**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD**
**GLOBAL TALENT AND COMPETITIVENESS (GTC)**
**COUNCIL MEETING**
**Thursday, June 23, 2016**
**8:00 AM**

Doubletree by Hilton Miami Airport Hotel &
Exhibition Center
711 NW 72nd Avenue
Miami, Florida 33126

**AGENDA**

1. Call to Order and Introductions

2. Approval of GTC Council Meeting Minutes

    A.    February 18, 2016

    B.    April 21, 2016

3. Recommendation as to Approval Accept and Allocate funds for the City of Miami Gardens Summer Youth Employment Program

4. Recommendation as to Approval of Related Party Training Vendor Agreements

5. Recommendation as to Approval of New Training Vendors and Programs

6. Recommendation as to Approval of Revisions to the Individual Training Account (ITA) Policy

7. Recommendation as to Approval to Allocate funds to Miami-Dade College for Hospitality Certification Training - Wolfson

8. Recommendation as to Approval to Allocate funds to Miami-Dade College for Hospitality Certification Training - Homestead

9. Recommendation as to Approval to Allocate funds to Miami-Dade College for Culinary Skills Training

10. Recommendation as to Approval to Allocate funds to LaunchCode for an Information Technology Apprenticeship Training

**SFWIB GLOBAL TALENT AND COMPETITIVENESS COUNCIL**

**AGENDA ITEM NUMBER: 2B**

**DATE: June 16, 2016 at 8:00AM**

**AGENDA ITEM SUBJECT:** MEETING MINUTES
April 21, 2016 at 8:00 A.M.
Doubletree Hotel – Convention Center
711 N.W 72nd Avenue
Miami, FL 33126

| COMMITTEE MEMBERS IN ATTENDANCE | SFWIB STAFF | OTHER ATTENDEES (AUDIENCE) |
|---|---|---|
| 1. Ferradaz, Gilda– *Chairwoman*<br>2. Carlos, *Vice-Chairman*<br>   Brecheisen, Bruce<br>*3.* del Valle, Juan<br>4. Piedra, Obdulio<br>5. Roth, Thomas<br><br>**COMMITTEE MEMBERS NOT IN ATTENDANCE**<br><br>6. Brown, Clarence<br>7. Boilini, Gina<br>8. Gazitua, Luis<br>9. Ludwig, Philipp<br>10. Russo, Monica<br>11. West, Alvin | Beasley, Rick<br>Gomez, Maria<br>Kavehersi, Cheri<br>Smith, Robert | |

Agenda items are displayed in the order they were discussed.

**1.     Call to Order**

SFWIB Chairman Piedra called the meeting to order at 8:30am on behalf of absent Chairwoman Gilda Ferradaz. He began with introductions and noted that a quorum had not been achieved.

3.     **Information – Local Plan Presentation**
       Chairwoman Gilda Ferradaz introduced the item and SFWIB Adults Program Supervisor
       Robert Smith presented the Local Plan.

       SFWIB Chairman Piedra inquired about the areas of greatest needs. He suggested staff include
       information on migrant population in the local plan.  Mr. Smith responded that the numbers are
       growing in both Miami-Dade and Monroe counties.  He stated one of the challenges is
       identifying qualified local training vendors that would offer English for Speakers of Other
       Language (ESOL) classes in the Keys.

       Chairman Piedra inquired about the term, "foreign born." Mr. Beasley briefly explained that
       this region defines it as "refugee population." Ms. Ferradaz added the term "influx." Chairman
       Piedra recommended this information be covered in the local plan as well. Finally, he
       commended Mr. Smith on his presentation.

4.     **Recommendation as to Approval of a TechHire Initiative for Overtown**
       Chairwoman Ferradaz introduced the item and SFWIB Business Services Manager Cheri
       Kavehersi further presented. Arnie Girnun of New Horizon's, Inc. appeared before the Council
       and presented the TechHire for Overtown initiative.

       Chairman Piedra asked whether there would be more TechHire initiatives to come.

       Mr. Girnun responded that this is the beginning of a TechHire Initiative. He provided further
       details regarding the $3.4 million grant.

       Chairman Piedra added that this region is the only in the Country to partner with TechHire.

       Mr. Roth inquired about match of funds and Mr. Girnun explained the goal of leveraging local
       matching dollars.

       Chairman Piedra added that the purpose of this initiative is to build a talent pool for tech
       companies.

       Mr. Roth asked could this program potentially survive without the grant, but with CSSF's
       potential commitment of $98,470. Mr. Girnun responded, "Yes." Mr. Roth further asked if
       Miami Community Redevelopment Agency (CRA) would be charged with the selection of
       students and whether the recruitment will consist of those residing in the overtown area.  Mr.
       Girnun responded. "Yes." Mr. Roth additionally inquired about the location of tech jobs that
       would be offered to the 18 students.  Mr. Girnun responded that they could be anywhere within
       a ten mile radius.

       Mr. del Valle asked whether matched funds would be received by CRA. Mr. Girnun and
       Executive Director responded, "Yes." Ms. Ferradaz asked whether if there would be additional
       students recruited. Mr. Beasley responded, "No" then provided details.

       **The consensus of the members present moved the approval of this item for recommendation
       to the full board.**

**5.     Recommendation as to Approval of New Programs for Existing Training Vendors**

Chairwoman Ferradaz introduced the item and Ms. Kavehersi further presented.

Chairwoman Ferradaz verified whether if the request is to only add additional programs. Chairman Piedra also verified whether if they are existing schools. He also wanted to know whether if the schools are in compliance with required performances (completion and placement rates). Both Mr. Kavehersi and SFWIB Support Services Supervisor Maria Gomez responded, "Yes."

**The consensus of the members present moved the approval of this item for recommendation to the full Board**.


**Added-on Item:**

**6.     Recommendation as to Approval of City Year Miami Program**

Chairwoman Ferradaz introduced the item. Ms. Kavehersi briefly discussed and Mr. Beasley further presented.

Chairman Piedra requested additional information on contract approval and Mr. Beasley explained.

Chairwoman Ferradaz asked if this is a contracted program or operated as a pilot project. Mr. Beasley responded it is currently operating as a pilot project. He later provided details on the process of waiving the competitive procurement process.

Vice-Chairman del Valle offered to reach out to staff at Miami-Dade County Public schools (M-DCPS) in reference to this program. Mr. Beasley noted that SFWIB Youth Programs Manager, Tomara Graham has also been working with staff at M-DCPS.

Chairwoman Ferradaz noted into record a scrivener's error on second page of this item. She noted the item should read …"waive the competitive procurement process."

**The consensus of the members present moved the approval of this item for recommendation to the full Board.**


**Deferred Item(s):**

**2.     Approval of Global Talent Competitiveness Council Meeting Minutes of February 18, 2016**


There being no further business to come before the Council, the meeting adjourned at 9:18am.

**SFWIB GLOBAL TALENT AND COMPETITIVENESS COUNCIL**

**AGENDA ITEM NUMBER: 2B**

**DATE: April 21, 2016 at 8:00AM**

**AGENDA ITEM SUBJECT:** MEETING MINUTES
February 18, 2016 at 8:00 A.M.
Doubletree Hotel – Convention Center
711 N.W 72nd Avenue
Miami, FL 33126

| COMMITTEE MEMBERS IN ATTENDANCE | SFWIB STAFF | OTHER ATTENDEES (AUDIENCE) |
|---|---|---|
| 1. Brecheisen, Bruce<br>2. Boilini, Gina<br>3. Piedra, Obdulio<br>4. Roth, Thomas<br>5. Russo, Monica<br><br>**COMMITTEE MEMBERS NOT IN ATTENDANCE**<br>6. Ferradaz, Gilda– *Chairwoman*<br>7. del Valle, Juan Carlos, Vice-Chairman<br>8. Brown, Clarence<br>9. Gazitua, Luis<br>10. Ludwig, Philipp<br>11. West, Alvin | Beasley, Rick<br>Gomez, Maria<br>Graham, Tomara<br>Kavehersi, Cheri | Banks, Theron – *Greater Miami Services Corp.*<br><br>Benavides, Vanessa – *United Way of Miami-Dade*<br><br>Burgos, Cathy – *Miami-Dade County Juvenile Services Department*<br><br>Coney, Kareem – *Florida Memorial University*<br><br>Flores, Oscar – *Compu-Med*<br><br>Gonzalez, Teresa – *Miami Dade College*<br><br>Hanson, Eric – *Miami-Dade County Parks and Open Spaces Department*<br><br>Messing, Joanne – *Take Stock in Children Miami*<br><br>Perez – Borroto, Connie – *Youth Co-Op., Inc.*<br><br>Torres, Cathlin – Florida Keys Community College |

Agenda items are displayed in the order they were discussed.

1. **Call to Order**

   SFWIB Chairman Piedra called the meeting to order at 8:30am on behalf of absent Chairwoman Gilda Ferradaz. He began with introductions and noted that a quorum had not been achieved.

5.   **Recommendation as to Approval to Allocate funds to Miami-Dade County Parks, Recreation and Open Spaces for the Fit2Lead Internship Program**

Chairman Piedra introduced the item. SFWIB Youth Programs Manager, Tomara Graham further discussed and read the item into record.

Mr. Brecheisen inquired about the entity that would be responsible to issue checks to potential youth employees. Ms. Graham responded Miami-Dade County Parks and Open Spaces (PROS). He further asked if this is an existing program and whether it models a similar one. Mr. Eric Hanson of PROS responded that this would be a newly implemented program funded by Miami-Dade County Mayor's office to develop programs for the at risk youth population. Mr. Hanson noted that as a result, two new programs were subsequently created; program one (1) assists youth participants ages 12-15 (as a result of low retention) and program two (2) consists of employment and enrichment classes for college education and/or career for youth ages 15-17 years of age. He additionally stated that SFWIB would potentially sponsor 24 youth participants while PROS would sponsor 48.

