

## QUICK TIPS

### Understanding MyPACE

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#### Topic

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##### ***"It's Everyone's Business!"***

- The primary objective of the My Pathway to Achieving Career Excellence (MyPACE) program is to increase the continuity of career and personal guidance and transitional support (*early intervention*) across all areas of the Career Development Service System (CDSS) phases.

#### Focus/Purpose

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##### ***"Beginning with the End in Mind!"***

- The purpose is to make certain Centers are providing intensive ongoing assessments and are effectively managing students' strengths and areas needing improvement. In addition, ensuring collaborative and supportive resources, services, and teams (*CMT & TAP*) are established and working closely to monitor and meet the individual needs of each student for progress in their career success standards areas (*from enrollment through career transition*) as outlined on their MyPACE Career Plan.

#### Key Takeaways

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##### ***"It's a Culture!"***

- Organize and assign Career Management Teams (CMT) for all students upon enrollment in the Job Corps Program.
- During CPP, assign staff to support MyPACE programming by providing instructional support during specific MyPACE modules/lessons.
- Empower students to take ownership of and actively shape their individualized Career Pathway Plan developed in CPP.
  - Make certain established Career Management Teams (CMT) are working closely and proactively in identifying CSS that supports students' MyPACE Career Plan. These plans are critical in aiding and identifying personal, program, and professional interests, as well as talents and aspirations.
  - In addition, the plan tracks career-planning benchmarks and works to help students set SMART goals ongoing (after Job Corps).
  - Schedule support services/resources for each student, as needed, to address barriers to full participation in career development.

- Assign a student a Pathway Achievement Record (PAR) based on their mid-term placement goal (i.e., Military, Advanced Training, Apprenticeship, Post-Secondary/College, Direct Job Placement).
  - Identify strengths of staff on Center to support students in their assigned pathway to work collaboratively with assisting, monitoring, and supporting the student in the completion of tasks outlined on the PAR.
    - Add tasks on PAR, as needed, to strengthen students in their career objectives.
  - Staff must be identified as pathway experts and are placed on Training Advisory Panel (TAP) teams (which Counselors will lead).
    - TAP members will work closely with the pathway team to create and identify opportunities for students to complete tasks with timelines, as well as follow up and communicate progress to students' CMT.
    - Create opportunities to promote pathways through programming in all areas by aligning activities, on-off-Center trips, community partner support, *etc.* with outlined PAR tasks.
- Outline a seamless process for oversight of compliance and quality for the following:
  - Review, validate and finalize the completion and the viability of a student's initial and final Career Plan (to include signatures from representatives for each department/CMT, as designated)
    - Submission to Center Director (CD) or senior leadership for review and approval.
  - Arrange for each student's CMT to conduct formal and special evaluations as scheduled during a student's enrollment.
    - Establish a solid process if a student requests a change in their mid-term pathway goal. (see PRH 2.6 R2)
  - Authorize staff appropriately to provide students a copy of their approved initial and updated Career Plan, *if applicable*.
    - Ensure the approved initial and subsequent updated Career Plans and PARs are filed in the student's permanent personnel file.
    - Upload all (initial and updated) versions of the Career Plans and PARs in the student's e-Folder (*designated MyPACE file*).
- Ensure staff are trained (*and periodic refresher training*) for full and effective implementation.