fields
- VA Learning Hubs are blended learning approach
  - Physical network of space, facilitators, and students
  - Build skills through online classes and in-person sessions
- May include networking, discussions, guest speakers, Q&A with experts

### Coursera

Coursera is an educational platform providing courses in a wide variety of disciplines from accredited schools and institutions worldwide, including but not limited to information technology, business and management, and education. All course material is available at no cost, and additionally, Coursera provides all Veterans with one free verified certificate upon completion of any Coursera course.

## Slide 39

**Apprenticeships**

- Combination of on-the-job training and related instruction
- Learn the practical and theoretical aspects of highly skilled occupations
- Most common in skilled trades
- Sponsored by
  - Joint employer and labor groups
  - Individual employers
  - Employer associations
- Required for many technical careers

### Apprenticeship

Apprenticeship is a combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are most common in the skilled trades, such as when becoming an electrician.

Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations. Apprenticeships are required for many technical careers.

## Slide 40

**Apprenticeships**

Pros	Cons
<ul style="list-style-type: none"><li>• Registered programs</li><li>• Paycheck</li><li>• Hands-on training</li><li>• Career experience</li><li>• National industry certification</li><li>• Recognized partners</li></ul>	<ul style="list-style-type: none"><li>• Regulated</li><li>• Time</li><li>• May not always lead to permanent employment</li></ul>

### Pros:

- A prevailing benefit to an apprenticeship is it may be registered and provide opportunities for workers to seek high-skilled-high paying jobs; employers are able to build a qualified workforce. This program is a leader that prepares American workers to compete in a global economy.
- Earn a paycheck: may increase with time as you learn new skills
- Hands-on career training: you'll receive practical OJT in a wide selection of program, such as healthcare, construction, information technology and geospatial technology
- An education: hands-on training with the potential to earn college credit, an associate or bachelor's degree; may be paid for your employer



- A career: once you're complete, you're on your way to a successful long-term career with a competitive salary and little or no educational debt
- National industry certification: when you complete the program you'll most likely be certified and can take the certification exam in any state; you may want to check with your local state agency for additional qualifications or certifications
- Recognizable partners: many of the nation's most recognized companies have Registered Apprenticeship programs

## Cons:

- Apprenticeships are highly regulated by states, the federal government, and organizations that sponsor them. These regulations cover pay rates for apprentices, working conditions, and quality of instruction. Of course, with regulation there may be some negatives to include age limits, as well as no guarantee of permanent employment after the apprenticeship; however, you may receive a paycheck when completing the apprenticeship.

## Slide 41



We talked about Apprenticeships and how they benefit both the employee and the employer. Let's look at the site and see what is available.

We will take a look at [www.dol.gov/apprenticeship/](http://www.dol.gov/apprenticeship/).

As you can see on the website, you can enroll in a registered apprenticeship on this site; view other people's success stories, search for apprenticeship programs by state, and much more.

Take a few minutes to look through this site, you'll find the links on page \_\_\_\_ of the Participant Guide, to see if there is an apprenticeship for your career of choice. Be sure to take notes on information you find that may be useful to you.



## Slide 42

Union versus Non-union

- Each kind comes with own type of working styles and benefits
- Differences in location, training, compensation, flexibility
- Unions
  - Minimum wage or salary
  - Other benefits (insurance)
  - Requires dues
  - May pay less than non-union
  - May not be able to remain in union and have non-union job

### Union versus Non-Union

When selecting an apprenticeship program, it is important you are aware of the differences between union and non-union apprenticeships. Each path comes with its own type of working styles and benefits. Union-sponsored programs may only provide work in union positions and union contracts. Non-union programs will allow you to take non-union positions and contracts.

The gaps between union and non-union contractors may have closed somewhat, but important differences remain. The main points of distinction appear in the areas of location, training, compensation, and workforce flexibility.

Union workers have long laid claim to being the most thoroughly trained workers in the business. The common denominator for union training programs is that they are an intensive training program combining classroom work with supervised on-the-job training.