Chairman Piedra inquired about recruitment areas. Mr. Hanson responded that the primary focus would consist of recruiting in high crime areas such as Liberty City and South Dade through partnership with Miami-Dade County Department of Juvenile Services (JS). Ms. Cathy Burgos of Juvenile Services appeared before the Council and briefly explained that the Department is charged with processing all children arrested in Miami-Dade County. She described what they define as the at risk youth population which are those never been arrested, but have been in trouble with the law or charged, and could potentially get in trouble in the future. She additionally noted that they focus on the top 10 high crime areas and referenced a literature that states that "when children are at risk and we don't connect them to a pro-social activity-like jobs, society will lose them, which would potentially be more costly to our community as a whole."

Mr. Roth inquired about the children's interest in participating in the program. Ms. Burgos responded that those they've assisted show great interest in participating. She additionally noted that youth participants would also be connected to various local universities which would potentially connect them with college age students that would be mentors. Ms. Graham also added that the programs will consist of three (3) stages; stage 1 at ages 12 to 15yrs, then graduate to stage 2; ages 15 to 17 years followed by stage 3; at age 17-19 years where they are ready for college bound and potentially earn a credential. Hopefully, many would earn a part-time career at PROS.

Ms. Russo inquired about mentorship. Mr. Hanson responded mentorship is included then further explained.

Ms. Boilini inquired about supervision. Mr. Hanson responded that PROS recently hired leadership staff. There would be three at each park to provide supervision. He additionally explained the structure of hiring regional managers for the various 13 parks. Additionally, he explained that PROS also hired qualified individuals from Miami-Dade County Public Schools to conduct assessments in order to identify youth participant's strengths and weaknesses.

Ms. Burgos explained the purpose and goals of this program.

Chairman Piedra inquired about the monitoring of performances and follow-ups. Mr. Hanson responded that staff would monitor participants' school attendance, academics (grades) and recidivism rate (if applicable). He additionally noted there would be various activities scheduled with parents for a more interactive approach. In addition, PROS recently hired someone that is charged with research, grant writing and publications.

Mr. Brecheisen requested clarification on credentials and program completion. Mr. Hanson explained that one of the goals is to ensure youth participants complete the program in good standing, as well as develop skills and practical experience. He additionally noted it is to inspire participants towards the right path.

Mr. Brecheisen asked whether if this would be a one year funded program. Mr. Hanson responded, "Yes" and noted that it would be renewed on an annual basis. Mr. Brecheisen requested more data be provided on the outcome. He additionally recommended that they focus more on how goals would potentially be measured to identify program success.

Ms. Graham assured that she would work with both PROS and Juvenile Services in creating measurable goals, objectives and performances to report back to the Board on a regular basis.

Mr. Brecheisen requested a breakdown of the program allocations. Mr. Burgos explained that the funds provided by Miami-Dade County would cover program all build-up costs which consist of hiring and training staff as well as transportation cost for participants for both programs as well as 48 youth participants.

Chairman Piedra emphasized the importance of breaking the cycle of violence throughout the community by being proactive. He also requested that measurable outcomes be provided in order to capture the return on investments (ROI).

**The consensus of the members present moved the approval of this item to the full Board.**

4.  **Recommendation as to Approval to Allocate Funds to City of Key West for the Key West Fire Academy Training**

Chairman Piedra introduced the item. Ms. Graham further discussed and read into record staff's recommendation for the Council's approval to recommend to the Board. She additionally noted this program has been in insistence for many years in Key west and have proven to be a great success. She further stated that she has gotten positive feedback from parents and faculty regarding the success of this program.

Chairman Piedra requested details on program outcome/success rate. Executive Director Rick Beasley appeared before the Council and explained that staff is working on a report to provide a detailed outcome. Chairman Piedra inquired about the time frame for receiving this information. Mr. Beasley responded that a report would be readily available prior to the next scheduled meetings.

Mr. Brecheisen inquired about expected performance outcomes and Mr. Beasley further explained for in-school and out-of-school, then provided further details.

Mr. Roth inquired about the primary goal of this program. Mr. Beasley responded to assist at-risks and out-of-school youth populations. He advised the Council on a recent meeting held with various organizations and County Departments regarding assisting the 'preconditioned' youth population.

Mr. Roth asked whether high school juniors and seniors selected from Key West high are considered at-risk. Both Mr. Beasley and Ms. Graham responded, "Yes". Mr. Beasley further explained.

**The consensus of the members present moved the approval of this item to the full Board.**

3. **Recommendation as to Approval to Allocate funds to Florida Keys Community
   College for Career Pathway for the Reentry Hospitality Training**
   Chairman Piedra introduced the item. Mr. Beasley further discussed and introduced Cathlin
   Torres of Florida Keys Community College who appeared before the Council and presented.

   Mr. Brecheisen asked whether there are other similar programs offered by other counties or
   entities. Mr. Beasley responded, "Yes" then further gave examples of similar programs located
   in Baltimore, Maryland and Washington, D.C. where there are career centers located inside the
   prisons.

   **The consensus of the members present moved the approval of this item to the full Board.**


   **Deferred Item(s):**

2. **Approval of Global Talent Competitiveness Council Meeting Minutes of December 17, 2015**


   There being no further business to come before the Council, the meeting adjourned at 9:15am.

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** APPROVAL TO ACCEPT $50,000 FROM THE CITY OF MIAMI GARDENS

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval to accept an additional $50,000 from the City of Miami Gardens for a Summer Youth Employment Program for youth of Miami Gardens with an additional $50,000 match in Temporary Assistance for Needy Families (TANF) funds, as set forth below.

**STRATEGIC GOAL:** **DEDICATED COMMITMENT TO YOUTH PARTICIPATION**

**STRATEGIC PROJECT:** **Improve service delivery outcomes**

**BACKGROUND:**

On March 9, 2016, the City Council of the City of Miami Gardens, Florida, recommended the City Manager to pursue a partnership with the South Florida Workforce Investment Board (SFWIB) and the Greater Miami Gardens Chamber of Commerce to provide economic growth and summer employment opportunities for youth residents within the City of Miami Gardens.

At its April 21, 2016 meeting, the SFWIB approved a Summer Youth Employment Program for youth of Miami Gardens. The City of Miami Gardens Resolution No. 2015-51-2248 authorizes the City of Manager to enter into an agreement to provide the SFWIB with $100,000 toward a summer jobs initiative, comprehensive program administration, and paid employability skills training for enrolled youth ages 14-17. The partnership requires a dollar-for-dollar match.

On June 6, 2016, the City of Miami Gardens has recommended the City Manager to provide an additional $50,000 dollars for the City's Summer Youth Employment Program with additional $50,000 match from the South Florida Workforce Investment Board.

Accordingly, SFWIB staff request approval to provide additional matching funds in an amount not to exceed $50,000 toward the initiative.

**FUNDING:** Temporary Assistance for Needy Family (TANF)

**PERFORMANCE:** N/A

*NO ATTACHMENT*

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** APPROVAL OF RELATED PARTY TRAINING VENDOR AGREEMENTS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board approval of Training Vendor Agreements with the following Training Vendors that are represented on the Board: Florida National College, Inc. (FL National), Miami Dade College (MDC), and The School Board of Miami-Dade County Florida (M-DCPS).

**STRATEGIC GOAL:** HIGH ROI THROUGH CONTINUOUS IMPROVEMENT

**STRATEGIC PROJECT:** Improve credential outcomes for job seekers

**BACKGROUND:**

CareerSource Florida Contracting Policy prohibits the use of state or federal funds by a regional workforce board for any contract exceeding $25,000 between a regional workforce board and a member of that board that has any relationship with the contracting vendor, unless the contract has been reviewed by the Department for Economic Opportunity (DEO) and CareerSource Florida.

The policy does not exclude agreements with training/educational institutions that regional workforce boards enter into with a training/educational institution included on the local eligible training provider list and for which eligible applicants choose from when selecting a training/educational provider. Accordingly, the Training Vendor Agreements between SFWIB and FL National, MDC and M-DCPS are subject to the 2/3 vote requirement and will be submitted to DEO and CareerSource Florida for review.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** NEW TRAINING PROVIDERS AND PROGRAMS

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Concil to recommend to the Board the approval of New Training Providers and Programs, as set foth below.

**STRATEGIC GOAL:** HIGH ROI THROUGH CONTINUOUS IMPROVEMENT

**STRATEGIC PROJECT:** Improve credential outcomes for job seekers

**BACKGROUND:**

The Workforce Innovation and Opportuntity Act permit regional workforce boards to independently develop criteria for the selection and maintenance of Training Providers and Programs. In Region 23, the current process to become an approved Training Provider requires staff to evaluate an applicant's programmatic capabilities. The Training Provider program documentation passed SFWIB staff review process and is presented to the Global Talent and Competiviness Council for a recommendation for Board approval. Below are the requests to become a Training Provider and program additions for review and approval of the Council:

New Request(s) to be added as a Training Provider and Program:

1. The LaunchCode Foundation, Inc. dba LaunchCode
      New program(s): Computer Programmer - Certification

2. South Florida Laborers JATC
      New Program(s): Construction Craft Laborer


**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210

JUN 17 2015

Mr. Alex Miller
Vice President of Programs
LaunchCode
4240 Duncan Avenue, #200
St. Louis, MO 63110-1123

Dear Mr. Miller:

Enclosed are your new National Standards of Apprenticeship for LaunchCode. The Office of Apprenticeship has found these National Standards of Apprenticeship to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the National Standards of Apprenticeship for your records, as well as a Certificate of Registration that recognizes LaunchCode, as part of the National Apprenticeship System.

