

PS5300.18 OCCUPATIONAL EDUCATION PROGRAMS



U.S. Department of Justice  
Federal Bureau of Prisons

Program

**OPI:** FPI  
**NUMBER:** 5300.18  
**DATE:** December 23, 1996  
**SUBJECT:** Occupational Education Programs

Statement

1. **[PURPOSE AND SCOPE §544.50. Each Bureau of Prisons institution provides occupational education programs which allow interested inmates the opportunity to obtain marketable skills.]**

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. Skills to enhance post-release employment opportunities will be acquired by inmates with occupational training needs.

b. "Live work" programs which contribute significantly to the operation and maintenance of institutions will be provided for critical hands-on experience.

c. Where available, apprenticeship programs will be properly registered with the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor and will meet BAT's standards.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5300.13 Occupational Education Programs (03/28/88)

b. Directive Referenced

PS 1001.12 Donations, Acceptance of (07/01/96)

PS 5250.01 Public Works and Community Service Projects  
(01/19/93)

PS 5300.17 Education, Training, and Leisure-Time Program  
Standards (09/04/96)

c. Rules cited in this Program Statement are contained in 28 CFR §544.50-56.

**[Bracketed Bold - Rules]**

Regular Type - Implementing Information

4. STANDARDS REFERENCED

a. American Correctional Association 2nd Edition Standards for the Administration of Correctional Agencies: 2-CO-5B-01.

b. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4410-4422.

c. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-5B-01-04.

d. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-5B-01-15.

5. [TYPES OF OCCUPATIONAL EDUCATION PROGRAMS §544.51.  
Occupational education programs include the following:

a. Pre-industrial Training. Entry level skills training for employment in prison industries.

b. Vocational Training. Instruction in specific entry-level or advanced skills.]

In this Program Statement, "vocational training" includes vocational training programs provided by either Bureau staff, contract agencies, or individuals at both secondary and postsecondary levels.

The terms "occupational" and "vocational" training are used interchangeably.

[c. On-The-Job-Training. Organized instruction and training under actual working conditions, either in the performance of a service through institution maintenance or in Federal Prison Industries, Inc. (UNICOR).

d. Apprentice Training. Training through structured apprenticeship programs approved at the state and national levels by the Bureau of Apprenticeship and Training, U.S. Department of Labor.]

6. [VOCATIONAL TRAINING §544.52. Vocational training programs will be combined, where opportunities exist, with pre-industrial programs of the same general skill area, and with "live work" provided by UNICOR. Similar cooperative training efforts, to include "live work," shall also be developed for non-industrial areas.

a. "Live work" is to be included within each vocational education program. As used in this rule, the term "live work" refers to a product or service produced by the student for actual use by the institution, UNICOR, or another agency. It is characterized by a specific end-product or service goal, as opposed to repetitive classroom work done for training purposes.

b. The provisions of this rule apply to all vocational education programs, regardless of funding source, except:

- (1) programs granted an exception by the Regional Director;  
and
- (2) vocational assessment programs.

c. Vocational training programs shall be combined with pre-industrial training programs offering similar or related training.]

Whenever possible, occupational training programs should link with UNICOR industries and also be integrated with literacy program instruction.

d. "Live work", as an integral part of the Bureau's vocational training programs, has several advantages over the more traditional concept of clearly separated training and work programs.

- ! An inmate's training, once received, is best reinforced by using the training in an actual work situation.
- ! Vocational training programs and work facilities are mutually supportive.
- ! Duplicated shops and services should be eliminated.

This policy's intent is to integrate top quality training programs with "live work", thereby serving the best interest of the inmate, as well as the institution, UNICOR, or another agency.

In accordance with the Program Statement on Public Works and Community Service Projects, under no circumstances shall appropriated funds be used to purchase materials and/or procure services for live-work related to community service projects.

7. [ON-THE-JOB-TRAINING §544.53. On-The-Job-Training (OJT) provides a marketable skill through the use of institution resources and facilities with a potential for training inmates in various trades and occupations. The programs are distinctly separate and apart from formalized vocational training programs and approved apprenticeship programs.