Non-union training may be just as good. However, when taking an apprentice position, you want to make sure the contractor or company you will be working for provides you quality training to give you the career skills you need for the long term. Make sure you get what you want out of your apprenticeship and it is in line with what the company wants to provide. Do not be afraid to ask questions.

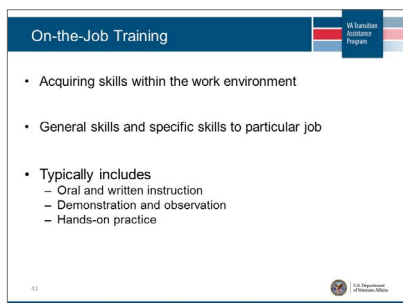
Union workers often enjoy a guaranteed minimum wage or salary, even if they change shops, and may also receive other union benefits like insurance for them and their families. However, union membership requires dues, which can be significant. Also, union jobs may pay less than non-union jobs—particularly if there are more union workers than work in your area. Moreover, there may be a good supply of non-union work that union workers cannot touch if they want to maintain good union standing.

For many contractors, one of the most valuable aspects of hiring union workers is being able to hire from a pool of trained and qualified workers to supplement their workforce. Selecting workers through the union ensures a base level of capability.





## Slide 43



On-the-Job Training

- Acquiring skills within the work environment
- General skills and specific skills to particular job
- Typically includes
  - Oral and written instruction
  - Demonstration and observation
  - Hands-on practice

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### On-the-Job Training

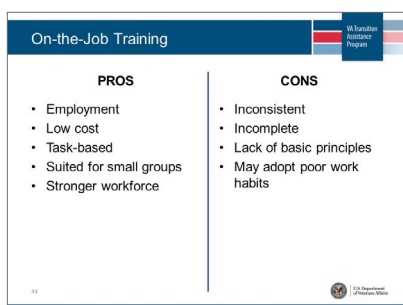
On-the-job training focuses on the acquisition of skills within the work environment, generally under normal working conditions. Through on-the-job training, workers acquire both general skills they can transfer from one job to another and specific skills unique to a particular job. On-the-job training typically includes oral and written instruction, demonstration and observation, and hands-on practice and imitation.

OJT programs can involve as little as a day of informal training or several weeks or months of formal training and testing.

In OJT programs, employers often provide structured hands-on experience and peer or supervisor mentoring and training prior to an employee assuming the responsibilities of the job. Common OJT programs include a mix of hands-on practical training combined with formal training.

Some OJT programs may require employer-mandated formal testing for program completion while others do not.

## Slide 44



On-the-Job Training

PROS	CONS
<ul style="list-style-type: none"><li>• Employment</li><li>• Low cost</li><li>• Task-based</li><li>• Suited for small groups</li><li>• Stronger workforce</li></ul>	<ul style="list-style-type: none"><li>• Inconsistent</li><li>• Incomplete</li><li>• Lack of basic principles</li><li>• May adopt poor work habits</li></ul>

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### Pros:

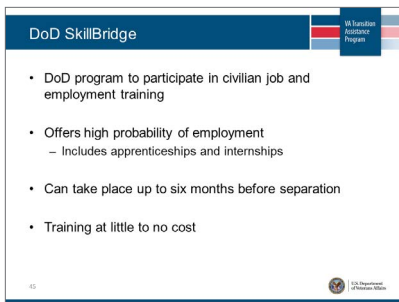
- Employment – you have a paying job while you learn your position
- Low cost – does not require the development of potentially expensive training materials or classroom cost; does not require the development of potentially expensive computer-based instruction; promotes employment opportunities
- Task based – OJT is performed at the work area, so training tends to be focused on performing real job tasks
- Well suited for small groups – OJT is often the most practical training method when you only need to train 1 to 2 employees at a time



