

ATLANTA REGIONAL WORKFORCE BOARD INSTRUCTION 12-11

DATE: September 27, 2012

SUBJECT: Distance Learning Policy

PURPOSE: The purpose of this instruction is to disseminate updates to the attached ARWB Distance Learning Policy.

REFERENCES: Trade Act, Workforce Investment Act and SDA Instruction 04-01 dated June 21, 2004. Updates include Georgia Virtual Technical College Smarter Measure Assessment web site and elimination of Customer Distance Learning Request Form.

BACKGROUND: Distance learning may remove student barriers associated with transportation limits, alternative learning, and limited availability of classroom space. The Trade Act references distance learning in the context of classroom training as defined in 20 CFR 617.21(g) and describes such training as "any training of the type normally conducted in a classroom setting, including vocational education, and may be provided to individuals when the conditions for approval of training are met, as provided in 10 CFR 617.19 (a) to impact technical skills and information required to perform a specific job or group of jobs.." In order for the individual to be eligible to receive TRA for any week, 20 CFR 617.19(a)(1) requires that the individual be enrolled in or participating in a training program approved under 20 CFR 617.22(a) unless approved training is completed or waived. (Waivers are not available under the NAFTA-TAA PROGRAM). Section 617.22(a) sets forth six (6) criteria for the approval of training.

POLICIES: New policy replaces old policy.

ACTION REQUIRED:

1. All one-stop staff must be familiar with the new policy and implement it in general customer activities.
2. All involved staff must read, initial and date this Instruction, and this Instruction is to be filed with SDA Instructions.

EFFECTIVE DATE: September 27, 2012



Mary Margaret Garrett
Chief, Workforce Development

MMG:at

Attachment: ARWB Distance Learning Policy
Eliminated Customer Distance Learning Request

cc: All WFD staff
All Career Resource Centers, Youth Providers



POLICY ON DISTANCE LEARNING

ARWB may approve distance learning on a case-by-case basis when the following conditions are met and the customer appears to have a likely chance of successfully completing the training:

1. Course or training module leads to the completion of a training program
2. No available seat in required curriculum class
3. Course or program provides interaction with instructors
4. Course or program requires students to take periodic tests
5. Course or program requires students to come onto campus or other approved facility for tests and meetings with instructors

Additionally, each customer must complete the System Check, Activities specified in Computer Needs and the Smarter Measure (formerly READI) Assessment. These are available online at the web site: <http://www.gvtc.org/ApplyNow.aspx> . No user id or password is required. Click on Smarter Measure. Click on school choice or undecided. At a minimum, each customer will complete the Distance Learning Checklist and assess their readiness for distance learning.

The Smarter Measure Assessment includes reading comprehension, technical competency, individual attributes, preferred learning styles and typing speed and accuracy. In addition referral/recommendation from instructor/school advisor; review of current training status/grades, and/or other factors as determined appropriate will be taken into consideration.

While a customer is attending approved distance learning activities, the following changes to regular program policies apply:

- (1) Child care support services will not be paid for time to study and/or participate in Distance Learning activities
- (2) Tuition will not be paid for repeating any courses
- (3) Distance Learning approval will be reviewed on a quarterly basis

CUSTOMER DISTANCE LEARNING REQUEST
This Form is Eliminated Effective September 27, 2012

Name: _____ SS# _____

Career Advisor _____ Adult Dislocated Worker

1. Reason for Request – (i.e. extenuating circumstances, personal preference, etc.) (write on back side)
2. Portion of Total Training to be Distance Learning _____ %
3. Go to <http://gvtc.angellearning.com>
4. You do not have to have a user ID and password
5. Review System Check
6. Review Computer Needs
7. Document that your hardware meets program criteria
 - my hardware meets requirements
 - passed browser compatibility test
8. Scroll down to Test Your Online Learning Skills
 - Click on Begin your READI Assessment
 - Choose the Technical College You Plan to Attend
 - Save & print report. Copy to Career Advisor
9. Please write a Paragraph explaining how you will maximize Distance Learning with your personal learning style (write on back side)

School: _____ Training _____

Begin Date: _____ End Date: _____

Cost for Distance Learning: _____

Is there a cost saving to customer or WIA? _____

Portion Distance Learning Cost is of Entire Customer Training Cost Commitment: _____ %

Distance Learning Policies:

- (1) No child care support paid by ARC for Distance Learning activities.
- (2) ARC does not pay tuition for repeating any courses.
- (3) Distance Learning approval will be reviewed on a quarterly basis.

Comments:

Customer Signature: _____ Date _____

Career Advisor Signature: _____ Date: _____

Approved Signature: _____ Date: _____

approved returned for additional information not approved