

PS-08.05, "Vocational Education"

SCDC POLICY

NUMBER: PS-08.05

TITLE: CAREER AND TECHNICAL EDUCATION (CTE)

ISSUE DATE: February 27, 2020

RESPONSIBLE AUTHORITY: DIVISION OF EDUCATIONAL SERVICES (PUSD)

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES: PS-08.05 (October 1, 2010); (November 1, 2002); (July 1, 2001)

RELEVANT SCDC FORMS/SUPPLIES: E-8, E-10, E-11, E-12, E-21, E-22, E-23, E-24, 22-5

ACA/CAC STANDARDS: 3-4033, 3-4035, 3-4036, 3-4265, 3-4410, 3-4411, 3-4413, 3-4418-1, 3-4419, 3-4422, 3-4422-1

STATE/FEDERAL STATUTES: Occupational Safety & Health Act 29 U.S.C.A Ch. 15; SC Code Ann. 41-15-10, et seq.; SC Code Ann. 59-26-10, et seq.; SC Code Ann. 59-43-10, et seq.; U.S. Code 29 CFR 29.5

PURPOSE: To provide guidelines for the administration of Vocational/CTE programming within the South Carolina Department of Corrections.

POLICY STATEMENT: The Agency is committed to providing inmates with Vocational/CTE training which will assist them in obtaining employment upon release from the SCDC. To this end, the Agency will establish Vocational/CTE programming for inmates in accordance with all applicable SCDC policy/procedures, American Correctional Association Standards, and state and federal statutes/regulations.

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SPECIFIC PROCEDURES:

1. RESPONSIBILITIES:

1.1 The Education Superintendent will develop and administer Vocational/CTE programming for the Agency in accordance with accreditation standards as delineated in the Defined Minimum Program for Palmetto Unified School District #1 and federal and state statutes and regulations. The Vocational/Career and Technical Education (CTE) Director will monitor this program and ensure that there is a written curriculum for each vocational/CTE program.

1.2 School Leaders will be administratively responsible for implementing and supervising approved Vocational/CTE curricula and activities in their respective institutions.

1.3 The Division Director of Classification and Inmate Records or designee will be responsible for ensuring that inmates who are enrolled in Vocational/CTE are not transferred prior to completion of the program. However, if it is necessary to transfer a student inmate for medical, disciplinary, or security reasons, a representative from the Division of Classification will notify the School Leader that a student inmate has been transferred prior to completion of the Vocational/CTE program.

1.4 Institutional classification caseworkers will be responsible for making appropriate entries in the Offender Management System as these relate to Earned Educational Credit (EEC), Earned Work Credit (EWC), and transfers.

1.5 Studentinmates who fail to maintain acceptable progress or who pose a safety risk may be removed or excluded from Vocational/CTE programs by the School Leader with concurrence from the Division Director/Educational Superintendent/Vocational/CTE Director

2. ELIGIBILITY:

2.1 Any inmate, regardless of sex, age, race, religion, creed, disability, or national origin, will be eligible to enroll in Vocational/CTE programs if s/he meets the following criteria:

2.1.1 Meets all minimum basic education level guidelines as listed below (Table 2A) for the specific Vocational/CTE program; enrollment waivers (exceptions) may be submitted in writing by the School Leader to the Division Director/Educational Superintendent/Vocational/CTE Director.

2.1.2 Has not previously completed PUSD Vocational/CTE program. Exceptions to this requirement are rare, but may be submitted in writing by the School Leader to the Division Director/Educational Superintendent/Vocational/CTE Director. However, inmates who have earned a Vocational/CTE certificate may be placed on a waiting list.