## Cons:

- Inconsistent—traditional OJT relies heavily on an experienced employee to provide the instruction based on what they feel is most important; what is important to one employee may not be important to another, which leads to unpredictable learning depending on who the trainer is
- Incomplete—without a structured lesson guide, OJT trainers may forget to cover critical information; what is learned is likely to be based on what happened that day rather than on what a new employee needs to know to be safe and productive
- Lack of foundational principles—while the hands-on aspect of OJT may appeal to the practical learner, often the underlying theories of operation are not covered in sufficient detail or accuracy; without this foundation of knowledge, trainees often learn what to do, not why they are doing it, resulting in poor decision making when things don't go exactly right

## Slide 45



**DoD SkillBridge**

- DoD program to participate in civilian job and employment training
- Offers high probability of employment
  - Includes apprenticeships and internships
- Can take place up to six months before separation
- Training at little to no cost

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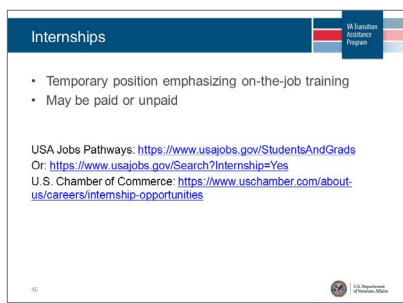
U.S. Department of Defense

## DoD SkillBridge

The Department of Defense SkillBridge offers Servicemembers with certain qualifications the opportunity to participate in civilian job and employment training that offers a high probability of employment, including apprenticeships and internships. Training for these positions can take place starting up to six months prior to a Servicemember's separation. Industry training providers offer training at little or no cost to eligible Servicemembers on or near the installations where they are stationed for the closing months of their military careers. To apply for this opportunity, please visit [www.dodskillbridge.com](http://www.dodskillbridge.com).



## Slide 46



**Internships**

- Temporary position emphasizing on-the-job training
- May be paid or unpaid

USA Jobs Pathways: <https://www.usajobs.gov/StudentsAndGrads>  
Or: <https://www.usajobs.gov/Search?Internship=Yes>  
U.S. Chamber of Commerce: <https://www.uschamber.com/about-us/careers/internship-opportunities>

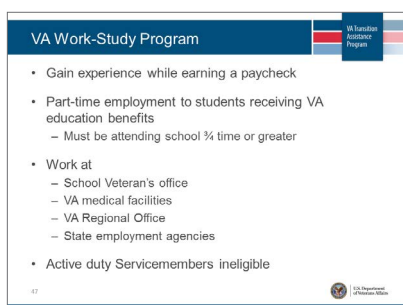
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### Internships

An internship is a temporary position that emphasizes on-the-job training rather than merely employment, and it can be paid or unpaid. There are many public and private agencies that provide internship opportunities and an online search can yield many opportunities. We have noted two examples of locations that you can search based upon your interest and location, but this is by no means an endorsement of any agency or organization.

- USAJOBS Pathways: [www.usajobs.gov/StudentsAndGrads](http://www.usajobs.gov/StudentsAndGrads) or [www.usajobs.gov/Search?Internship=Yes](http://www.usajobs.gov/Search?Internship=Yes)
- U.S. Chamber of Commerce: [www.uschamber.com/about-us/careers/internship-opportunities](http://www.uschamber.com/about-us/careers/internship-opportunities)

## Slide 47



**VA Work-Study Program**

- Gain experience while earning a paycheck
- Part-time employment to students receiving VA education benefits
  - Must be attending school ¾ time or greater
- Work at
  - School Veterans' office
  - VA medical facilities
  - VA Regional Office
  - State employment agencies
- Active duty Servicemembers ineligible

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### VA Work Study Program

The VA's Work Study Program is another program you may not have heard of before is, which helps you gain experience while also earning a pay check.

The VA Work Study program provides part-time employment to students receiving VA education benefits who attend school three-quarter time or more. The student may work at the school Veterans' office, VA Medical Facilities, the VA Regional Office, or at approved state employment offices. Active duty military are not eligible for this program.

