



Southwest Georgia Workforce Development Board  
Policy/Procedure Name: 3.4-3 Short Term Pre-Vocational Services  
Policy/Procedure #: WIOA-2017-62  
Effective Date: February 28, 2017  
Revision Date:  
**Rescinds Policy #62 – Short Term Pre-Vocational Services dated 8/6/2013**

## PURPOSE

Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. In accordance with TEGL 3-15, individuals must be declared eligible to receive these services, to include pre-vocational services.

## POLICY

Short term pre-vocational services include development of learning skills, communication skills, interview skills, punctuality, personal maintenance skills, professional skills.

Pre-vocational services may include services that:

- Prepare individuals for licensing or certification exams
- Enhances the employability of individuals who already possess occupations skills in demand but lack up-to-date skills or certifications/credentials required in most workplaces hiring for the occupation

Examples of pre-vocational services include, but are not limited to: nursing license exam courses and computer skills training to enhance employability when individuals already possess a set of core occupational skills but do not have the technology skills required.

Short term is defined as less than 120 clock hours.

Additionally, documentation procedures are outlined below:

- i. A review of assessment results, customer interests and work experience should support the need for the services and should be documented in the Individual Employment Plan (IEP).



- ii. If the service/training is not available through an approved course on the Eligible Training Provider List (ETPL), small purchase competitive procurement should be used to purchase the services. Three price quotes or bids indicating the name of the course, number of instruction hours, instructional fee, cost of curriculum materials, credential information, exam fee and school withdrawal/refund policy must be obtained. A printout of a web page will suffice. The provider with the lowest price quote or bid will be selected to provide the pre-vocational service. If the vendor who submitted the lowest bid is not selected, justification for choosing a higher bid must be documented for reasons such as: distance, starting dates, schedule prohibits attendance of instructional hours, etc.

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