We thank you for your efforts, and we value your commitment to the Registered Apprenticeship System.

Sincerely,

JOHN V. LADD
Administrator
Office of Apprenticeship

Enclosures

# New National Standards of Apprenticeship

Sponsored By:

## LaunchCode

Registered as part of the National Apprenticeship Program in accordance with the basic Standards of Apprenticeship established by the Secretary of Labor

By:

*JOHN V. LADD*
Administrator, Office of Apprenticeship

Provisional Registration Date:

June 2, 2015

Program Number:

ZA004157890

Organization ID:

| Occupation(s) | O*Net-SOC Code | RAPIDS Code |
|---|---|---|
| Computer Programmer | 15-1131.00 | 0811CB |

# The United States Department of Labor

## Office of Apprenticeship
## Certificate of Registration of Apprenticeship Program

## LAUNCHCODE

*Registered as part of the National Apprenticeship System*

*in accordance with the basic standards of apprenticeship*

*established by the Secretary of Labor*

June 2, 2015

Date

ZA004157890

Registration No.

Secretary of Labor

Administrator, Office of Apprenticeship

Pam Stewart
Commissioner of Education

Rod Duckworth, Chancellor
Division of Career and Adult Education

July 11, 2014

Mr. Tom Matthews, Co-Chairman
South Florida Laborers JATC
2020 NW 32nd Street
Pompano Beach, FL 33064

Dear Mr. Matthews:

The revised standards for South Florida Laborers JATC are approved and registered by the Department of Education, Division of Career and Adult Education, effective this date. One copy of the standards is retained for the state file.

We appreciate your continued support of registered apprenticeship.

Sincerely,

Ken Olsen, Program Director
Apprenticeship

KO/bj

Enclosures

cc:    Mr. Ron Scoggins
       Mr. Randy Holmes

# Certificate of Registration

## Florida Department of Education
### Division of Career and Adult Education

**SOUTH FLORIDA LABORERS JATC**

Issued in recognition of the above program, in the trade(s) of

**Construction Craft Laborer**

registered with the Division of Career and Adult Education, Apprenticeship, as part of the National Apprenticeship Program

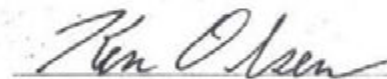in accordance with the standards recommended by the

## Florida Apprenticeship Advisory Council

**July 11, 2014**

Registration Date

_____
Chancellor for Career and Adult Education

_____
Program Director of Apprenticeship

FL011030001

# STANDARDS OF APPRENTICESHIP

## FOR

## *South Florida Laborers, JATC*

### FL 011030001

### REGISTERED BY

**FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION –
APPRENTICESHIP**

Standards of Apprenticeship

for

| Occupation / Trade | Term of Training in Hours | NAICS Code | DOT Code | RAPIDS Code (4 digit trade #) | SOC Code |
|---|---|---|---|---|---|
| Construction Craft Laborer | 4000 | 238910 | 869.463-580 | 0661 | 47-2061.00 |

## PROGRAM SPONSOR

South Florida Laborers, JATC
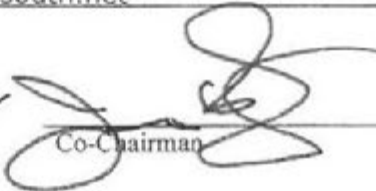
## JURISDICTIONAL AREA

Broward, Charlotte, Collier, Glades, Hendry, Highlands, Indian River, Lee, Martin, Miami-Dade, Monroe, Okeechobee, Palm Beach, and St Lucie Counties

| | | | | |
|---|---|---|---|---|
| Time Based Program: | ☒ | Yes | ☐ | No |
| Competency Based Program: | ☐ | Yes | ☒ | No |
| Hybrid Program: | ☐ | Yes | ☒ | No |
| VA Approval Requested: | ☒ | Yes | ☐ | No |
| Vocational Education Linkage: | ☐ | Yes | ☒ | No |

# SIGNATURE PAGE

PROGRAM NAME: South Florida Laborers, JATC

ADDRESS: 2020 NW 32nd Street

Pompano Beach, FL. 33064

PHONE: (954) 975-7600 FAX: (954) 935-5700

EMAIL ADDRESS: FloridaLaborers@bellsouth.net

Co-Chairman    5-12-14    Date      Co-Chairman    6-05-14    Date

## COMMITTEE MEMBERS

| LABOR | MANAGEMENT |
|---|---|
| Tom Matthews, Co-Chairman | Jim Peoples, Co-Chairman |
| L. U. 1652 | C.R. Wilson Construction |
| | |
| Andrei Rolle, Member | Jeff Giles, |
| L. U. 1652 | Overland Construction Co. |
| | |
| Miguel Aragon, Member | Ron Salera |
| L. U. 1652 | Concrete Cutting & Breaking Co. |

REVIEWED BY:

Randy Holmes        6-20-2014
Apprenticeship & Training Representative      Date

REVIEWED        APPROVED        REGISTERED

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION - APPRENTICESHIP

Authorized Official - Registration Agency      7-11-2014
                        Date

ii

# Certificate of Registration

## Florida Department of Education
### Division of Career and Adult Education

**SOUTH FLORIDA LABORERS JATC**

Issued in recognition of the above program, in the trade(s) of

**Construction Craft Laborer**

registered with the Division of Career and Adult Education, Apprenticeship, as part of the National Apprenticeship Program

in accordance with the standards recommended by the

## Florida Apprenticeship Advisory Council

**July 11, 2014**

Registration Date

Chancellor for Career and Adult Education

Program Director of Apprenticeship

FL011030001

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 6

**AGENDA ITEM SUBJECT:** REVISED INDIVIDUAL TRAINING ACCOUNT POLICY

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of a revised Individual Training Account (ITA) Policy, as set forth below.

**STRATEGIC GOAL:** HIGH ROI THROUGH CONTINUOUS IMPROVEMENT

**STRATEGIC PROJECT:** Strengthen workforce system accountability

**BACKGROUND:**

On June 19, 2014, the SFWIB approved a revision to the Individual Training Account (ITA) Policy. The policy guides SFWIB Center operators and Training Vendors in the administration of ITAs. Federal and state law permit regional workforce boards to independently develop criteria for the selection and maintenance of Training Vendors and Programs.

SFWIB staff recommends to the Global Talent Competitiveness Council the following main ITA Policy revisions:

1. Definitions – added Credential, Individual Employment Plan, Post-Secondary, and Stackable; and revised the definition for Placement.

2. Assessment – revised to include the development of an Individual Employment Plan

3. ITA Fee Structure :
   - ITA Voucher – revisions to the 14 day period

4. Duration of Training for Individual Training Accounts – further clarification as it relates to the timeframe and course payment

5. Financial Aid – Pell Grant process and application further clarified

6. Performance Measures:

   - Revised language to reflect a minimum of three of the five measures must be met instead of two.

   - Added a 70% Post-Secondary Credential Attainment Rate and the requirement for Training Vendors to satisfy a minimum of three of the five performance measures relevant to each training program offered.

- Training Related Placements – requires all Training Related Placements to have a wage rate at or above the training program's Quadrant Benchmark.

- Subsequent Eligibility definition– to require programs to meet or exceed a minimum of three of the performance measures, of which, two must be the Placement After Training and Post-Secondary Credential Attainment; and performance review for a 12 month reporting period.

- Exceptions – section added to require approval from the SFWIB Executive Director in writing for exceptions to the policy.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

**INDIVIDUAL TRAINING ACCOUNT (ITA) POLICY**

I.     **Of Interest to**

The Individual Training Account (ITA) Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), Region 23 (Miami-Dade and Monroe Counties) CareerSource cCenter contractors (Service Providers), Training Vendors, Region 23 jobseekers, and SFWIB staff.

II.    **Definitions**

1) *Actual start date*: the date that the participant commences classes.

2) *Approved Training Program:* a SFWIB-Approved occupational training program, including online training linked to occupational and program titles seen on Region 23's current Targeted Occupations List.

3) *Assessment*: the process by which Career Center staff evaluates eligible participants before they enroll in a training program.

4) *Completion:* the total number of classroom hours or competencies required for a participant's attainment of a certificate or degree.

5) *Credential*: a formalized recognition (i.e., certificate, certification) of an individual's attainment of measurable technical or occupational skills necessary to obtain employment or advance within an occupation, the technical or occupational skills being generally based on standards developed and /or endorsed by employers. A credential can be stacked with other credentials as part of a sequence to move an individual along a career pathway or up a career ladder. A "work readiness" certificate is not included in this definition as it does not document measurable technical or occupational skills necessary to gain employment or advance within an occupation.

5)6)     Credential Attainment: participant's attainment of a certificate or degree issued by the State of Florida and/or competencies required for a specific job or occupational group at the conclusion of a course of study.

6)7)     *Economic Benefit per Placement*:  the return on investment per approved training program for each participant placed.

8) *Individual Employment Plan (IEP):* identifies the employment goals, appropriate achievement objectives, and appropriate combination of services, or steps, for the participant to achieve the employment goals. This includes providing information on eligible providers of training services and career pathways to attain career objectives.

7)9)                              *ITA  (Individual Training Account (ITA)*:       the scholarship to pay for enrolling in an approved training program.

8)10)     *ITA Limit/Maximum ITA Amount*: a cap on the amount to be paid for each approved program.

