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**FROM:** Charisse Childers, Ph.D., Director

**TO:** Local WIOA Workforce Development Area Administrators/Service Providers

**SUBJECT:** Clarification of the Academic and Occupational Education Component of Youth Work Experience

1. **Purpose:** To clarify the academic and occupational education component required for Youth Program Element 3: Paid and unpaid work experiences, as described in ADWS Policy No. WIOA I-B – 3.2 (Services for Youth)
2. **References:**
  - 20 CFR 681.460 & 600
  - TEGL 21-16
  - ADWS Policy No. WIOA I-B – 3.2 (Services for Youth)

2. **Background:**

Work experiences provide youth with an opportunity for career exploration and skill development [20 CFR 681.600]. As part of this career exploration, the experience must include an academic and occupational education component, which includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education part of the component could be learning about the duties of different types of hospital occupations, such as a phlebotomist, a radiology tech, or a physical therapist. The academic education part of the component could be learning some of the information individuals in those occupations need to know, such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament [TEGL 21-16]. The academic and occupational education component may occur inside or outside the work site. The supervisor or other employee at the worksite may provide the academic and occupational education component, or the component may be provided separately in a classroom or through other means. The component may occur concurrently or sequentially with the work experience [20 CFR 681.600].

This requirement applies to all types of youth work experience [20 CFR 681.460 & 681.600; TEGL 21-16]:

- 1) Summer employment opportunities and other employment opportunities available throughout the school year
- 2) Pre-apprenticeship programs
- 3) Internships and job shadowing
- 4) On-the-job training (OJT) opportunities

3. **Policy:**

Beginning with all youth in work experiences on May 15, 2020, the following guidelines are effective:

- 1) For each worksite, determine at least two (2) occupations located at the worksite for the youth to learn about, not including the job being performed by the youth in the work experience.
- 2) For each occupation, list  
Occupational education part of the component:
  - (a) some of the duties of the occupation, and
  - (b) how the youth can learn about the duties (through job shadowing, interviewing, etc.),Academic education part of the component:
  - (c) some of the academic topics that a worker needs to know to be successful and
  - (d) one of the academic lessons the youth can learn and how he/she will learn it (from the site supervisor, a teacher, the Career Planner, a book, a video, etc.).
- 3) Details of the academic and occupational education must be in the participant's individual service strategy (ISS). This may be accomplished by using the attached form for Academic and Occupational Education Component of Youth Work Experience, attaching the form to the ISS, and referencing the form in the Program Element 3 box of the ISS. If the work experience worksite changes, an ISS modification must be developed, and the academic and occupational component must be developed for the new worksite.
- 4) Arrange for the youth to carry out the plans. Include the worksite supervisor in the plans in whatever role is appropriate.
- 5) Document the learning experiences. This may be done by the signature on the form of the worksite supervisor, the Career Planner, or anyone else who can verify the learning.
- 6) Maintain all documents in the youth's files.

It is recommended that this academic and occupational education component be completed within 30 days of the start of the work experience. For any work experience that started before May 15, 2020, it is recommended that the academic and occupational education component be completed by June 14, 2020.

4. **Action Required:** Please provide this policy to all appropriate staff.

5. **Inquiries:** Email [WIOATA@arkansas.gov](mailto:WIOATA@arkansas.gov)

6. **Attachment:**

Form for Academic and Occupational Education Component of Youth Work Experience

7. **Expiration:** Ongoing