



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
**DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT**  
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May 31, 2002

**Workforce Development Memorandum Number 02-01**  
**Employment and Training Memorandum Number 02-21**

**Topic:** Prevocational Services

**Subject:** Providing Prevocational Services as a Component in  
The State's Career Development Program

**Purpose:** To provide guidance on how prevocational services may be provided in the career centers as part of the state's Career Development Program (CDP). This program may encompass labor exchange, WorkKeys assessments, prevocational intensive services and training vouchers as determined appropriate.

**Background:** Currently, WIA core and intensive services are provided in the career centers. One allowable activity under intensive services is prevocational services. Individuals who are unemployed or under-employed may be provided with short-term prevocational services. This service may include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct. They are designed to prepare individuals for unsubsidized employment or training. *WIA Section 134 (3) (C) (vi)*

Individuals who visit the career centers may have been employed for many years without sufficient skills upgrades. Providing prevocational services prior to training or employment may provide individuals the basic preparatory skills needed for successful outcomes.

**Instructions:** Any career center that fulfills the following requirement is allowed to provide prevocational services.

May 31, 2002

For the purpose of Tennessee's WIA program, prevocational services are defined as up to or a maximum of 30 hours of computer-based learning that will provide the participant basic preparatory elements. Prevocational services will be a natural transition to training and/or employment. A participant who is provided this service must have at least one core service and one intensive service. In addition, this service must prepare the participant for unsubsidized employment or training.

Career centers that would like to offer prevocational services must develop:

1. A curriculum that incorporates computer-based learning and identifies the prevocational services component.
2. A mechanism to demonstrate a participant has sufficient command of the material assigned.
3. A structured workspace and the ability to provide staff assistance if needed.

A decision to provide prevocational services that meet the labor market demands and training service requirements of an area is left to the discretion of the local board.

**Contact:** Questions concerning this memorandum may be directed to Susan Cowden (WIA), Vicki Crosier (Career Centers), or Rick Searcy (Wagner Peyser) at 1-800-255-5872.

**Effective date:** Immediately

**Expiration Date:** Indefinite



SKC:RT