9)11)     *ITA Voucher*:  the system-generated instrument used to pay for a training program; for the instrument to be valid, it must have all required signatures, i.e., participant, career advisor and supervisor signatures.

10)12)    *Occupational Training Area*: program title linked to an occupational title seen on Region 23's Targeted Occupations List. SOC to CIP linkages.

11)13)    *Pell Grant*:  the federal grant that eligible participants apply for to assist in paying for the costs of a training program.

12)14)                                        *Performance measures/standards*:  a set of federal, state and local standards  for determining a Training Vendor's compliance with completion and placement requirements.

13)15)    *Placement*: ~~the numberthe~~ ~~ofnumber~~  ~~participantsof participants~~  ~~that obtainthat obtain~~  ~~unsubsidized employmentunsubsidized~~  ~~followingemployment following~~ completion of a training program.

16) *Post-Secondary*: an award that requires completion of an organized program of study at the post-secondary level such as: Educational Diplomas and Certificates (typically for one academic year or less of study); Educational Degrees , such as an associate's (2-year) or bachelor's (4-year) degree; Registered Apprenticeship Certificate; Occupational Licenses (typically, but not always, awarded by state government agencies); and Industry-recognized r professional association certifications; also known as personnel certifications; and Other certificates of skills completion.

17) Stackable: a credential is considered stackable when it is part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career path or up a career ladder to different and potentially higher-paying jobs.

14)18)    *Workforce Management System (WFMS) formerly the Service Account Management System (SAMS)*:    the system for tracking participants' training-related information, i.e., expenditures and performance data.

15)19)    Targeted Industries: industries determined by the SFWIB as a priority for occupational training; currently, those industries are Aviation; Creative Design; Hospitality & Tourism; Information Technology Banking & Finance; Life Science & Healthcare; and Trade & Logistic.

16)20)    T*argeted Occupations List (TOL)*: a State-compiled list of occupations that Regional Workforce Boards may offer training in.

17)21)    *Training-related — placement*: the number of participants that obtain unsubsidized employment in an occupational area relevant to the training program completed.

## III.    Subject

Training utilizing Individual Training Accounts (ITAs)

## IV.    Purpose

The purpose of the ITA Policy is to provide all SFWIB stakeholders with uniform guidelines regarding the use of training funds to pay for approved training programs and to determine subsequent program eligibility.

## V.    Background

An ITA is the vehicle through which SFWIB expends training dollars. ITAs may be used to pay for or help defray the cost of training at an approved SFWIB Training Vendor. ITAs may also be used to provide training in an occupation clearly linked to a priority industry that is in local demand or that appears on the Region's Targeted Occupations List (TOL). ITAs are available to customers eligible for WIA Adult, Dislocated Worker, Youth and Welfare Transition programs; however, note that an ITA is neither an entitlement nor a right.

**VI.** **Assessment**

CareerSource Ccenter staff is required to individually assess eligible participants for training prior to the issuance of an ITA voucher. The assessment process consists of examining a participant's academic and employment background as well as developing an Individual Employment Plan (IEP)which includes short- and long-term career interests. The intent of this process is to assist the participant in selecting a training program he/she is likely to succeed in and ultimately contribute to the achievement of economic self-sufficiency.

**VII.** **Individual Training Account Fee Structure**

*A. ITA Cost*

By May 15th of a Program Year (PY), Training Vendors are required to submit program cost modifications to include: cost of credentials and projected time frame of credential attainment for the next PY to SFWIB staff. That information is used to update the program cost information seen on the SFWIB website and in the WFMS. The maximum ITA amount for each PY is derived from the program cost information submitted by the public education Training Vendors.

Specifically, the ITA limit per public school training program is set at 100% of the public institutions' submitted cost information and 110% of the public institutions' cost information for private institutions' comparable programs. Where there is no comparable **regionally** approved public education institution program, the cost of the approved private Training Vendor's program will be based on occupational title, quadrant category and cost negotiation within the applicable quadrant category.

*B. Individual Account Training Cap*

The maximum cap for the Individual Training Account (ITA) is **$10,000.00**.

*C. ITA Amount for Occupational Training Areas*

The ITA amount for each occupational training area is based on if the occupation is identified as High Wage/High Growth, High Wage/Low Growth, Low Wage/High Growth, and Low Wage/Low Growth.

The maximum ITA amounts are as follows:
- Occupations identified as High Growth/High Wage **up to and including** **$10,000.00**
- Occupations identified as Low Growth/High Wage **up to and including** **$7,500.00**
- Occupations identified as High Growth/Low Wage **up to and including** **$5,000.00**
- Occupations identified as Low Growth/Low Wage **up to and including** **$2,500.00**

The formula to determine whether an occupation is high wage/high growth, low/wage growth, etc. is based on the State of Florida LMI data for the fastest growing occupations within Region 23 by growth rate and salary rate. Annually, the average growth rate and average salary rate will be determined for the identified occupations, sorted by growth rate and average salary, and then placed in the appropriate category.

*D. ITA Voucher*

A voucher will be issued covering up to and including 50 percent of the maximum approved ITA amount. In order for the voucher to be submitted for payment, the actual start date must be entered in WFMS and the participant must attend class for 14 ~~consecutively scheduled classes~~days after the actual start date of training. The 14-day period begins to run by entering participant information in WFMS, such as actual start date and length of program.

Upon the participant's completion of up to and including 50 percent of the training program, a voucher will be issued for the remaining maximum ITA amount. **Note: The payment of the remaining amount is contingent on the Training Vendor's submission to the applicable Service Provider of documentation evidencing the participant's attendance records.**

All vouchers must be issued within the same Program Year in which service(s) was/were rendered.

Please refer to the SFWIB Performance Reporting Requirements Policy & Procedures for more information.

**VIII. Duration of Training for Individual Training Accounts**
Individual Training Accounts can only be used to cover the cost of **up to and including** one year of training. This is a lifetime limit.

**Exception:** Those programs that the SFWIB have identified as targeted industries are exempt from the one-year limitation.

If the SFWIB participant's training cost is covered by another funding source, for example, Pell Grants or scholarships, of the maximum ITA amount approved only **up to and including** $2,000 may be issued via voucher to offset the costs of books, certification examination/testing fees, etc., for **up to and including** one year of training. Note that this $2,000 sum is not separate from the approved maximum ITA amount.

SFWIB participants that elect a training program that is more than one year in length, i.e., an Associate in Science (A.S. Degree) program, will be responsible for all training costs beyond the one year covered by the ITA.

Associate of Arts (A.A. Degree) and Bachelor Degree programs are not covered by ITAs, except when the Board determines there is a training program that demonstrates effectiveness to serve targeted populations.

## IX. Financial Aid

### A. Pell Grants

All SFWIB participants requesting ~~training using~~ an ITA are required to apply for the Pell Grant (Title IV) prior to enrolling in training by completing the Free Application for Federal Student Aid (FAFSA).

~~SFWIB participants enrolling in a Pell eligible training program must provide t~~The Expected Family Contribution (EFC) number and the Pell Award amount must be provided at time of enrollment~~. pending PELL Grant approval/award may be enrolled in training through an ITA voucher. If subsequently awarded, the Pell Grant proceeds will be deducted from the amount of the ITA.~~.

In the case where the Pell award changes from the amount stipulated in the original award letter, the previously approved ITA amount paid by SFWIB cannot be adjusted.

In the case where the Pell award is in excess of the ITA voucher amount used when the SFWIB participant enrolled, the Training Vendor must reimburse SFWIB the difference.

### B. Other Financial Aid/Student Loans

SFWIB participants who are eligible for a Pell Grant that elect to attend training programs may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant do not cover the full cost of the program.

If the SFWIB participant is not Pell eligible, or the school or program is not Title IV eligible, the SFWIB participant will be required to obtain student loans and/or other financial aid to cover the cost of the program not covered by the ITA amount. SFWIB will not be responsible for any debts that a SFWIB participant incurs.

## X. Limitations

1) Only one training program per SFWIB participant can be paid through the ITA; participants are limited to one lifetime ITA.

2) The SFWIB participant must enroll in school half-time or full-time as defined by the Training Vendor.

3) The ITA can only be used for courses that are specifically required for the program of study.

4) SFWIB will only pay once for each required class in an approved training program. SFWIB will not pay for re-takes. This one-time payment includes remedial courses.

5) SFWIB will only pay once for each required certification examination.

6) In the case of those occupational training areas where the State licensing and/or certification examinations are offered only in the English language, SFWIB participants enrolled in such training shall be taught in English.

7) Associate of Arts (A.A. Degree) and Bachelor Degree programs are not covered by the Individual Training Account, unless as specified under Section VIII, Duration of Training for

Individual Training Accounts: *Exception*.

**XI.    Workforce Management System (WFMS)**

Approved SFWIB Training Vendors shall utilize the SFWIB WFMS Training Vendor screen to submit information on training status (drop, withdrawals, Pell information, etc.), attendance, training progress, placement, credential attainment information and performance information on a regular basis. The Training Vendor will provide credential information to the Service Provider and any follow-up data required.

Service Provider case managers shall track SFWIB participants' training performance through WFMS.

Please refer to the SFWIB Performance Reporting Requirements Policy & Procedures for more information on the responsibilities of Training Vendors and Service Providers relevant to WFMS data reconciliation.

