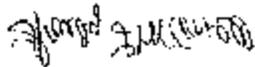


<p align="center"><b>U. S. Department of Labor</b> Employment and Training Administration Washington, D.C. 20210</p>	<p><b>CLASSIFICATION</b> America's Career Kit</p>
	<p><b>CORRESPONDENCE SYMBOL</b> OTIS</p>
	<p><b>DATE</b> March 30, 2001</p>

TRAINING AND EMPLOYMENT INFORMATION NOTICE NO. 14-00

**TO** : ALL STATE WORKFORCE LIAISONS  
ALL STATE WORKER ADJUSTMENT LIAISONS  
ALL STATE EMPLOYMENT SECURITY AGENCIES  
ALL ONE-STOP CENTER SYSTEM LEADS



for

**FROM** : LENITA JACOBS-SIMMONS  
Deputy Assistant Secretary

**SUBJECT** : Training Effort on America's Career Kit

1. Purpose. To provide information on the plans for a national training effort on America's Career Kit (ACK) to be conducted on a State-by-State basis for One-Stop center staff beginning in April 2001.

2. Background. America's Career Kit is a suite of Internet resources designed to provide job seekers and employers with access to job, resume, labor market and training information. The Career Kit includes the following Internet sites:

- America's Job Bank (AJB) [www.ajb.org](http://www.ajb.org)
- America's Career Infonet (ACINet) [www.acinet.org](http://www.acinet.org)
- America's Learning eXchange (ALX) [www.alx.org](http://www.alx.org)
- America's Service Locator (ASL) [www.servicelocator.org](http://www.servicelocator.org)

These ACK sites are operated by the State of New York (AJB) and the State of Minnesota (ALX, ACINet, and ASL) with ETA funding on behalf of a Federal-State partnership. For more information on these sites, see the ACK fact sheet in the US WORKFORCE web site (<http://usworkforce.org/factsheets/>).

3. ACK Training. The purpose of this training is to increase the awareness and use of America's Career Kit. The training activity includes three components: a) updating the ACK training curriculum, b) conducting training for One-Stop staff, and c) providing these training materials to partner organizations, such as professional and trade groups, for use with their members. Each of these components is described below.

RESCISSIONS	EXPIRATION DATE Continuing
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a) Updating ACK training curriculum - The existing ACK curriculum has been revised and updated by The Center for Employment Security Education and Research (CESER). CESER, an affiliate of the National Association of State Workforce Agencies, has previously developed and delivered training on the ACK tools. The new curriculum covers the

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content and organization of the updated ACK sites as of December 29, 2000. It includes exercises, presentation slides, screen captures of the web sites, and instructor notes. The training will also include a module on O\*NET which replaces the Dictionary of Occupational Titles (DOT). O\*NET is used in ACK. The training curriculum will also include content not available in previous ACK training, including information on America's Service Locator, Tools of the Trade, and the America's Workforce Network (AWN) Toll-Free Help Line.

b) Training for One-Stop staff - A national ACK training program for One-Stop staff will be conducted beginning in April using the new ACK curriculum. One or more workshops will be scheduled in every State in 2001. The State workshops will be scheduled in coordination with State WIA and training staff. Since it is important to demonstrate the utility of ACK with State systems, States will be given the option of adding content describing their State-specific job, labor market and career systems during the training. The workshops will be 1½ days in length and will employ a train-the-trainer model with participation from comprehensive One-Stop Centers. Participants will be expected to conduct follow-up training for local staff using the training materials provided.

The training will be conducted by Network Consortium of Fairfax, Virginia using a team of trainers with extensive One-Stop experience. A master training calendar and training updates will be posted on the Tools of the Trade web site [www.alx.org/tott/calendar.asp](http://www.alx.org/tott/calendar.asp). For more information on the plans for the training program, trainers, and State and local staff roles, see the attached project summary. Inquiries about the training should be addressed to [acktraining@alx.org](mailto:acktraining@alx.org).

c) Assisting partner organizations - The third component of the ACK training will focus on assisting trade and professional groups, such as human resource groups, to use the Career Kit products. Plans will be developed later this year to assist partners in using the new ACK curriculum and develop customized training applications for their members.

