



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES



WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE

DATE: February 2, 2021

NUMBER: WDP D20-21

Youth@Work Career EDGE

EXECUTIVE SUMMARY

The purpose of this directive is to provide policy and guidance to Youth@Work County and non-County operated America's Job Centers of California (AJCCs) regarding the procedure to utilize a Virtual Remote Work Experience platform for Youth@Work Level I – Work Based Learning (WBL).

REFERENCES

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- WDP D20-18 Youth@Work Work-Based Learning Technical Assistance Guide (TAG)
 - WDP D20-15 Youth@Work Remote Worksites

BACKGROUND

Youth@Work Work Based Learning (WBL) participants receive 20 hours of Personal Enrichment Training (PET) and 100 hours of Work Experience (WEX) for a total of 120 hours of subsidized training. Due to the Safer at Work Order, PET is now conducted virtually, allowing participants to remain safe in their homes. Until recently, all Youth@Work host worksites have only been able to offer physical in-person WEX. However, as many employers were reluctant or unable to resume normal operations, the need for remote worksites and alternative career exploration services became evident. The County has determined that the need for virtual work experience platforms is essential to provide youth with ample options to safely explore high growth career pathways and the opportunity to be a part of the rebuilding efforts for the local economy. The following policy and procedures detail the implementation process for the Career EDGE platform.

WDACS has partnered with Career EDGE to provide an online career exploration experience to substitute the 100-hour work experience component of the WBL program. Career EDGE will provide 100 hours of fundamental job skills to youth through a curated curriculum and technical training modules across LA County's high growth sectors.

Participants will continue to have access to the Career EDGE platform after their WBL completion to further their education and job skills development indefinitely.

POLICY AND PROCEDURES

Eligibility

Career EDGE shall be used for youth enrolled in the County's Youth@Work Work-Based Learning program, **with priority to either CalWORKs or Foster Youth**, as follows:

First Priority

- o Youth enrolled under the CalWORKs funding
- o Youth enrolled under the Foster funding

Second Priority

- o Pregnant or Parenting youth
- o Youth who are caregiving a high-risk household member
- o Youth with existing medical conditions that may be at increased risk of severe illness
- o Other high-risk youth per WDACS discretion

User Account Creation

AJCCs will be assigned Career EDGE slots at WDACS discretion. AJCC staff will be responsible for the creation of each youth user account using the Career EDGE Admin site (<https://youthatworkedge.com/admin/>). AJCCs shall create Career EDGE user accounts after enrolling the participant in the Youth@Work Portal. AJCC will create user accounts for each participant by selecting Add New Student function on Career Edge. Detailed instructions may be found on the Career EDGE User Account Creation Help Sheet (Attachment I).

Upon creation of the participant's Career EDGE user account, an automated email will be sent to the email address provided which will include a username and the password. Participants may access Career EDGE by visiting <https://youthatworkedge.com/>. User accounts with less than 1 hour of use within 2 weeks of account creation will be automatically deactivated and will not count towards the AJCC's allocated user slot.

Required Modules and Hours

Participants assigned to Career EDGE must complete 100 hours of paid activities on the Career EDGE platform. AJCCs shall not combine Career EDGE hours with In-Person or Remote work experience. Only the following components of Career EDGE are counted towards the 100 hours of paid work experience:

- o Pre-Career Exploration
- o Professional Development: Explore various careers opportunities in LA County's high growth sectors, as well as professional and technical training.
- o Industry Exploration Modules: Introduction labor market information and the essential skills needed to succeed in LA County's high growth sectors, including

Leisure & Hospitality, Health Services, Construction Industries, Selected Manufacturing, Trade & Logistics, Information Technology.

AJCC staff shall assign two (2) Industry Exploration modules after creating the participant's user account. AJCCs may assign additional Industry Exploration modules upon completion of initial assigned modules. Career EDGE tracks participants progress through the assigned modules and provides AJCC staff with tools to review participants assignments. Additionally, the platform provides customizable reports that calculate the time spent on qualifying modules that go towards completion of the 100 paid hours.

Data Entry and Case File Documentation

In accordance with the Youth@Work WBL Technical Assistance Guide (TAG), AJCCs shall record Career EDGE placements in the Youth@Work Portal. All Career EDGE placements must use the 'Add New Work Assignment- Career EDGE' at the placement screen of the Youth@Work Portal. Moreover, all eligible hours completed on Career EDGE must be updated in the Youth@Work Portal twice a month, using the Career EDGE Admin website to compute the total number of hours worked.

Case files shall be maintained for all youth placed in Career EDGE, as required by the WBL TAG, with two exception. AJCCs shall not establish a Worksite Agreement form for Career EDGE, as AJCCs will be solely responsible for the submission of timesheets. A Worksite Checklist should not be completed, as participants will be completing their assignments remotely. AJCCs shall ensure to complete a Worksite Expectation form with the youth to establish an appropriate pacing plan and conduct Monthly and Final Performance Evaluations.

Career EDGE Admin

AJCC staff will utilize the Career EDGE Admin website to create Career EDGE user accounts for participants, manage participant modules, report on the hours completed, and issue badges. The Career EDGE Admin site can be accessed by visiting <https://youthatworkedge.com/admin/> using their assigned Administrative User Account login. To request an Administrative User Account, AJCCs must submit the Career EDGE Admin User Form <http://bit.ly/CEAdmin> to provide the following:

- LWIA Name
- Agency Name
- Full Name
- Email

WDACS will provide a temporary password upon creation of the admin account.

ACTION

Youth@Work providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed Youthatwork@wdacs.lacounty.gov.



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Attachments

Attachment I - [Career EDGE User Account Creation Help Sheet](#)