**XII.    Performance Measures**

Training Vendors that agree to accept ITAs from SFWIB will be required to meet **a minimum of** ~~two~~ **three of the** ~~listed~~ **following five** SFWIB performance ~~standards~~measures relevant to each training program offered. ~~, of which, o~~Two~~ne~~ of the three performance measures must be ~~must be~~ the Placement after Training and Post-Secondary Credential Attainment Rate standard. The table below lays out the performance measures.

| Performance Measure | Performance Standard |
|---|---|
| Completion Rate | **70%** |
| Placement After Training | **70%** |
| Training-Related Placement | **70%** |
| Post-Secondary Credential Attainment Rate | **70%** |
| Economic Benefit Per Placement | Quadrant Benchmark |
| **Low Growth / Low Wage** | **$14,785** |
| **High Growth / Low Wage** | **$12,493** |
| **Low Growth / High Wage** | **$31,542** |
| **High Growth / High Wage** | **$29,201** |

*A. Completion Rate*

This measure examines the percentage of participants who successfully complete training in an approved SFWIB program.

*B. Placement after Training*

This measure examines those SFWIB participants who completed ~~training and~~training and have  been placed in unsubsidized employment within **180** days of training completion.

*C. Training-Related Placements*

This measure examines those SFWIB participants who have a ~~completed~~ training outcome and obtained unsubsidized employment in a training-related occupation within **180** days of ~~completion~~ the outcome. All Training Related Placements must have a wage rate at or above the training program's Quadrant Benchmark. ~~in a training-related occupation.~~

This measure examines the percentage of the return on investment per approved training program for each participant placed. **The approved program must meet and/or exceed the standard economic benefit per placement by quadrant.**

*E. Subsequent Eligibility*

For an approved training program to be considered for ~~renewal,~~renewal, the program must meet or exceed a minimum of ~~two~~ three of the performance measures, of which, ~~one~~ two must be the Placement ~~a~~After Training and Post-Secondary Credential Attainment Rate~~standard~~. A training program must have performance to review for a 12 months reporting period; otherwise the program will be removed. The program will not be considered for renewal until a year from the date of removal. ~~Programs neither meeting nor exceeding a minimum of two of the measures will be removed from SFWIB's approved offerings list.~~

Programs neither meeting nor exceeding a minimum of two of the measures will be removed from SFWIB's approved offerings list. For a removed program to return to the approved offerings list, that program must be resubmitted for a programmatic review and Board-approval a year from the date of removal.

## XIII.   Roles and Responsibilities

Training Vendors and Service Providers are required to input data relevant to each of the above measures into WFMS.  Additionally, Vendors and Providers are required to input wage data per placement into WFMS. Note that supporting documentation for each system entry must be readily available for review.  Please refer to the SFWIB Performance Reporting Requirements Policy and Procedures for more information.

## XIV.   Exceptions

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 7

**AGENDA ITEM SUBJECT:** HOSPITALITY CERTIFICATION TRAINING

**AGENDA ITEM TYPE: APPROVAL**

**RECOMMENDATION:** SFWIB staff recommend to the Global Talent and Competitiveness Council to recommend to the board the approval to allocate an amount not to exceed $208,500 in Workforce Innovation and Opportunity Act (WIOA) funds to Miami Dade College (Miami International Hospitality Center) for a Hospitality Certification Training, as set forth below.

**STRATEGIC GOAL: IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

**STRATEGIC PROJECT: Improve employment outcomes**

**BACKGROUND:**

Hospitality and Tourism is an ever-growing economic engine in South Florida. This industry sector has and continues to be faced with entry level labor and skills readiness shortages. In an effort to address this deficiency, providing access to those in underserved communities is critical to help close the gap between the improving economy and those facing economic challenges in the region.

The Hospitality Certification and Employment Training Program (HCET) is a collaborative partnership between the South Florida Workforce Investment Board (SFWIB) and Miami Dade College (MDC) that will assist program participants in entering or returning to the workforce. The HCET is a part of the Employ Miami-Dade Initiative. The SFWIB will provide training and training-related funding; and MDC will provide relevant training services.

The HCET consists of 4 weeks of instruction in one of four targeted hospitality positions, customer service and job skills training. The program will provide a total of 80 of targeted training that is portable, stackable and culminates in industry-recognized certifications that provide participants with tangible recognition for their skills and knowledge, and make them more marketable to hospitality employers.

The American Hotel & Lodging Educational Institute START (Skills, Tasks and Results Training) will be used to structure curriculum components. The START programs offer training in the following four line positions that are considered by AHLEI to be the most relevant in today's hospitality industry and the most useful for finding employment. To enhance participants' work readiness, an essential part of the overall program will be customer service and job skills training.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami Dade College (Hospitality Institute - Miami International Hospitality Center) an allocation not to exceed $208,500 in Workforce Investment (WIOA) funds for Hospitality Certification Training.

**FUNDING:** Workforce Innovation and Opportunity Act (WIOA)

**PERFORMANCE:**

| Number of Participants: | up to 150 |
|---|---|
| Number of Cohorts: | 6 |
| Cost per Participant: | $1, 390.00 |
| Return-On-Investment: | $13.96 |

*ATTACHMENT*

**Miami Dade College – Wolfson Campus**
**The Hospitality Institute**
**Miami International Hospitality Center – Hospitality Management Program**
**Proposed Hospitality Certification and Employment Training (HCET)**
**July 1, 2016 to June 30, 2017**

<u>**Program Overview**</u>

The Hospitality Institute in partnership with the Miami International Hospitality Center is offering a comprehensive Hospitality Certification and Employment Training (HCET) which will: (1) provide qualified eligible individuals with the necessary skills training for entry into a career in the hospitality industry that are consistent with industry needs; (2) help address current and future labor shortages; (3) increase participants' employment opportunities upon course completion. Graduates will be ready to perform the acquired hospitality and customer service skills at a new level of service excellence and will be prepared for entry level employment.

HCET consists of a total of 4 weeks / 80 hours of instruction in <u>one</u> of four targeted hospitality positions, customer service and job skills training: 20 hours in week one of orientation and workforce readiness training: 60 hours in weeks two to four of classroom instruction, hands-on training, customer service training, and industry related job skills training.

The training will take place at an outsourced fully equipped hospitality hands-on training facility located at 420 SW 12 Avenue, Miami, Florida until such time that The Hospitality Institute relocates to Culmer Center (date to be determined). Classes will be taught by experienced Miami Dade College instructors and contracted hospitality trainers.

The American Hotel & Lodging Educational Institute START (Skills, Tasks and Results Training) will be used to structure curriculum components. The START programs offer training in the following four line positions that are considered by AHLEI to be the most relevant in today's hospitality industry and the most useful for finding employment: Guestroom Attendant, Restaurant Server, Front Desk Representative, and Maintenance Employee. Guest Service Gold customer service training has been added to the curriculum in response to industry feedback. To enhance participants' work readiness, an essential part of the overall program will be job skills training.

HCET will target, train and prepare up to one hundred fifty (150) South Florida Workforce Investment Board (SFWIB) qualified, eligible participants to successfully complete training, receive certifications and practical experience in one of the four targeted hospitality positions, to become employable and placed in entry level positions within the industry.

<u>**Main Program Components**</u>
- Orientation and workforce readiness training (week one of each cohort, 20 hours)
- Classroom instruction, hands-on hospitality training, customer service training, industry related job skills training (weeks two to four, 60 hours)
- AHLEI Guest Service Gold Certification (for all participants)
- Safe Staff Certification (for Restaurant Server cohorts only)
- AHLEI Certification in one hospitality position (if participant achieves a score of 70% or better on the written exam graded by AHLEI)
- Job placement assistance in coordination with CareerSource South Florida

**Program Summary**

- Number of participants:  25 participants per cohort / 150 participants maximum
- Participant cost:  $1,390.00 cost per participant
- Expected number of cohorts:  6 cohorts
- Cohort length:  4 weeks / Monday through Friday from 9:00 am to 1:00 pm daily
- Program term:  July 1, 2016 to June 30, 2017

**Program Offerings**

- One week orientation and workforce readiness
- Classroom training based on American Hotel and Lodging Association Education Institute (AHLEI) START Certification Curriculums
- Classroom instruction and skills training in one targeted hospitality position and related industry operations
- Customer service skills training
- Hands on experience and participation in industry and college events
- Increased vocabulary and terminology in the hospitality industry
- Employability skills, professionalism and work ethics
- Enhanced communication and interview skills
- Instruction on the proper dress code and industry code of professionalism
- Safe Staff Training, testing and certification (for Restaurant Server cohorts only)
- AHLEI Guest Service Gold Training, testing and certification
- Miami Dade College Certificate of Completion
- AHLEI testing and certification in one hospitality position (if the participant achieves a score of 70% or better on the written exam graded by AHLEI)

**Program Costs (detailed budget attached)**

- Outsourced Training Facility (Agreement for Service/ER Multiservices or Culmer Center/Date TBD)
- Full-time Program Manager annual salary and fringe benefits
- Full-time Secretary annual salary and fringe benefits
- Instructional Hours/Prep and fringe benefits
- Job Skills Instructor/Prep and fringe benefits
- Training Consultant
- Office supplies / Printing
- Drug Testing Fees
- Promotional Materials
- Instructional Materials
- AHLEI Student Book and Certification
- Guest Service Gold Certification
- Safe Staff Certification (Restaurant Server cohorts only)
- Completion Showcase & Luncheon
- Polo Shirts (uniform) for Participants
- Transportation and Field Trips
- Freight and Postage
- Industry Outreach / Networking

### Training Overview

- Six four-week cohorts of Hospitality Certification and Employment Training are scheduled within the program term that aligns with CareerSource South Florida's fiscal year from July 1, 2016 to June 30, 2017 (schedule attached).

- The specific targeted training to be offered for each cohort will be identified based on industry demand and input from CareerSource South Florida. Certain targeted trainings may be offered more frequently than others.