VA selects students for work-study based on different factors. Such factors include:

- The ability of the student to complete the work-study contract before the end of his or her eligibility to education benefits, and
- Job availability within normal commuting distance to the student.

The number of applicants selected will depend on the availability of VA-related work at your school or at VA facilities in your area. Veterans with a combined service-connected disability evaluation of 30% or greater may be given priority consideration.



You may be wondering, how much will I be paid under this program? You'll earn an hourly wage equal to the federal minimum wage or your state minimum wage, whichever is greater. Helping Veterans in your own community while earning extra cash is a win-win.

To apply for this program, you must complete VA Form 22-8691, Application for Work-Study Allowance, and mail it to the VA Regional Processing Office that handles your claim.



**Activity:** Identifying Credentials

**Time:** 20 minutes

**Media/Materials:** computer with internet connectivity, pencils and scratch paper

**Instructions:** We are going to take some time now to identify some of the training you will need to develop new skills or hone existing skills to obtain the credentials required for your career of choice. At this time, choose one of your top three career choices and utilizing the websites listed on page \_\_\_\_ of your Participant Guide, answer the questions to determine if credentials are required or if additional education/training is needed.

## Slide 48

**School Assessment Activity**

- <http://www.careeronestop.org/toolkit/training/find-apprenticeships.aspx>
- Other resources:
  - <http://www.careeronestop.org/toolkit/training/find-local-training.aspx>
  - [http://www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp)
  - <https://www.vets.gov/gi-bill-comparison-tool>
  - [http://www.benefits.va.gov/gibill/principles\\_of\\_excellence.asp](http://www.benefits.va.gov/gibill/principles_of_excellence.asp)
  - <https://nces.ed.gov/collegenavigator/>



**Activity:** School Assessment

**Time:** 1 hour

**Media/Materials:** computer with internet connectivity, pencils and scratch paper

**Instructions:**

1. Identify three (3) programs or schools that meet your most important criteria.
2. Write down the name of the programs/schools you are considering.
3. Complete the table as much as you can to help you compare and decide which training programs meet your criteria for selection.
4. The following websites will be helpful in your search:



## **Information on credentials**

<http://www.careeronestop.org/CREDENTIALING/credentialingHome.asp>

## **Tuition and fees information, information on accreditation**

<http://nces.ed.gov/collegenavigator/>  
<http://www.collegecost.ed.gov/scorecard/index.aspx>

## **VA-Approved Program Finder and Employment Center on eBenefits**

[http://www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp)  
<https://www.ebenefits.va.gov/ebenefits/job-resources>

## **Yellow Ribbon Program participation**

[http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)

## **Principles of Excellence Program participation**

[http://www.benefits.va.gov/gibill/principles\\_of\\_excellence.asp](http://www.benefits.va.gov/gibill/principles_of_excellence.asp)

## **Apprenticeship options**

<http://www.onetonline.org/crosswalk/RAPIDS/>  
<http://pathwaystosuccess.workforce3one.org>

## **Information on Monthly Housing Allowance I BAH Calculator**

[http://www.benefits.va.gov/gibill/resources/benefits\\_resources/rates/CH33/Ch33rates080113.asp#MHA](http://www.benefits.va.gov/gibill/resources/benefits_resources/rates/CH33/Ch33rates080113.asp#MHA)

<https://www.defensetravel.dod.mil/site/bahCalc.cfm>

***Note: Be mindful of sites asking you for personal data before accessing information.***



## Slide 49

Volunteerism

- Can increase versatility and marketability as an employee
- Many opportunities locally, regionally, nationally, or internationally
- [www.usa.gov](http://www.usa.gov) or [www.volunteer.gov](http://www.volunteer.gov) provide opportunities for volunteering

Transition Assistance Program



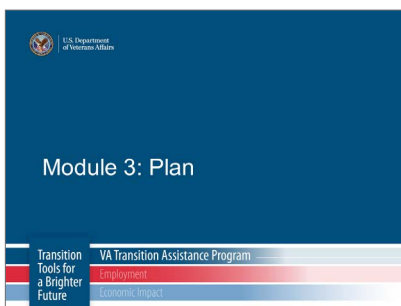
### Volunteerism

Another important area to consider is volunteering.