The tools of America's Career Kit are widely used by the service delivery organizations and their customers within America's Workforce Network (AWN). AWN is the comprehensive, nationwide system of employment and training assistance developed in partnership with Federal, State and Local governments.

4. Action Required. Please share this TEIN with staff interested in the Career Kit, O\*NET, and the AWN Toll-Free Help Line.

5. Inquiries. Questions concerning this TEIN should be directed to Harvey Ollis, Office of Technology and Information Services at [hollis@doleta.gov](mailto:hollis@doleta.gov) or by telephone at 202-693-3699.

6. Attachments.

A - America's Career Kit Training Summary

B - America's Career Kit Training Team

## C - America's Career Kit State Workshop Participants and Agenda

## America's Career Kit Training Summary

The purpose of the America's Career Kit (ACK) Training Workshops is to familiarize One-Stop professionals and partner agency staff with the wealth of information that can be found in America's Career Kit and to demonstrate how they can enhance the services they provide to their clients by using it. One-Stop clients include dislocated workers, incumbent workers, underemployed, unemployed, youth, and employers.

America's Career Kit (ACK) is a suite of Internet resources designed to provide job seekers and employers with access to job, resume, labor market and training information. The Career Kit includes the following Internet sites:

- America's Job Bank (AJB) [www.ajb.org](http://www.ajb.org)
- America's Career Infonet (ACINet) [www.acinet.org](http://www.acinet.org)
- America's Learning eXchange (ALX) [www.alx.org](http://www.alx.org)
- America's Service Locator (ASL) [www.servicelocator.org](http://www.servicelocator.org)

For information on these sites, see the ACK fact sheet in the US WORKFORCE web site (<http://usworkforce.org/factsheets/>). The training will also include a module on O\*NET, which replaces the DOT. O\*NET ([www.doleta.gov](http://www.doleta.gov)) is used in some components of ACK.

The tools of America's Career Kit are widely used by the service delivery organizations and their customers within America's Workforce Network (AWN). AWN is the comprehensive, nationwide system of employment and training assistance developed in partnership with Federal, State and Local governments.

Network Consortium of Fairfax, Virginia will deliver the training workshops in each State illustrating how One-Stop staff can use America's Career Kit to improve customer service. The training team will conduct the workshops in a train-the-trainer mode. The training will be delivered to a minimum of one staff member from each comprehensive WIA One-Stop Center that has been certified by the Local Workforce Investment Board. Individuals completing training will be responsible for training other One-Stop staff at their respective locations on the use of America's Career Kit products. Training will be made available to all States in 2001, beginning in April.

Several national organizations are participating in this project. The Center for Employment Security Education and Research (CESER) is the developer of the Career Kit training curriculum. CESER is an affiliate of the National Association of State Workforce Agencies. The National Association of Workforce Boards and the National Veterans Training Institute will use the training curriculum to help meet the information needs of their members and customers.

For more information, send an email to [acktraining@alx.org](mailto:acktraining@alx.org) or Harvey Ollis, U.S. Department of Labor at 202-693-3699 or [hollis@doleta.gov](mailto:hollis@doleta.gov).

## **America's Career Kit Training Team**

Listed below are the members of the training team, along with a summary of their work history, and the States where they will conduct ACK training. To contact the training team, send an email to [acktraining@alx.org](mailto:acktraining@alx.org)

### **Cheryllynn Brinker**

Idaho, Indiana, Kansas, Maine, Maryland, Massachusetts, Montana, Nebraska, New Hampshire, New Jersey, North Dakota, Oklahoma, Oregon, Pennsylvania, South Dakota, Washington, Wyoming, and Guam

Cheryllynn Brinker has over 10 years experience in social services prior to entering the workforce development arena. Brinker comes from Chemeketa Community College in Salem, Oregon where she was Training and Employment Specialist, managing the One-Stop Career Resource Center. Prior to that, she worked for the local JTPA program as an Employment Consultant, where she placed customers in on-the-job and classroom training programs and helped them find skills to make them more marketable. She began her career as a Job Service Representative with the State of Oregon Employment Department where she worked with employers to place job orders, matched job seekers' skills to jobs available in the computer system, and processed unemployment insurance claims.