- CareerSource participants will be required to complete Neighbors and Neighbors Association (NANA) Work Readiness Program before beginning a Hospitality Certification and Employment Training. The NANA Work Readiness Program is a separate program with its own administration and funding sources. Upon successful completion of the NANA Work Readiness Program (including meeting attendance and classroom conduct requirements and passing a drug test) participants will progress to Hospitality Certification and Employment Training.

- The first week of each Hospitality Certification and Employment Training will consist of orientation and work readiness training to prepare participants to successfully complete the entire four-week training. Participants will be on probation during week one. Upon successful completion of week one (including meeting attendance and classroom conduct requirements) participants will progress to week two of the training.

- Participants that pass a drug test and reside in specified zip codes will be eligible to receive a stipend (contingent on funding) from NANA upon successful completion of a four-week Hospitality Certification and Employment Training.

- CareerSource South Florida will recruit an adequate number of participants to ensure that twenty-five (25) qualified eligible participants are enrolled per cohort.

- CareerSource South Florida will send the list of enrolled participants to The Hospitality Institute five (5) days prior to the first day of each cohort. Participants must be enrolled as Miami Dade College students before beginning class.

- Before each cohort, during breaks between cohorts, and after each cohort, the Program Manager and Secretary will continue to work case management, recruitment and screening of new participants, job referrals and job placement tracking, curriculum development, record-keeping, reporting, ordering supplies, scheduling, and other matters pertaining to the management of the Hospitality Certification and Employment Training program.

**JULY to DECEMBER 2016 – TRAINING SCHEDULE**

**NANA Work Readiness**
Monday July 18, 2016 – Friday August 12, 2016

**Hospitality Certification & Employment Training (HCET 1)**
Monday August 15, 2016 - Friday September 9, 2016

**NANA Work Readiness**
Tuesday September 6, 2016 – Friday September 30, 2016
*Monday September 5, 2016 is Labor Day holiday*

**Hospitality Certification & Employment Training (HCET 2)**
Monday October 3, 2016- Friday October 28, 2016

**NANA Work Readiness**
Monday October 24, 2016 – Friday November 18, 2016

**Hospitality Certification & Employment Training (HCET 3)**
Monday November 21, 2016 - Friday December 16, 2016


**JANUARY to JUNE 2017 – TRAINING SCHEDULE**

**NANA Work Readiness**
Tuesday January 3, 2017 - Friday January 27, 2017

**Hospitality Certification & Employment Training (HCET 4)**
Monday January 30, 2017 - Friday February 24, 2017

**NANA Work Readiness**
Tuesday February 21, 2017 – Friday March 17, 2017
*Monday February 20, 2017 is President's Day holiday*

**Hospitality Certification & Employment Training (HCET 5)**
Monday March 20, 2017 - Friday April 14, 2017

**NANA Work Readiness**
Monday April 17, 2017 – May 12, 2017

**Hospitality Certification & Employment Training (HCET 6)**
Monday May 15, 2017 - Friday June 9, 2017

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 8

**AGENDA ITEM SUBJECT:** HOSPITALITY CERTIFICATION TRAINING (HOMESTEAD)

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** SFWIB staff recommend to the Global Talent and Competitiveness Council to recommend to the board the approval to allocate an amount not to exceed $150,000 in Workforce Innovation and Opportunity Act (WIOA) funds to Miami Dade College (Miami International Hospitality Center) for a Hospitality Certification Training, as set forth below.

**STRATEGIC GOAL:** **IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS**

**STRATEGIC PROJECT:** **Improve employment outcomes**

**BACKGROUND:**

The Hospitality Institute in partnership with the Miami International Hospitality Center has begun offering a comprehensive Hospitality Certification and Employment Training (HCET) in Homestead to provide qualified individuals with the necessary skills training for entry into a career in the hospitality industry. This training will help further address the entry level labor and skills readiness shortages for residents living in South Miami Dade County, while providing access to training for those in underserved communities. It is a critical tool in helping close the gap between the improving economy and those facing economic challenges in the region.

The HCET is a collaborative partnership between the South Florida Workforce Investment Board (SFWIB) and Miami Dade College (MDC) that will assist program participants in entering or returning to the workforce. The training is a part of the Employ Miami-Dade Initiative. The SFWIB will provide training and training-related funding; and MDC will provide relevant training services.

The HCET consists of 4 weeks of instruction in one of four targeted hospitality positions, customer service and job skills training. The program will provide a total of 80 of targeted training that is portable, stackable and culminates in industry-recognized certifications that provide participants with tangible recognition for their skills and knowledge, and make them more marketable to hospitality employers.

The American Hotel & Lodging Educational Institute START (Skills, Tasks and Results Training) will be used to structure curriculum components. The START programs offer training in the following four line positions that are considered by AHLEI to be the most relevant in today's hospitality industry and the most useful for finding employment. To enhance participants' work readiness, an essential part of the overall program will be customer service and job skills training.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami Dade College (Hospitality Institute - Miami International Hospitality Center) an allocation not to exceed $150,000 in Workforce Investment (WIOA) funds for Hospitality Certification Training.

**FUNDING:** Workforce Innovation and Opportunity Act (WIOA)

**PERFORMANCE:**

| | |
|---|---|
| Number of Participants: | up to 100 |
| Number of Cohorts: | 4 |
| Cost per Participant: | $1,500.00 |
| Return-On-Investment: | $12.87 |

*ATTACHMENT*

**Miami Dade College – Wolfson Campus**
**The Hospitality Institute**
**Miami International Hospitality Center – Hospitality Management Program**
**Proposed Hospitality Certification and Employment Training (HCET) for Homestead**
**July 1, 2016 to June 30, 2017**

## Program Overview

The Hospitality Institute in partnership with the Miami International Hospitality Center is proposing to start offering a comprehensive Hospitality Certification and Employment Training (HCET) in Homestead which will: (1) provide qualified eligible individuals with the necessary skills training for entry into a career in the hospitality industry that are consistent with industry needs; (2) help address current and future labor shortages; (3) increase participants' employment opportunities upon course completion.  Graduates will be ready to perform the acquired hospitality and customer service skills at a new level of service excellence and will be prepared for entry level employment.

HCET consists of a total of 4 weeks / 80 hours of instruction in either Guestroom Attendant or Restaurant Server plus  Guest Service Gold training:  20 hours in week one of orientation and workforce readiness training: 60 hours in weeks two to four of classroom instruction, hands-on training, customer service training, and industry related job skills training.

The training will take place on Miami Dade College Homestead Campus located at 500 College Terrace, Homestead, Florida, 33030.  Classes will be taught by experienced Miami Dade College instructors and contracted hospitality trainers.

The American Hotel & Lodging Educational Institute START (Skills, Tasks and Results Training) will be used to structure curriculum components. The START programs offer training in hospitality line positions that are considered by AHLEI to be the most relevant in today's hospitality industry and the most useful for finding employment.  For the 2016-17 funding cycle, Guestroom Attendant and Restaurant Server training will be offered, along with Guest Service Gold customer service training that has been added to the curriculum in response to industry feedback.  To enhance participants' work readiness, an essential part of the overall program will be job skills training.

HCET will target, train and prepare up to one hundred (100) South Florida Workforce Investment Board (SFWIB) qualified, eligible participants to successfully complete training, receive certifications and practical experience in one of the two targeted hospitality positions, to become employable and placed in entry level positions within the industry.

## Main Program Components
- Orientation and workforce readiness training (week one of each cohort, 20 hours)
- Classroom instruction, hands-on hospitality training, customer service training, industry related job skills training (weeks two to four, 60 hours)
- AHLEI Guest Service Gold Certification (upon passing the certification exam)
- Safe Staff Certification (for Restaurant Server cohorts only)
- AHLEI Certification in one hospitality position (if participant achieves a score of 70% or better on the written exam graded by AHLEI)
- Job placement assistance in coordination with CareerSource South Florida

**Program Summary**

- Number of participants:       25 participants per cohort / 100 participants maximum
- Participant cost:           $1,500.00 cost per participant
- Expected number of cohorts:   4 cohorts
- Cohort length:             4 weeks  / Monday through Friday from 9:00 am to 1:00 pm daily
- Program term:             July 1, 2016 to June 30, 2017

**Program Offerings**

- One week orientation and workforce readiness
- Classroom training based on American Hotel and Lodging Association Education Institute (AHLEI) START Certification Curriculums
- Classroom instruction and skills training in one targeted hospitality position and related industry operations
- Customer service skills training
- Hands on experience and participation in industry and college events
- Increased vocabulary and terminology in the hospitality industry
- Employability skills, professionalism and work ethics
- Enhanced communication and interview skills
- Instruction on the proper dress code and industry code of professionalism
- Safe Staff Training, testing and certification (for Restaurant Server cohorts only)
- AHLEI Guest Service Gold Training, testing and certification (upon passing the certification exam)
- Miami Dade College Certificate of Completion
- AHLEI testing and certification in one hospitality position (if the participant achieves a score of 70% or better on the written exam graded by AHLEI)

**Program Costs (detailed budget attached)**

- Classroom Rental
- Hands on Training Equipment
- IT Equipment
- Full-time Program Coordinator annual salary and fringe benefits (pro-rated 10 mths)
- Part-time Case Manager and fringe benefits (10 mths)
- Part-time Office Clerk and fringe benefits (10 mths)
- Instructional Hours/Prep and fringe benefits
- Office supplies / Printing
- Drug Testing Fees
- Promotional Materials
- Instructional Materials
- Student Book and Certification Costs
- Safe Staff Certification (Restaurant Server cohorts only)
- Completion Showcase & Luncheon
- Polo Shirts (uniform) for Participants
- Transportation and Field Trips
- Freight and Postage
- Industry Outreach / Networking

**Training Overview**

- 4 four-week cohorts of Hospitality Certification and Employment Training are scheduled within the program term that aligns with CareerSource South Florida's fiscal year from July 1, 2016 to June 30, 2017 (schedule attached).