Basic Educational Guidelines

Table 2A

Program	TABE	Applied Math (WorkKeys)	Locating Info. (WorkKeys)	Reading for Info. (WorkKeys)
Auto Body	6	3	3	3
Auto Mechanics	7	4	4	4
Barbering	6	3	3	3
Carpentry	6	3	4	3
Electrical	7	5	5	5
Heavy Eq. Oper.	6	3	3	3
Heavy Eq. Mech.	7	4	4	4

Horticulture	6	3	3	3
HVAC	7	5	5	4
Masonry	5	3	3	3
Maintenance/Repair	7	3	4	4
Office Skills	7	4	4	4
Plumbing	7	4	5	3
Small Eng. Repair	7	4	4	4
Upholstery	6	4	3	3
Welding	6	3	4	3

3. ENROLLMENT PROCEDURES:

3.1 The inmate must sign an SCDC Form E-10, "Request Hold for Transfer/Waiver of Transfer Agreement," and submit the form to the School Leader. The School Leader will sign the SCDC Form E-10 and forward it to the Institutional Classification Committee. When the inmate is selected to begin the program, the assigned institutional classification caseworker will make the appropriate entry in the inmates automated record in the Offender Management System. The original SCDC Form E-10 will be forwarded to the Central Records Office and copies will be maintained in the inmates institutional record and student record.

3.2 The inmate must sign an SCDC Form E-21, "Vocational Training Agreement." The original SCDC Form E-21 will be forwarded to the Central Records Office and copies will be maintained in the inmates institutional record and student record.

3.3 Priority will be given to inmates who have a reasonable expectation of release, parole, or work release within 24 months of enrollment and who have enough time left on his/her sentence to complete the program.

4. VOCATIONAL/CTE PROGRAM CURRICULA:

4.1 Vocational/CTE classes should have at least 15 students in attendance. Classes will be 3 hours long, 5 days a week. There will be a morning and an afternoon class with different students in two classes. Exceptions to this may be granted by the Vocational/CTE Director.

4.2 The School Leader and Vocational/CTE instructors will ensure that SCDC Policy ADM-16.03, "Occupational Safety and Health" and all other applicable Occupational Safety and Health Act and other federal and state safety rules and regulations are followed by all students and personnel. Safety requirements will be stressed. No student inmate will be allowed to operate tools or equipment prior to passing a test on the safety procedures to be followed in the operation of that tool or equipment. This training and test will be documented on SCDC Form 22-5, "Inmate Training Record," and will be maintained in each student inmates educational record. No student inmates or unqualified personnel will be allowed to enter a vocational shop/classroom unless supervised by the appropriate Vocational/CTE instructor, School leader, or Principal.

4.3 Instruction will be standards based to include project-based learning

4.4 Vocational/CTE instructors will use the State Department of Education's Office of Career and Technology Education's approved curriculum which includes, but is not limited to the National Center for Construction, Education and Research (NCCER) and the State Department of Education's approved standards of learning. Programs that do not have a curriculum approved by the SCDE will use a curriculum approved by the Division Director/Educational Superintendent/designee.

4.5 A Vocational Advisory Counsel (VAC) may be formed by the Division Director/Educational Superintendent/designee. The members of the VAC will be made up of selected CTE instructors, industry leaders and other stakeholders. The purpose of the VAC is to provide guidance for changing needs of the vocational field, suggestion for new or modifications of programs, trends in CTE and how to best meet the needs of stakeholders.

4.6 Vocational/CTE components of individualized education programs for student inmates with disabilities participating in Vocational/CTE programs will be prepared by the Vocational/CTE instructor with assistance from the School Leader, Special Education teacher, and other personnel who can aid in designing instruction appropriate for those student inmates with disabilities.

4.7 Vocational/CTE instructors must have daily lesson plans that reflect the approved curriculum.

5. PLACEMENT OF VOCATIONAL PROGRAM GRADUATES:

5.1 SCDC Division Directors and Agency staff members who are responsible for filling inmate jobs, and institutional classification committees will give priority to Vocational/CTE programs graduates in job placement decisions.

6. VOCATIONAL PROGRAM REPORTING:

6.1 Each Vocational/CTE instructor is responsible for submitting monthly electronic attendance/achievement data to the District Office Designee as required. Vocational/CTE instructors in institutions without a School Leader are responsible for submitting their attendance/achievement data.