Job seekers often overlook or underestimate the value of volunteer work. The exposure to varied skillsets that volunteering provides can make you a more versatile and marketable employee, not to mention more competitive. There are many volunteer opportunities available either locally, regionally, nationally or even international. Just like the many internship and apprenticeship opportunities available, you just need to search for a volunteer opportunity that matches your interests to learn and grow. A great place to start is [www.usa.gov](http://www.usa.gov), a government website that provides many opportunities for volunteering and helping others across the nation. Once there, type “volunteering” in the search box to see the many available opportunities. Another great website to review is [Volunteer.gov](http://Volunteer.gov).



## Slide 50



### Module 3—Plan

In Module 3, Plan, we will examine available federal employment resources, create a VEC™ profile, and plan for future success.\

## Slide 51



### SMART Goals

SMART is a handy acronym for the five characteristics of well-designed goals and is a popular technique for validating your goals. This is important because it helps you save time and energy by making the process of goal setting more efficient and productive.

SMART stands for Specific, Measurable, Achievable, Realistic, and Time bound.

**Specific**—Goals should be straightforward and emphasize what you want to happen. Specifics help us to focus our efforts and clearly define what we are going to do. It is the What, Why, and How of the SMART model.

- What are you going to do? Use action words such as direct, organize, coordinate, lead, develop, plan, build, etc.
- Why is this important to do at this time? What do you want to ultimately accomplish?
- How are you going to do it?

**Measurable**—Choose a goal with measurable progress, so you can see the change occur.

**Achievable**—You can attain most any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. Goals that may have seemed out of reach eventually become attainable, not because your goals shrink but because you grow and



expand to match them.

**Realistic**—This is not a synonym for “easy”. Realistic, in this case, means “do-able”. It means that the learning curve is not a vertical slope; the skills needed to do the work are available; the activity fits with your overall strategy and goals. A realistic project may push your skills and knowledge, but it should not break them.

**Time bound**—If you do not set a time, your commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there’s no urgency to start taking action now. Time must be measurable, attainable, and realistic.

## Slide 52

American Job Centers (AJC)

- Single-access point to federal programs and local resources
- Find jobs, identify training programs, gain skills in growing industries
- Offer priority services to Veterans
- Access to local labor market information
- <http://jobcenter.usa.gov>

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U.S. Department of Veterans Affairs

### Plan for Employment and Career America's Job Centers

America's Job Centers (AJC) are a single access point to federal programs and local resources to help people find a job, identify training programs, and gain skills in growing industries. AJCs offer priority services to Veterans, and have access to local labor market information for that community.

Visit <http://jobcenter.usa.gov/> or call 1-877-US-2JOBS.

## Slide 53

Vocational Rehabilitation and Employment (Chapter 31)

- No cost education and career counseling
- Servicemembers and Veterans eligible
  - Honorable discharge
  - 20% or greater rating from VA
  - Or DES rating of 20% or greater
  - Or referral from PEB through IDES

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U.S. Department of Veterans Affairs

### Vocational Rehabilitation and Employment

As mentioned earlier, VR&E provides education and career counseling to eligible Servicemembers and Veterans, at no charge under Chapter 36.

The VR&E Program, also known as Chapter 31, provides assistance to eligible Servicemembers and Veterans with service-connected disabilities to enable them to prepare for, obtain, and maintain suitable employment or achieve independence in daily living.

Veterans must have at least a 10 percent service-connected disability and must have received an other than dishonorable discharge.

