



CWP Career Competency Learning Plan Instructions for TIER III

Before Administration:

1. Obtain a blank, Tier III CWP Career Competency Learning Plan for each youth.
2. The program staff informs the worksite supervisor about the Tier III Learning Plan and trains them appropriately on the administration of the assessment. If further training or questions arise during this step, please contact your Capital Workforce Partners technical assistance liaison.
3. The program staff and worksite supervisor create a plan for joint administration.
 - a. The first administration can be implemented by program staff only which must be noted on the Learning Plan. However, keep in mind that with more than one administrator comes more than one opinion on whether a youth is “just beginning,” “needs development” or “competent” so it is imperative that the justifications for these scores are recorded, discussed and agreed upon.
4. Review the CWP Career Competency Learning Plan and prepare key points and questions to assess each competency. This can be done in coordination with the worksite supervisor.
5. Create a schedule of individual youth meeting times to administer the CWP Career Competency Learning Plan (Allow for 20 minutes to assess and debrief).

Administering the Assessment:

1. The youth and facilitator(s) meet individually. This facilitator will be the program staff person, the worksite supervisor, or both depending on how the worksite is structured. The youth should complete the first review with the program staff person if s/he has not started the internship and will spend some time in training.
2. The youth completes the cover sheet and 1st Review in the presence of the facilitator.
3. The facilitator should describe how the competencies were developed by employers, why the competencies are important to career and school success, and how each will be incorporated into the program.
4. The facilitator(s) and youth discuss each competency:
 - a. The facilitator will need to observe youth to document competencies. Much of the assessment will be done through observation and demonstration over time.
 - b. A separate Youth Performance/ Supervisor Review (to be completed by the worksite supervisor) on site will also be used to assess youth performance.
5. The facilitator(s) checks performance level box that is most applicable to the youth's level of functioning for each competency.
6. The facilitator(s) enters total scores on final page (will self-calculate in *Hartford Connects*).
7. The youth and facilitator(s) review and discuss scores.
8. The youth and facilitator(s) sign and date in the appropriate review box.
9. The youth and facilitator(s) identify and document competencies to focus on until the next CWP Career Competency Learning Plan review. This information will be documented in the youth's Personal Learning and Career Plan.
10. The facilitator(s) and youth set a date for the next review of the total Competency Learning Plan.