6.2 Each Vocational/CTE instructor/teacher will maintain a progress report for each student/inmate participating in the Vocational/CTE program. Completed reports will be maintained in the student/inmate permanent record and a copy will be forwarded to the Institutional Classification Committee for job placement when the inmate completes the Vocational/CTE program. The instructor will also ensure that each Vocational/CTE program graduate receives an appropriate CTE certificate.

7. PRODUCTION OR REPAIR SERVICES PROVIDED BY VOCATIONAL/CTE PROGRAMS:

7.1 Scope of Services:

7.1.1 Production or repair services will not take priority over educational requirements of the affected Vocational/CTE education course. These projects will be subject to approval/disapproval by the Division Director/Educational Superintendent/Vocational/CTE Director Supervisor. The SCDC Form E-24, "Special Project Request" must be approved/completed before special vocational projects are begun.

7.1.2 The Agency will assume no liability for damages, to include but not limited to improper repair services, fire, theft, loss, accident.

7.1.3 Requesters for services to automotive vehicles without a license plate must be able to present proof of ownership before services begin.

7.1.4 Adequate records of all services and training provided, revenues generated, and expenditures made will be maintained on file by the Vocational/CTE Instructor in accordance with the Agency's retention schedule. The School Leader will ensure proper management of these funds in accordance with SCDC Policy/Procedure ADM-15.06, "Special Funds Accounts." The Division Director/Educational Superintendent/Vocational/CTE/Director must approve all "Vocational Special Funds" expenditures.

7.1.5 A request for mechanical repair services must be submitted to the Vocational/CTE Instructor on SCDC Form E-8, "Vocational Education Program Service Request." The Vocational/CTE Instructor will inform the requester within 30 days of acceptance or non-acceptance of such requested services. Services that are expected to take more than 15 contact hours will require the approval of the Division Director/Educational Superintendent/Vocational/CTE/Director.

7.1.6 All parts and materials needed for such services will be provided by the requester prior to initiation of such services. The requester will also provide any additional parts or materials which are found to be needed after work has begun.

7.1.7 Any vocational education project or service requested for institutional or facilities maintenance purposes must be approved on an SCDC E-25 form by the Division Director/Educational Superintendent/designee before any project or service can begin.

7.2 Scheduling of Services and Products:

7.2.1 Scheduling of repair services or products for requesters will be on a first-come, first-served basis. Priority will be given to the educational needs of PUSD students, SCDC, other governmental agencies, charitable organizations, and the public, respectively. No priority will be given to Agency employees. No services will be provided for inmates or inmate families.

7.2.2 Service or product completion estimates are only approximations. Duration needed to provide agreed upon service or product may extend beyond estimated time provided.

7.2.3 The Vocational/CTE Instructor will inform the requester of the estimated start date for such services.

7.2.4 The Vocational/CTE Instructor will ensure that the requester is immediately notified of completed work. The requester will be required to pick up completed work within 30 days of notification by the Vocational/CTE Instructor. Items remaining unclaimed after 30 days will become the property of PUSD/SCDC.

7.3 Production of Goods:

7.3.1 Goods may be produced for employees of governmental agencies/charitable organizations or the public.

7.3.2 Requestor must initiate the project by using the SCDC E-24 Form. Project must not begin until approved by the Division Director/Educational Superintendent/Vocational CTE/Director.

7.3.3 All products ordered and created through PUSD must be submitted utilizing SCDC Form E-24 and submitted for approval to the Division Director/Educational Superintendent/Vocational CTE/Director. All products manufactured with a selling cost of \$500.00 and above should be processed through the Fixed Asset Manager. The Fixed Asset Manager will be the liaison with State Surplus for final sale. Products manufactured with a selling cost of \$499.00 or less should be processed internally. All profit checks will be sent to Financial Accounting and coded back to the Vocational Ed Special Fund.