Servicemembers are eligible to apply if they expect to receive an other than dishonorable honorable discharge upon separation from





active duty, obtain a rating of 20 percent or more from VA, obtain a proposed Disability Evaluation System (DES) rating of 20 percent or more from VA, or obtain a referral to a Physical Evaluation Board (PEB) through the Integrated Disability Evaluation System (IDES).

To apply for VR&E, complete VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation through eBenefits.\

## Slide 54

The slide features a title 'Veteran Employment Services Office (VESO)' in a blue header. To the right of the title is a small graphic with the text 'VA Transition Assistance Program'. The main content area contains a bulleted list of VESO's functions and services. At the bottom left is a small number '53' and at the bottom right is the U.S. Department of Veterans Affairs seal.

- Provides employment and career management resources
- Designed to attract, retain, and support Veteran employees
  - At VA and across federal government
- Supports federal Veteran recruitment and VA retention and reintegration
- Programs and services include:
  - VA for Vets
  - Feds for Vets
  - Recruitment and Career Readiness support
  - Disabled Veterans Affirmative Action program
  - Human Resources support

### Veteran Employment Services Office

The Veteran Employment Services Office , or VESO, is a strategic program management office that provides employment and career management resources designed to attract, retain and support Veteran employees at VA and across the federal government, including those serving in the National Guard and Reserve. VESO develops and implements innovative and comprehensive programs, procedures and services to support federal Veteran recruitment and VA retention and reintegration.

VESO Programs and Services include:

- VA for Vets
- Feds for Vets
- Recruitment and Career Readiness Support
- Disabled Veterans Affirmative Action Program
- Human Resources Support

For more information, visit: <http://vaforvets.va.gov/veso/pages/default.asp> or call 1-855-824-8387.

### Veterans Employment Center™

Earlier we used VEC™ to perform labor market research in order to answer questions generated by the Career Exploration activity.





**Activity:** Create VEC™ Profile

**Time:** 15 minutes

**Media/Materials:** computer with internet connectivity, pencils and scratch paper

**Instructions:** Instruct the participant to create a VEC™ profile if they have not already created a profile during the DOL employment workshop or VA Benefits I briefing. If they have a VEC™ profile, give the participants the option of searching for jobs or applying for jobs in the VEC™.

Some of you may realize you're ready to create a VEC™ profile. On the other hand, some of you may have previously created a VEC™ profile. Next, you will either create a VEC™ profile or update your existing profile. At a minimum, your VEC™ profile should consist of name, email address and an objective statement.

To create a VEC™ profile:

1. Navigate to eBenefits.gov and click on Employment Center tab
2. Under Tools on left column, click on Profile and Resume Builder
3. If you have a LinkedIn profile, you can auto-fill your resume that will be created from building your VEC™ profile
4. Fill out the fields in the form
5. On the last step, you can save your profile as a draft if you are not ready to have it be seen by potential employers
6. Information from building your profile will be used to create resume content

If you have already created a profile in VEC™, you can search and apply for jobs. Keep in mind, potential employers may be looking to contact you. Be sure to update your resume and profile if your information changes.

Transitioning Servicemembers, Veterans, and their families can use VEC™.



## Slide 55



### Small Business Administration Introduction to Entrepreneurship

The SBA Introduction to Entrepreneurship Workshop will explore your interest in business ownership and introduce you to the agencies and organizations that can assist you on the path to business ownership. Learn more at [www.SBA.gov/bootstobusiness](http://www.SBA.gov/bootstobusiness).

### Plan Upskilling

Previously, we discussed upskilling and how it can increase your employment options. Think of these questions while planning your upskilling opportunities:

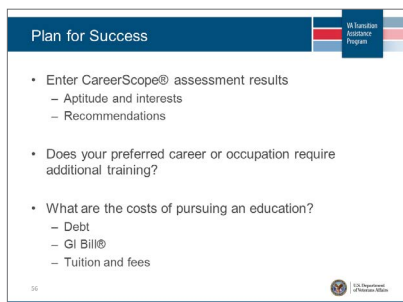
Do you think there are skills you need to strengthen or improve in order to be competitive for job opportunities in your field of interest?

