



**COUNTY OF LOS ANGELES  
WORKFORCE DEVELOPMENT, AGING AND  
COMMUNITY SERVICES**



**WORKFORCE DEVELOPMENT  
PROGRAMS DIRECTIVE**

DATE: April 3, 2020

NUMBER: WDP D19-27

## **Virtual Personal Enrichment Training**

### **EXECUTIVE SUMMARY**

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The purpose of this directive is to provide guidance to Youth@Work (Y@W) County operated and non-County operated America's Job Centers of California (AJCCs) regarding procedures to provide Personal Enrichment Training (PET) services remotely.

### **REFERENCES**

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- WDP D19-03 Youth@Work Work-Based Learning Technical Assistance Guide (TAG) PY2019-20 Directive

### **BACKGROUND**

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TAYWoW is a trauma-informed, evidenced-based curriculum developed in partnership with Columbia University and facilitated by the L.A. TAY Collaborative. Youth are expected to receive up to twenty (20) hours of instruction and receive a copy of the WoWBook. In order to maximize the flexibility of services available to L.A. County's youth, PET may be conducted virtually.

All Y@W Work-Based Learning participants are required to complete PET based on the Transition Age Youth World of Work (TAYWoW) Curriculum. The use of TAYWoW Curriculum is mandatory for all AJCCs providing Y@W program services, unless otherwise stated by Workforce Development, Aging and Community Services.

### **POLICY AND PROCEDURES**

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#### **Delivery of Virtual PET**

AJCCs may provide Youth@Work Level 1 – Work-Based Learning participants with remote PET sessions through either of the following options: online group platforms to facilitate a virtual

classroom style delivery (Google Classroom, Zoom, Skype, Microsoft Teams, WebEx, etc.), or through a structured independent work study (Attachment I). Virtual PET sessions shall be delivered via a one-week pacing plan (Attachment II) or a two-week pacing plan (Attachment III).

### Online Group Meetings

Online group PET meetings may be delivered via the AJCC's preferred platform that allows PET facilitators to meet with participants remotely. The selected platform must include voice or chat capabilities and allow for the facilitator to present any required PowerPoints and related materials.

Required Documents for Facilitator:

1. TAYWoW PowerPoint
2. WoWBook (PDF Version)
3. WoWBook Portfolio (Attachment IV)

Required Documents for Participant:

1. WoWBook Portfolio (Attachment IV)
2. WoWBook (PDF Version)

### Independent Work Study

AJCCs may also assign segments of the WoWBook to complete through independent work study, along with videos and online activities, as specified in Pacing Plans (Attachment II & Attachment III). AJCCs shall ensure to connect with youth on a regular basis to provide additional activities for the development of essential soft skills, including resume writing and mock interviews.

Documents for Facilitator:

1. Pacing Plan (Attachment II & Attachment III)
2. WoWBook (PDF Version)

Documents for Participant:

1. WoWBook Portfolio (Attachment IV)
2. WoWBook (PDF Version)
3. Video/website links on Supplemental Activity Guide (Attachment V)
4. Career Zone Worksheet (Attachment VI)

AJCC staff may retrieve the WoWBook and the above documents from the TAYWoW SharePoint.

Regardless of the delivery format, AJCCs shall maintain clearly designated sign-in sheet for each PET module completed as specified in the Y@W Work-Based Learning PY2019-20 Technical Assistance Guide. As PET is a paid activity, service providers shall use the Verification of PET Training and Book Receipt form (Attachment VII) that clearly document the module completed, the date instruction took place, the duration, and the name of the participant along

with an electronic signature. AJCCs shall maintain copies on file and document activity completion in both the case notes and Youth@Work Portal.

In order to ensure that Youth@Work providers can continue to offer Los Angeles County's youth with PET, all AJCCs shall adhere to this policy effective as per the release date.

## **ACTION**

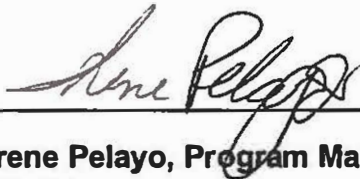
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Service providers shall ensure that the policy and procedures described herein are communicated throughout the operations, management, and governance structures of its organization and that this directive is appropriately maintained until further notice.

## **INQUIRIES**

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Inquiries regarding this directive and the policies and procedures described herein should be directed [youthatwork@wdacs.lacounty.gov](mailto:youthatwork@wdacs.lacounty.gov).



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**Irene Pelayo, Program Manager  
Workforce Development**

[Attachment I - TAYWoW Remote Learning Guide](#)

[Attachment II - CORE One Week Pacing Plan, WOW Book Remote](#)

[Attachment III - CORE Two Week Pacing Plan, WOW Book Remote](#)

[Attachment IV - WOWBook Portfolio \(writable\)](#)

[Attachment V - Supplemental Activity Resources for TAYWoW Core](#)

[Attachment VI - Career Zone Student Worksheet](#)

[Attachment VII - Verification of PET Training and Book Receipt Form](#)