- The specific targeted training (either Guestroom Attendant or Restaurant Server) to be offered for each cohort will be identified based on industry demand and input from CareerSource South Florida. Certain targeted trainings may be offered more frequently than others.

- CareerSource participants will be required to complete Neighbors and Neighbors Association (NANA) Work Readiness Program before beginning a Hospitality Certification and Employment Training. The NANA Work Readiness Program is a separate program with its own administration and funding sources. Upon successful completion of the NANA Work Readiness Program (including meeting attendance and classroom conduct requirements and passing a drug test) participants will progress to Hospitality Certification and Employment Training. Dates for NANA Work Readiness Program are indicated in red on the training schedule.

- The first week of each Hospitality Certification and Employment Training will consist of orientation and work readiness training to prepare participants to successfully complete the entire four-week training. Participants will be on probation during week one. Upon successful completion of week one (including meeting attendance and classroom conduct requirements) participants will progress to week two of the training.

- Participants that pass a drug test and reside in specified zip codes will be eligible to receive a stipend (contingent on funding) from NANA upon successful completion of a four-week Hospitality Certification and Employment Training.

- CareerSource South Florida will recruit an adequate number of participants to ensure that twenty-five (25) qualified eligible participants are enrolled per cohort.

- CareerSource South Florida will send the list of enrolled participants to The Hospitality Institute five (5) days prior to the first day of each cohort. Participants must be enrolled as Miami Dade College students before beginning class.

- Before each cohort, during breaks between cohorts, and after each cohort, the Program Coordinator and Case Manager will continue to work case management, recruitment and screening of new participants, job referrals and job placement tracking, curriculum development, record-keeping, reporting, ordering supplies, scheduling, and other matters pertaining to the management of the Hospitality Certification and Employment Training program.

## OCTOBER to DECEMBER 2016 – TRAINING SCHEDULE

**NANA Work Readiness**
Monday October 24, 2016 – Friday November 18, 2016

**Hospitality Certification & Employment Training (HCET 1)**
Monday November 21, 2016 - Friday December 16, 2016

## JANUARY to JUNE 2017 – TRAINING SCHEDULE

**NANA Work Readiness**
Tuesday January 3, 2017 - Friday January 27, 2017

**Hospitality Certification & Employment Training (HCET 2)**
Monday January 30, 2017 - Friday February 24, 2017

**NANA Work Readiness**
Tuesday February 21, 2017 – Friday March 17, 2017
*Monday February 20, 2017 is President's Day holiday*

**Hospitality Certification & Employment Training (HCET 3)**
Monday March 20, 2017 - Friday April 14, 2017

**NANA Work Readiness**
Monday April 17, 2017 – May 12, 2017

**Hospitality Certification & Employment Training (HCET 4)**
Monday May 15, 2017 - Friday June 9, 2017

**SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL**

**DATE:** 6/23/2016

**AGENDA ITEM NUMBER:** 9

**AGENDA ITEM SUBJECT:** CULINARY SKILLS TRAINING

**AGENDA ITEM TYPE:** APPROVAL

**RECOMMENDATION:** SFWIB Staff recommend to the Global Talent and Competitiveness Council to recommend to the Board the approval to allocate an amount not to exceed $188,000 in Workforce Investment (WIOA) funds to Miami Dade College (Miami International Hospitality Center) for a Culinary & Catering Skills Training, as set forth below.

**STRATEGIC GOAL:** IMPROVE SERVICES FOR INDIVIDUALS W/ BARRIERS

**STRATEGIC PROJECT:** Improve employment outcomes

**BACKGROUND:**

At its August 20, 2015 meeting, the SFWIB approved a Basic Culinary Skills Training to help address the entry level labor and skills readiness shortages faced by the Hospitality and Tourism industry. The training was put forth as a bridge to help close the gap between the underserved population and the workforce deficit faced by the industry; specifically in the areas of accommodations, food service and retail.

The Culinary & Catering Employment Training (CCET) program is another collaborative partnership for the Employ Miami-Dade Initiative between the South Florida Workforce Investment Board (SFWIB) and Miami Dade College (MDC).  A catering component has been added to the curriculum due to the high demand for event and banquet catering in South Florida; thereby further enhancing a participant's ability to return to the workforce. The SFWIB will provide training and training-related funding; and MDC will provide relevant training services.

The American Culinary Federation curriculum foundation will be used to structure the curriculum components. Participants will receive an extensive overview of the food and beverage industry and training that will involve an in depth look at the most common entry/line level skills necessary for the position of entry/line level cook in restaurants and food and beverage divisions. Participants will be required to complete The Hospitality Institute's Job Readiness Training prior to beginning; which is an essential part of the overall training program.

The four CCET cohorts will consists of 10 weeks of instruction in culinary and job skills training for a total of 250 hours. The program will prepare up to 80 SFWIB eligible participants to successfully complete the course and receive practical experience in culinary and catering skills with associated certifications to become employable and placed in entry level positions within the industry.

In following the procurement process of Miami-Dade County Administrative Order No. 3-38, it is recommended that SFWIB waive the competitive procurement as it is recommended by the Executive Director that this is in the best interest of SFWIB. A two-thirds (2/3) vote of the quorum present is required to waive the competitive procurement process and award to Miami Dade College (Hospitality Institute - Miami International Hospitality Center) an allocation not to exceed $188,000.00 in Workforce Investment (WIOA) funds for Basic Culinary Skills Training.

**FUNDING:** Workforce Innovation and Opportunity Act (WIOA)

**PERFORMANCE:**

| Number of Participants: | up to 100 |
|---|---|
| Number of Cohorts: | 4 |
| Cost per Participant: | $1,500.00 |
| Return-On-Investment: | $12.87 |

*ATTACHMENT*

**Miami Dade College – Wolfson Campus**
**The Hospitality Institute**
**Miami International Hospitality Center – Hospitality Management Program**
**Proposed Culinary & Catering Employment Training (CCET)**
**July 1, 2016 to June 30, 2017**

**Program Overview**

The Hospitality Institute in partnership with the Miami International Hospitality Center is offering a comprehensive Culinary & Catering Employment Training (CCET) which will: (1) provide qualified eligible individuals with the necessary skills training for entry into a career in the hospitality industry; (2) help address current and future labor shortages; (3) increase participants' employment opportunities upon course completion. Graduates will be ready to perform the acquired culinary and catering skills at a new level of service excellence and will be prepared for entry level employment.

CCET consists of a total of 10 weeks / 250 hours of instruction in culinary, catering and job skills training: 50 hours in weeks one and two of orientation and workforce readiness training; 200 hours in weeks two to ten of classroom instruction, hands-on kitchen lab training, food safety and sanitation training, and industry related job skills training.

The training will take place at Miami Dade College – Wolfson Campus, Building One, Room 1260, in a fully equipped training kitchen. Classes will be taught by a professional culinary instructor.

The American Culinary Federation curriculum foundation will be used to structure the curriculum components. Participants will get an extensive overview of the food and beverage industry and the training will involve an in-depth look at the most common entry/line level skills necessary for the position of entry/line level cook in restaurants and food and beverage divisions. A catering component has been added to the curriculum due to the high demand for events and banquet catering in South Florida. To enhance participants' work readiness, an essential part of the overall training program will be job skills training.

CCET will target, train and prepare up to eighty (80) South Florida Workforce Investment Board (SFWIB) qualified eligible participants to successfully complete training and receive practical experience in culinary and catering skills with associated certifications to become employable and placed in entry level positions within the industry.

**Main Program Components**
- Orientation and workforce readiness training (weeks one and two of each cohort, 50 hours)
- Classroom instruction, hands-on kitchen lab training, food safety and sanitation training, industry related job skills training (weeks two to ten, 200 hours)
- Specialized catering training
- State mandated Florida Safe Staff Food Handler Certification
- Job placement assistance in coordination with CareerSource South Florida

## Program Summary

- Number of participants: 20 participants per cohort / 80 participants maximum
- Participant cost: $2,350.00 cost per participant
- Expected number of cohorts: 4 cohorts
- Cohort length: 10 weeks / Monday through Friday from 9:00 am to 2:00 pm daily
- Program Term: July 1, 2016 to June 30, 2017

## Program Offerings

- Two week orientation and workforce readiness
- Classroom training based on American Culinary Federation standards and curriculum and aligned with Miami Dade College Miami Culinary Institute curriculum
- Classroom instruction and skills training in cooking, food service, food safety and sanitation, catering and related industry operations
- Customer service skills training
- Hands on experience and participation in industry and college events
- Increased vocabulary and terminology in the culinary industry
- Employability skills, professionalism and work ethics
- Enhanced communication and interview skills
- Instruction on the proper dress code and industry code of professionalism
- Safe Staff Training, testing and certification
- Testing during and at the end of the instructional period
- Florida Safe Staff Food Handler Training, Testing and Certification
- Miami Dade College Certificate of Completion

## Program Costs (detailed budget attached)

- Training Kitchen rental
- Maintenance
- Cleaning and chemicals
- Smallwares
- Kitchen Equipment
- Equipment Repair
- Culinary Instructor annual salary and fringe benefits
- Part-time Kitchen Assistant annual salary and fringe benefits
- Job Skills Instructor & Prep and fringe benefits
- Part-time Administrative Clerk annual salary and fringe benefits
- Food Costs
- Safe Staff Certification
- Drug Testing Fees
- Office supplies / Printing
- Promotional materials
- Safety Shoes

- 2 Chef Uniforms per participant
- Aprons and Hats
- Linens
- Disposables (gloves, etc.)
- First Aid supplies
- Transportation and Field Trips
- Freight and Postage
- Industry Outreach / Networking
- Professional Chef Knives
- Completion Showcase & Luncheon

**Training Overview**

- Four ten-week cohorts of Culinary & Catering Employment Training are scheduled within the program term that aligns with CareerSource South Florida's fiscal year from July 1, 2016 to June 30, 2017 (schedule attached).