What are some local, state, and national options available for upskilling opportunities?

What financing options are available?

Your Participant Guide has many resources available to assist and guide you as you make your plan.

## Slide 56



### Plan for Success

Now we are at a point where all the preparation you have done and still need to do require you to begin creating a formal plan. Some people may struggle to meet their goals because they try to keep everything they need to do “in their heads.”

Over the past several hours, you have conducted a lot of research. Now it is time to begin reviewing your notes to bring them together to start formulizing your plan. It is important to know that you most likely will continue to refine your career plan throughout the transition process and even well into your future.



**Activity:** Create a Plan for Success

**Time:** 30 minutes

**Media/Materials:** Participant Guide, CareerScope®



Assessment results, Career training option results, and Labor Market research results

**Instructions:** Follow script below.

Let's begin the process first by gathering and documenting your assessment and research results.

Turn to page 5-x and 5-x in your Participant Guide. You will find a sample completed plan and a blank plan for you to complete. I will briefly review each section of the plan.

In the first section, you will enter your CareerScope® assessment results. What are your Aptitude results? What are your interest results? What are the GOE/DOT recommendations? What are the O\*NET results?

During the "Identify Career Training Options" discussion and activities, you researched the various training options and venues. Does the career or occupation you've selected require additional training? If so, what training options will you use to acquire the additional training? What credentials are required for your career or occupation?

Next, you researched labor market information. You conducted a lot of research using the "MyNextMove.org" site, as well as the O\*NET Online resource. You also learned about Bright Outlook jobs, Green jobs, and the overall job outlook and salary expectations for a few occupations. You captured most of this information during Module 3 Activity 1.

Lastly, you compared education costs and financial aid. What are the associated costs of pursuing a certification from a career school or a community college? What debt will you incur i.e. student loan? What are the GI Bill® contributions? What does your research tell you about tuition and fees for training? How much is it per year?

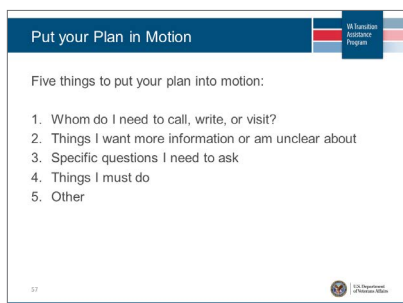
You may discover some overlap, which is intentional. Review earlier pages of your Participant Guide. Look for things you may have highlighted or written down.

Take the next 30 minutes to transfer your notes, concerns, questions, and required actions onto this page. Do not worry about trying to fit something neatly into one category.



If there is something you want to note that does not fit neatly into one of the categories, make sure you write it down. Just place it in the “other” category. Again, you can always find a place for it later.

## Slide 57



**Put your Plan in Motion**

Five things to put your plan into motion:

1. Whom do I need to call, write, or visit?
2. Things I want more information or am unclear about
3. Specific questions I need to ask
4. Things I must do
5. Other

### Put Your Plan in Motion

You have put a significant amount of time and effort into researching the information and determining which career field is right for you.

Here’s a list of five activities to effectively put your plan in motion to pursue training:

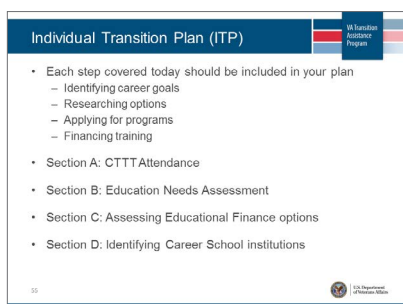
- Whom do I need to call, write, or visit?
- Things I want more information about. Things I am unclear about.
- Specific questions I need to ask.
- Things I must do.
- Other.

As you can see, there is some overlap, which is intentional. Many times, when we think of something in a different way, we may discover something important we might have missed.