NOTE: THE FIXED ASSET MANAGER WILL BE RESPONSIBLE FOR DETERMINING THE VALUE OF THESE PRODUCTS.

7.3.4 Scheduling of goods produced will be coordinated by the Division Director/Educational Superintendent/Vocational CTE/Director.

7.4 Labor Costs/Collection of Fees:

7.4.1 No state or federal funds will be used for providing repair services to governmental employees or community citizens.

7.4.2 The estimated labor fee will be 30% of the total labor charge that would be paid a commercial provider of like goods and services. If the cost of services is more than \$200, a 50% deposit will be required by the requester.

7.4.3 The estimated labor fee will be based upon a commercial publication of standard labor charges for such services. If no such publication is available, the Vocational/CTE Instructor will use his/her own construction of charges.

7.4.4 A requester for production or repair service will agree to pay a labor fee which will be determined upon final completion of such services. The final labor fee may vary from the initial estimated labor fee. If, after the work has begun, the instructor determines that the labor fee will be more than 50% higher than estimated, s/he will notify the applicant, in writing, prior to proceeding. An equivalent value of shop supplies may be substituted for the labor fee.

7.4.5 The Vocational/CTE Instructor will ensure that requesters reimburse all fees to the department prior to the return of repaired property to them. SCDC Form E-8, "Vocational Education Program Service Request," will be utilized for such purposes.

7.4.6 There will be no tipping to student inmates completing such services.

7.4.7 Records or special fund accounts will be subject to audit by the Division of Educational Services, the Division of Internal Audits, and the Division of Budget & Finance.

7.4.8 A report of any unpaid bills or unclaimed property will be prepared by the respective Vocational/CTE Instructor and submitted to the School Leader, with copies to the Warden and Division Director/Educational Superintendent/Vocational/CTE Director, Division of Educational Services.

8. ALTERNATIVE PROGRAMS

8.1 ON THE JOB TRAINING (OJT) PROGRAM (NEW)

8.1.1 To provide inmates with an opportunity to document their work experience and receive a certificate awarded based on a specific job or position. The inmate will then be eligible to receive a certificate based on hours served, demonstration of technical and character competencies. This awarded certificate will be in "hard copy" form and will allow the inmate to use this upon reentering the workforce. OJTs are issued individuals based on Hours Worked, Competencies, and Soft Skills (character traits). Individuals are eligible for a Level 1 certificate after completing 200 hours. Each subsequent level is awarded when the inmate reaches the accumulated additional hours (for a running total). For example: Level 1 OJT is 200 hours, Level II OJT is 400 hours, for a total of 600 hours, displayed on the certificate. Please see Award Levels in 8.1.4 below. Upon completion of the hours an individual must satisfy the competencies listed and complete all the character traits identified. If an individual does not complete all three areas (hours, competencies, traits), then they are not eligible for a certificate. They do not lose their hours. They are granted an extended

period to complete the requirements. Once they have completed all three areas then they will be eligible for a certificate.

8.1.2 School leaders will collaborate with wardens/designees to establish annual goals approved by the Division Director/Educational Superintendent/designee.

8.1.3 School leaders will be responsible for generating certificates in the Education Service Application (education web app). Inmate supervisors will be responsible for tracking worker hours and submitting hours to school leaders for generation of OJT certificate.

8.1.4 Award Levels:

Level 1 Award, 200 hours (total): 200 hours + Technical Skills Demonstrated + Character Traits

Level 2 Award, 600 hours (total): Additional 400 hours + Technical Skills Demonstrated + Character Traits

Level 3 Award, 1400 hours (total): Additional 800 hours + Technical Skills Demonstrated + Character Traits

Level 4 Award, 3000 hours (total): Additional 1600 hours + Technical Skills Demonstrated + Character Traits

Silver Award, 4000 hours (total): Additional 1000 hours + Technical Skills Demonstrated + Character Traits

Gold Award, 6000 hours (total): Additional 2000 hours + Technical Skills Demonstrated + Character Traits

Platinum Award, 8000 hours (total): Additional 2000 hours + Technical Skills Demonstrated + Character Traits

8.1.5 Establishment of new OJT programs will take place through collaborative effort between inmate supervisor(s), School Leaders, and Education Superintendent/designee. The process is as follows: 1. Identify area of OJT; 2. Develop competencies (objectives to be obtained), check to see if your area has already developed competencies; 3. Submit competencies to Education Superintendent or Vocational/CTE Director for approval; 4. Begin tracking hours (hour for hour).