### **Margaret Prater**

Arizona, Arkansas, Colorado, Connecticut, Georgia, Hawaii, Iowa, Louisiana, Minnesota, Mississippi, Missouri, Nevada, North Carolina, Rhode Island, South Carolina, Tennessee, and Wisconsin

Margaret Prater has over 17 years of experience in the operation and administration of local workforce programs through Dyersburg State Community College in Dyersburg, Tennessee. Starting out in management information systems and planning, Prater became known statewide for her expertise in performance standards management, serving on various statewide taskforces and providing workshops for local areas. For the past 12 years, Prater has served as Assistant to the Director, providing technical assistance to staff and contractors in all aspects of workforce development, ranging from fiscal reporting to operation of summer youth programs to developing case management/customer flow systems. She was responsible for development of the One-Stop Career Center grant in her area and served in a technical assistance capacity to the design team as they determined customer needs for facilities and services.

## **Robin Kite**

Alabama, Alaska, New Mexico, Utah, Vermont, and West Virginia

Robin Kite has served as Network Consortium's Director of Membership Services, and has had prior experience working with the Department of Labor's Career Kit, and providing hands-on-training in Network's Technical Assistance Training Program for Dislocated Workers.

Robin has served as guest lecturer and as a member of the Board of Advisors for the School of Criminal Justice at Calhoun Community College, Decatur, AL., and under the Job Training Partnership Act, was an instructor in the Alabama Employment Services training program, preparing members of the senior population for employment.

## **Robert Vidos**

California, Delaware, Florida, Illinois, Kentucky, Michigan, New York, Ohio, Texas, Virginia, Puerto Rico, and the Virgin Islands

Bob Vidos is President and CEO of Network Consortium. He has conducted hundreds of workshops on WIA, workforce planning, welfare to work programs and community college customized training. As a WIA trainer, he has already provided full-day training and technical assistance services related to the Workforce Investment Act to over 25,000 workforce development administrators and practitioners throughout the U.S. Mr. Vidos is currently under contract to the City Colleges of Chicago to prepare the colleges for the implementation of WIA on their campuses. As part of that process he is devising strategies for the college district administration on conducting self-study analyses of the respective college programs prior to their application for inclusion on the WIA State-approved training provider program lists.

**America's Career Kit Training:  
State Workshop Participants and Agenda**

**1. State participation and role:**

**State contacts: WIA contacts [www.usworkforce.org/Statecon.htm](http://www.usworkforce.org/Statecon.htm)**

**role: identify One-Stop participants and assist training team to obtain a computer lab for the workshop**

**2. One-Stop Center participation and role:**

**participation: one representative from each comprehensive One-Stop center**

**role: attend 1 ½ day workshop and conduct follow-up training for local center staff using the training materials provided**

**3. Workshop location and schedule: The workshops will be conducted in computer labs and will feature hands-on exercises and activities. 1 ½ day workshops will be scheduled on a State-by-State basis from April through November, 2001. The training calendar will be posted on the Internet. <http://www.alx.org/tott/calendar.asp>**

**4. Workshop Agenda:**

**Presentation of the content, organization and use of the America's Career Kit. Separate modules will be covered for the following systems:**

- **America's Job Bank**
- **America's Career Infonet**
- **America's Learning eXchange**
- **America's Service Locator**
- **O\*NET**
- **Tools of the Trade, AWN Toll-Free Help Line**
- **Related State resources, including job, labor market, and career systems (State option)**

**Discussion and activities on how to use the Career Kit to serve One-Stop customers including:**

- **employers**
- **incumbent workers**
- **dislocated workers**