

## SECTION VII

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# Workforce and Community Education

### MISSION

Workforce and Community Education is a proactive, customer-guided component of the college which supports the professional, technical, economic development and training needs of clients/customers through the provision of high quality, cost effective programs, seminars, workshops, institutes, courses and consulting services which result in improved performance and outcomes for the participating individuals, organizations and businesses. Programs and services offered through WCE include:

### EDUCATION AND TRAINING

Fast Track programs are accelerated programs designed to provide training in less than 90 days and result in attainment of a skill set leading to employability. Successful completion will result in a skill-set certificate. Select Fast Track programs are delivered in a Non-Credit to Credit format which allows students to convert their skill-set certificate to college credit. Fast Track Programs include:

- Certified Nursing Assistant
- Dental Assistant
- Home Health Aid
- Home Inspection
- Introduction to Construction Technology
- Medical Office Assistant
- Phlebotomy Technician
- Real Estate Pre-Licensure

### GRANT FUNDING

Fast Track Programs are approved for Higher Education Adult Part-Time Student Grant Program (HEAPS) -Workforce Development Component. The object of the workforce development component of HEAPS is twofold: assisting recipients in upgrading their occupational skills and, by offering an incentive for additional education and training, to improve the workforce of West Virginia.

**Student Eligibility**

A person is eligible for consideration for a grant through the workforce development component of HEAPS if the person:

- Demonstrates financial need for the funds. The applicant must complete an application for HEAPS Workforce Development Component, which is a combination application and abbreviated need analysis form.
- Is a West Virginia resident and may not be considered a resident of any other state. State resident means a person who has lived in West Virginia continuously for a minimum of twelve months immediately preceding the date of application for HEAPS grant or renewal of a grant.
- Is a United States citizen or permanent resident thereof.
- Is not incarcerated in a correctional facility.
- Is not in default on a higher education loan.
- Is in compliance with Military Selective Service Act.
- Is making satisfactory progress at the time of application.
- Satisfactory progress for a first time award means being accepted for enrollment by the institution the applicant plans to attend. Thereafter, satisfactory progress means continuous advancement toward completion of the program on the normal schedule established by that program.

**Application**

Students must apply directly to the Workforce and Community Education at West Virginia University at Parkersburg. The application is checked for accuracy and then sent to the Higher Education Policy Commission Central Office (HEPC). The WV HEPC then determines eligibility, and the College will contact the applicant to notify them of any grant funding awarded. Recipients will be selected based on the applicants' eligibility, program of study, and availability of funds.

**Amount of Award**

The award for the workforce development component of HEAPS shall be no greater than the average amount charged for comparable training at West Virginia public colleges and universities or at vocational/technical schools under the jurisdiction of the Department of Education.

Total aid, including the HEAPS award, may not exceed the total cost of education as defined by the institution being attended. The current maximum HEAPS award is \$2,000.00 per year.

**ACT WorkKeys:**

WorkKeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. These skills are valuable for any occupation – skilled or professional – and at any level of education. WorkKeys is a system that includes: Job Analysis; Training; and Testing.

WCE offers Express Scoring of WorkKeys throughout the state and has become the WorkKeys Solution Provider for the State of West Virginia with thirteen satellite sites under their contract.

**KeyTrain:**

Follow-up training for skill deficiencies is available at WCE. WVU at Parkersburg has added training and remediation for the WorkKeys exams. KeyTrain, an approved ACT WorkKeys provider, can be accessed through WCE. KeyTrain's internet based training/remediation program can help examinees improve their WorkKeys scores. Contact WCE for information.

**The Governor's Career Readiness Certificate:**

WorkKeys has generated a database with occupational profiles for thousands of jobs across the country. A majority of the jobs require certain skill levels in Applied Mathematics, Locating Information, and Reading for Information. Individuals with higher level skill levels qualify for more jobs. **The Governor's Career Readiness Certificate** uses test results from these assessments to award certificates in three categories:

**Bronze Level:**

signifies an individual has scored at least a Level 3 in each of the three core areas and has the necessary foundational skills for 35 percent of the jobs in the WorkKeys database.

**Silver Level:**

signifies an individual has scored at least a Level 4 in each of the three core areas and has the necessary foundational skills for 65 percent of the jobs in the WorkKeys database.

**Gold Level:**

signifies an individual has scored at least a Level 5 in each of the three core areas and has the necessary foundational skills for 90 percent of the jobs in the WorkKeys database.

## **170/Programs of Study**

**Computer Training Programs/Services.** Non-credit computer training is offered as part of WCE programming. A computer lab provides space for hands-on software training. Classes are short and designed so that learning is interactive. Both customized training and scheduled courses are available and WCE can provide training on-site with a mobile laptop lab.

**Customized Training Services.** WCE offers a wide variety of both credit and noncredit training opportunities for local organizations and businesses. Customized training can be provided for employees of organizations requesting specific topics and the training can occur either on the work site or in any facility selected by the parties, including WVU Parkersburg facilities. The specific design of the training will be customized to meet the needs of the requesting organization. Sessions range from a one-hour seminar to a full two-year credit program offered at the work site.

### **Facility Rental**

WVU Parkersburg's classroom and meeting areas are available for public use when not being utilized by the college for instruction. Contact WCE for rental rates and details.

### **DEVELOPMENT SERVICES**

**Consulting/Organizational Support Services.** WCE offers consulting and support services to business and organizations on a fee for service basis.

**Continuing Education Support Services.** WCE has experience and software capabilities to provide meeting services to area organizations. WCE can provide complete meeting support including publicity, registration, attendance rosters, name badges, table tents, fee collection, room setup, certificate, CEU credits and follow-up reports to area organizations who do seminars/workshops.

**Small Business Development Center.** The SBDC Office at WVU Parkersburg provides service to the region's business community. The region consists of five counties: Pleasants, Wood, Wirt, Ritchie and Jackson. Services include management consultation and training sessions covering business plan preparation, securing capital, improving business skills and other business management needs. Various business materials are also available. All consulting services are offered on a no-charge basis. Training is offered at a minimal cost. The SBDC seeks to provide the link between area small businesses and the college. The close working relationship of the SBDC, WCE, West Virginia University Industrial Extension and Applied Technology Division results in an effective exchange of resources based on need identified by any one of them.