

DWP-MFIP ES POLICY

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TO Workforce Solutions DWP/MFIP/SNAP Employment Services Staff

FROM MFIP/DWP/SNAP Employment Services Division Manager

SUBJECT Career Pathway Bridge (CPB) For Youth (14-24) and Adult Participants

PURPOSE

The recently developed Career Pathway Bridge (CPB) and the Career Pathway Bridge Mapping Tool (MT) are tools to be used by participants without a clearly identified career goal or for those participants that have a career goal but are unsure about the steps they will need to take to accomplish that goal.

These tools interact well with the Goal Action Plan (GAP) and the MFIP Education and Training Guide. For only the WFS and GWES teams delivering LLI services, these tools work well with the LLI My Pathway Tool.

The CPB is patterned after the My Bridge of Strength (MBS) tool, and like the MBS, it helps the participant see and describe where they are “at” in areas of career pathway, credentials, education, and experience.

The MT illustrates career pathway navigation options for the participant’s consideration. There is an adult version (for participants 25 years old or older) and a youth (for youth 14 through 24 years of age) version of the CPB and the MT.

Many of the participants we serve are non-traditional students so part of the purpose of the CPB and MT is to recognize and validate an accumulation of small steps they may have already taken. This tool can be used in conjunction with the GAP) (or LLI My Pathway) and with www.mynextmove.org or other career exploratory websites, tools, and/or resources you may already be using. The CPB is an optional tool, not a required assessment or required form for all participants. Its use is best triggered by the participant’s expression of interest in career planning, education and/or training.

BACKGROUND

In high schools and community colleges, counseling resources to assist a student to learn about and make sound career choices are limited. Students end up making career/employment/education choices on their own, at times resulting in unproductive debt and low college completion rates for these students. Part of the role of employment counseling is to help individuals understand more of the variables to consider when pursuing a career goal.

Participants who will benefit from these tools and process:

- A first-generation college student;
- A participant contemplating investing money (own, WIOA, loan, etc.) into education;
- A participant engaged in a work experience program;
- A participant whose career path is multiple steps from where they presently are (i.e. participant without GED whose career goal is to be a veterinarian);
- A participant who may be at high risk of not completing due to external factors occurring in the participant's life at the time;
- A participant who is a visual learner;
- A participant who is pursuing a complex career path;
- A participant with no discerned career pathway or is currently under-employed.

PROCEDURES

1. This tool is to be used with a participant you consider would benefit from this step (meeting the criteria listed above). These tools are not required assessments or required forms for all participants.
2. Unlike the MBS and GAP, which are completed during initial meeting(s) with a counselor, the CPB and MT are completed when a necessity arises to sort out career pathway information, or education options. The CPB and MT begin with where the participant is and identifies a long-term goal.
3. Before undertaking the completion of the CPB or the MT, explain the purpose of these tools to the participant.
4. Discuss with the participant each column of the CPB before transferring the information to the MT.
5. The MT provides a space to show the participant's career history, educational past, and desired future. Assist the participant to add to and consider each information box. Help the participant recognize opportunities and options made evident through the MT.
6. Encourage the participant's use of the GAP (or LLI My Pathway) in identification of the possible and necessary short-term steps that need to be taken to achieve the long-term goal. Encourage the use or knowledge of the tools at www.MyNextMove.org. This interactive site teaches job seekers and students about career options and there is an interest profiler that personalizes career suggestions based on interests and work experience.
7. Provide participant with copies of the CPB, MT, and GAP (when completed) with them; place copies in the case file/Laserfiche folder.

8. In the Employment Plan (EP), make reference to CPB, MT, and GAP (or LLI My Pathway). Since these items will be included in the file, it is not necessary to replicate the action steps in the EP.
9. Discuss action steps and evolving achievement and revision of GAP, CPB and/or Mapping Tool, at subsequent meetings with participant.
10. Write a detailed case note “telling the story” of the meeting including explaining areas of the CPB discussed with the participant.
11. Choose Counseling and Guidance in the Workforce One case note type box. Add CPB in the subject line of the case note. This will be used for identifying counselor use of tool. Add that, and only that, in case note subject line. This can be in capital letters or not since it not case sensitive.

EFFECT DATE: January 24, 2018

WFS CONTACT: Agency Planner