8.1.6 Barbering OJTs do not fulfill the licensing/testing 1500-hour time requirement for the Barbering Board (LLR). To qualify for the licensing test requirement an applicant's hours must have been under the supervision of a licensed school/instructor.

8.1.7 Inmate Supervisors are responsible for maintaining accurate records of inmate working hours.

8.2 Department of Labor Apprenticeship Program (NEW):

8.2.1 Establishment of new apprenticeship programs is a collaborative effort between PUSD and the U.S. Department of Labor. New programs are requested by PUSD and are approved by the Department of Labor as long these programs meet all requirements set forth by U.S. Law 29 CFR 29.5.

8.2.2 Vocational Director/designee is responsible for the management of apprenticeship data.

8.2.3 Inmates may concurrently participate in both OJT and apprenticeship programs however, OJT programs do not automatically qualify for apprenticeships. For an OJT program to qualify as an apprenticeship program it must have (1) an appropriate instructor who meets the SC Department of Education's vocational instructor requirements or be a subject matter expert within the industry of the apprenticeship and have training in teaching techniques and learning styles prior to or after the instructor has started providing the job-related education; and (2) each Apprentice is required to complete 144 hours of related education, soft skills, safety, first aid, and anything that would make the Apprentice more knowledgeable and a better employee. Courses maybe taken during or after working hours, face to face or online. Failure to complete and pass course work by the Apprentice is cause for cancellation of enrollment in an apprenticeship.

8.2.4 All current PUSD CTE/Vocational programs qualify as apprenticeship programs. Any OJT that would relate to a PUSD vocational program (i.e. carpentry program versus roofing maintenance) and meets the requirements above qualifies as an apprenticeship. The following chart shows the current approved apprenticeships and required completion hours. Hours are based on the assumption that an Apprentice would complete 2000 hours per year.

Occupation	Hours
Welding	6000
Carpentry	8000
Electrical	8000
Masonry	8000
Small Engine Repair	4000
Barber	2000
Auto Body Repair	8000
Auto Mechanics	8000
HVAC	8000
Upholstery	4000
Farm Worker	2000
Animal Trainer (Horse)	2000

Dairy	2000
Cook	6000

8.2.5 Inmate Supervisors/Apprenticeship Instructors are responsible for maintaining accurate working hours, class hour logs, teaching and loggin required competencies.

8.2.6 Inmate Supervisors/Apprenticeship Instructors should identify and forward possible apprenticeship candidates to the institution School Leader who will in turn forward to the Vocational Director/designee for consideration as an apprenticeship enrollee.

89. DEFINITIONS

Goods- New items or articles constructed within a vocational/CTE shop.

Individualized Education Program (IEP) refers to a specific written plan of educational instruction/activities for an inmate participating in educational programming.

Test of Adult Basic Education (TABE) refers to a standardized test administered to inmates for the purpose of assessing basic skills in reading, math, and languages at all levels.

School Leader- Principal, Education Coordinator or lead teacher who is responsible for overseeing educational operations within a school or institution.

Services- Examples of services (mending upholstery, repairing automobiles/lawnmowers, repairing/refinishing furniture).

Goods- New items or articles constructed within a vocational shop

Test of Adult Basic Education (TABE) refers to a standardized test administered to inmates for the purpose of assessing basic skills in reading, math, and languages at all levels.

SIGNATURE ON FILE

—
s/Bryan P. Stirling, Director

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Date of Signature

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