- Participants will be required to complete The Hospitality Institute's Job Readiness Training before beginning a Culinary & Catering Employment Training.

- The first two weeks of each Culinary & Catering Employment Training will consist of orientation and work readiness training to prepare participants to successfully complete the entire ten-week training. Participants will be on probation during weeks one and two. Upon successful completion of weeks one and two (including meeting attendance and classroom conduct requirements and passing a drug test) participants will progress to week three of the training.

- Participants that pass a drug test and reside in specified zip codes will be eligible to receive a stipend (contingent on funding) from Neighbors and Neighbors Association (NANA) upon successful completion of a ten-week Culinary & Catering Employment Training.

- CareerSource South Florida will recruit an adequate number of participants to ensure that twenty (20) qualified eligible participants are enrolled per cohort.

- CareerSource South Florida will send the list of enrolled participants to The Hospitality Institute five (5) days prior to the first day of each cohort. Participants must be enrolled as Miami Dade College students before beginning class.

- Before each cohort, during breaks between cohorts, and after each cohort, the Culinary Instructor and Kitchen Assistant will continue to work on case management, recruitment and screening of new participants, job referrals and job placement tracking, curriculum development, record-keeping, reporting, kitchen maintenance and repairs, ordering supplies, scheduling and other matters pertaining to the management of the Culinary & Catering Employment Training.

**<u>Training Schedule</u>**

**Cohort One**
Start Date:    Monday July 25, 2016
End Date:    Friday September 30, 2016


**Cohort Two**
Start Date:    Monday October 10, 2016
End Date:    Friday December 16, 2016


**Cohort Three**
Start Date:    Tuesday January 17, 2017
End Date:    Friday March 24, 2017
*(This training begins on a Tuesday as Monday January 16 is Martin Luther King Day – college holiday)*


**Cohort Four**
Start Date:    Monday April 10, 2017
End Date:    Friday June 16, 2017

SFWIB GLOBAL TALENT COMPETITIVENESS COUNCIL

DATE: 6/23/2016

AGENDA ITEM NUMBER: 10

AGENDA ITEM SUBJECT: LAUNCHCODE APPRENTICESHIP PROGRAM

AGENDA ITEM TYPE: APPROVAL

RECOMMENDATION: SFWIB staff recommends to the Global Talent and Competitiveness Council to recommend to the Board the approval of an Information Technology Apprenticeship Training initiative with LaunchCode and to allocate an amount not to exceed $250,000 in Workforce Innovation and Opportunity Act (WIOA) funds, as set forth below.

STRATEGIC GOAL: HIGH ROI THROUGH CONTINUOUS IMPROVEMENT

STRATEGIC PROJECT: Emphasize work-based learning and training

BACKGROUND:

The U.S. Department of Labor projects that one million jobs in programming alone will go unfilled by 2020. Technology jobs typically require a college degree and three to five years of work experience in the field, making it a challenge for the average candidate to acquire the skill sets necessary to meet demand. High-wage, high-demand jobs such as Software Developers, Business Intelligence Analyst, Mobile Development, and IT Project Managers are just some of the occupations that are needed to meet industry demand.

The South Florida Workforce Investment Board (SFWIB) and LaunchCode Foundation, Inc. have formed a specialized collaborative partnership to deliver Information Technology Apprenticeship (LaunchCode) that will help fill the employment gap in the area of technology by offering Computer Programming training. LaunchCode is a non-profit working in South Florida since 2014 to create economic opportunity and upward mobility through apprenticeship and placement in technology jobs, with a specific focus on individuals who have the capacity and drive to succeed but lack the traditional credentials.

As an intermediary style apprenticeship sponsor, LaunchCode aggregates employers with technology hiring needs and asks those employers to consider non-traditional candidates through its hiring channel. LaunchCode then identifies, evaluates and validates the skills of job seekers, providing mentorship and access to training to those who need it. Participants who are ready for apprenticeship are presented to one of LaunchCode's employer partners for placement in an open IT position that matches the candidate's skills. Apprentices earn a $15 hourly wage plus benefits during the apprenticeship period.

The SFWIB will provide training-related funding and LaunchCode will provide relevant training services for 25 qualified participants. The cost for the training and paid apprenticeship placement with a hosting employer is $10,000 per apprentice. The cost covers the cost of validating candidate skills, mentoring candidates, engaging employers, matching candidates to employers, onboarding apprentices with hosting employers, and monitoring the apprentice's progress to successful completion.

**FUNDING:** Workforce Innovation and Opportunity Act (WIOA)

**PERFORMANCE:** N/A

*ATTACHMENT*

**SOUTH FLORIDA TECH APPRENTICESHIPS**
**Partnership between CareerSource South Florida  and LaunchCode**

LaunchCode is a nonprofit that creates economic opportunity and upward mobility through apprenticeship and placement in technology jobs. One key goal of LaunchCode is to fill the employment gap in the area of technology in South Florida.

The U.S. Dept. of Labor projects that 1 million jobs in programming alone will go unfilled by 2020. These technology jobs typically require a college degree and 3-5 years work experience in the field, making it a challenge for the average candidate to acquire the skill sets necessary to fill the need. These high-paying, and high-demand positions include:

- Software developers - Median Salary $105K
- Front-End Web Developers - Median Salary $68K
- Backend developer - Median Salary $68K
- Mobile development  - Median Salary $100K
- Business Intelligence Analyst – Median Salary $93K
- Quality Assurance Analyst – Median Salary $85K
- IT Project Manager – Median Salary $88K

Through our partnership with over 100 companies currently hiring in South Florida, LaunchCode has developed a specialized apprenticeship program that allows candidates to get employer-paid, on-the-job work experience that gives them a first foot in the door to the technology industry.

LaunchCode's evaluates candidates across a range of employability criteria including technical skill, mentors those candidates, engages employers with hiring need, matches and places job-ready candidates with employer partners which host the apprenticeship. Hosting employers pay the wage of the apprentice and provide mentoring on the job with the expectation of preparing the apprentice to move into an open position within the company.

Apprenticeship accomplishes several key things for candidates. Vitally, it breaks the chain of rejection that often comes with having no job experience in the field. Through the apprenticeship, individuals who have marketable skills are able to demonstrate them in a paid position for the first time. Additionally, apprenticeship gives the candidate a period of ramp-up, so she can get the feel for the substantive

work and the workplace culture in an environment where the employer understands and encourages this period of critical growth.

Over LaunchCode's history, about 90 percent of apprentices have seen their apprenticeship convert into permanent employment with the hosting employer. On average, a LaunchCode apprentice completes the apprenticeship and is converted to permanent employment in ninety (90) days.

Cost
Many training providers and bootcamps charge individuals $10,000 or more for a course of training that purportedly gives them the skills needed to get a job in technology as a software developer or in a similar role. But there is no guarantee through those programs that a participant will get a job, or even paid on-the-job work experience.

For the same amount, LaunchCode can prepare and place a candidate in a tech apprenticeship, ensuring that they'll earn an hourly wage as apprentice and have a high probability of permanent employment in a career-track position.

**LaunchCode proposes a specialized partnership with CareerSource South Florida that would give access to no more than 25 qualified candidates each year to go through our technology apprenticeship at a cost of $10,000 per apprentice.**

Timeline
LaunchCode is currently operating in South Florida and the partnership proposed in this document could begin almost immediately.

The one matter that would need to be handled prior to initiation is the development of a managed referral protocol through which candidates identified by LaunchCode as qualified to be placed as an apprentice can go through a determination of eligibility by CareerSource to ensure their qualification for workforce benefits.

Prerequisites & Qualifications
In seeking qualified candidates for the apprenticeship, we will work with CareerSource South Florida to ensure that candidates follow both program guidelines as well as income eligibility requirements in place.

LaunchCode uses a proprietary evaluation process that includes an application, a technical assessment and an interview to determine a candidate's readiness for placement in apprenticeship. Only those individuals who are assessed as ready will be placed in apprenticeship by LaunchCode.

**Professional Skills**

Through the on-the-job learning in apprenticeship, participants will achieve the described competencies in the areas listed below.

*Programming*
Ability to contribute to, or create complex applications that solve the problems of hosting employer. Uses the languages, frameworks, and tools of employer's development team.

*Aptitude*
Quickly learns, and collaborates with others on a team. Able to solve problems effectively by herself  if necessary. Has a working knowledge of the various applications or projects she is working on for the employer. Understanding of what needs to be learned to accomplish new tasks.

*Communication*
Can be trusted in representing an employer in customer facing situations, by explaining their contributions to various projects. Ability to effectively communicate with other developers, and can assist others in their work.

*Problem Solving*
Ability to solve complex problems, and explain her solutions to other developers. Can identify and solve the real world issues of hosting employer. Can offer possible solutions to other developers.


Outcomes

No fewer than 80 percent of the individuals placed in apprenticeship by LaunchCode will attain permanent employment in a high-wage, high-growth occupation at the conclusion of the apprenticeship and maintain employment in the field for a minimum of four quarters following her completion of the program.


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