Review earlier pages of the Participant Guide. Look for things you may have highlighted or written a note about. Ask yourself if those items can fit into one of the five activities. If so, write it down. You might want to write the page number, in case you want to refer to it later.

Take the next 15 minutes to transfer your notes, concerns, questions, and required actions onto this page. Do not worry about trying to fit something neatly into one category.

## Slide 58



**Individual Transition Plan (ITP)**

- Each step covered today should be included in your plan
  - Identifying career goals
  - Researching options
  - Applying for programs
  - Financing training
- Section A: CTTT Attendance
- Section B: Education Needs Assessment
- Section C: Assessing Educational Finance options
- Section D: Identifying Career School institutions

### Individual Transition Plan

You have worked very hard over the last two days to lay a foundation for a successful career plan. Throughout this track, you should have been documenting your results in the Career Technical Training Track section of your ITP. If you haven’t, that’s ok. We’ll walk through it together; for those of you who have been completing your ITP, our review will give you a chance to confirm your input.



We've discussed everything from identifying your career goals and researching your options, to applying for education benefit programs, to financing your training pursuits. Each of the steps above needs to be included in your plan. It starts with scheduling and attending this class and proceeds with receipt of an acceptance letter from the training institution of your choice.

You'll immediately recognize the categories the ITP is assessing and measuring. They are very similar to the categories you worked with today. They specifically address the activities we covered in each module of this workshop.

We briefly mentioned templates. The ITP is in a template form, It asks you several questions. You may not have the information you need to answer them all but respond as best you can. Some of the questions require you to respond with written statements. Other questions will ask you to check either yes or no.

As you probably have discovered, there can be many forms and applications in the career planning process. You may find the notations you've made to be helpful.

Let's walk through the sections, and I will give you time to complete each of them.

Section A of the ITP reference attendance at the Career Technical Training Track. The date of this session should be in the space provided.

Section B incorporates completion of your education needs assessment. Schedule an appointment with a Service Education Guidance Counselor through your Installation Transition Counselor. Section B of the ITP is for documentation of your needs assessment and identification in your field of study.

Make a note to yourself that you will need to schedule an appointment with a Service Education Guidance Counselor as soon as possible in order to complete this section of the plan.

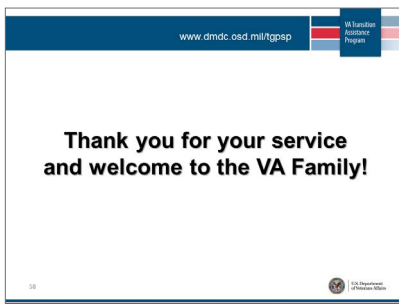
Section C, assessing educational financing options, focuses on applying for financial assistance. Use Section C to document your application for the GI Bill® and potential sources of income as well as



other financial aid, scholarships, etc.

Section D focuses on identifying Technical Training Institution options. Document your research of the training institutions and standardized tests required with locations and schedules. This section has a place to list your top three institutions, document and track your applications, as well as identify service and support organizations on campus and in the community.

## Slide 59



### Closing

- What did you learn from the planning process?
- Think back to the beginning of the workshop. Were you able to identify a career or occupation?

You have conducted a thorough review of your career, employment and training options.

I am confident you will be successful in meeting your career and occupational goals.

Thank you for taking part in the CTTT workshop. It has been my pleasure to work with as well as to get to know you. I wish you well in all your future endeavors.

### GPS Survey

Please take 15 minutes to go online and complete the online Transitions GPS Participant Assessment for this workshop. The assessment tool is located at: <https://www.dmdc.osd.mil/tgpsp/>. Your feedback is very important to us and your comments are anonymous. So please take a few moments to complete this assessment and then we'll adjourn. You'll need to access this link using Internet Explorer.

If you have any questions, I am available after class to assist you. I highly encourage you to seek assistance from the Education and Career Counselor.

All the best to you!