Completion of OJT does not preclude future placement of an inmate in a formal vocational training program or approved apprenticeship program. To the extent practicable, OJT content is to parallel the standards required for registered apprenticeship programs by the Bureau of Apprenticeship and Training U.S. Department of Labor.]

a. This parallel arrangement assists the institution if specific trade areas are being considered for an approved apprenticeship program. Such an arrangement also assists the trainees, who may become involved in an approved apprenticeship program in the institution or after release.

b. After the inmate completes training, the work supervisor and a member of the education staff, preferably a related trades instructor, shall evaluate the trainee's performance to determine the competencies gained. If it is satisfactory, education staff shall issue a certificate and work transcript.

c. Work supervisors are primarily responsible for providing job skill experiences but are not responsible for classroom teaching on a scheduled basis, although they may provide incidental shop theory and practice related to learning job skills. Education staff shall provide any academic or related information instruction (mathematics, blueprint reading, drafting, release readiness, etc.) that involves one or more hours per week.

**8. [APPRENTICE TRAINING §544.54. Apprenticeship training provides an inmate the opportunity to participate in training which prepares the inmate for employment in various trades. Apprenticeship programs for inmates will be established in those areas of the institution which have the potential to meet the requirements and standards of the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor.]**

Through its regional, state, and area representatives, BAT makes personnel available to Bureau educational staff for the development of registered apprenticeship programs.

The Education of Supervisor shall:

- # Review apprenticeship opportunities in all areas of the institution,
- # Contact the BAT Regional Director and request an apprenticeship program,
- # Consult with BAT's Apprenticeship Training Representative on all matters regarding the procedures and methods for program development as required by BAT's regulations for registered apprenticeship programs, and
- # Appoint a member of the Education staff to serve as an Apprenticeship Coordinator.

The Apprenticeship Coordinator shall:

- # Provide or make arrangements for related instruction for apprenticeship trades,

- # Keep records of the number of hours completed for each skill area for all apprenticeship program trainees, and
- # Conduct apprenticeship committee meetings at least twice a year with at least one meeting conducted at the institution. Minutes from these meetings shall also be prepared and for three years.

9. **PROCEDURES FOR OCCUPATIONAL EDUCATION PROGRAMS §544.55**

**a. A specified portion of all occupational education programs is to consist of "live work."]**

"Live work" is to comprise at least one-third of each training program curriculum as measured by training hours. The Regional Director may grant an exemption with proper documentation.

The training instructor and the Supervisor of Education shall be consulted before live-work projects are performed. A log of live-work projects shall also be for three years.

**[b. Duplication of services should be eliminated within the institution among training programs, other departments, and UNICOR.]**

Each Warden shall review the potential for consolidating services among these areas. Education Program Reviewers during their scheduled program reviews and Regional Education Administrators during their staff-assist visits shall examine duplicated services in the institution and report on the status of plans to eliminate them.

c. Inmates shall not be enrolled in any marketable occupational training programs if they have not previously met academic requirements or if they do not maintain concurrent enrollment in a General Educational Development (GED) program.

10. **EXPLORATORY TRAINING §544.56. In addition to the occupational education programs listed in this rule, each Bureau of Prisons institution shall, where practicable, provide Exploratory Training to interested inmates. Exploratory Training is a study of occupations and industries for the purpose of providing the student with a general knowledge of the world of work, rather than specific skill development.]**

Exploratory training programs are ordinarily less than 100 hours; however, completion of pre-defined criteria rather than attendance must be demonstrated before awarding an exploratory level completion. These pre-defined criteria shall be established by the institution and approved by the Supervisor of Education.

11. ACCREDITATION AND CERTIFICATION REQUIREMENTS. Whenever feasible, each occupation program shall be accredited by a state or other recognized accreditation association or agency. Where an entire education department is accredited by an accrediting agency, independent accreditation or certification for each occupation training program is preferred, but not required.

Certification tests from outside organizations (e.g. National Occupational Competency Testing Institute, American Service of Excellence) may also be administered to individual inmates upon completion of a specific occupational training program. However, the individual skill competency certification shall not replace the certification of the training program.

12. TRADE ADVISORY COMMITTEE MEETINGS. A trade advisory committee shall be required when an occupational training program is not offered by an outside accredited education institution or not certified/accredited by an outside certifying or accrediting agency.

- # Where an entire education department is accredited or certified by an outside agency, a trade advisory committee shall still be required to ensure the quality of an individual occupational training program if the program is not accredited or certified by an outside recognized agency.
- # The size and composition of trade advisory committees will vary according to local needs, but they must include at least two active members who are not regular employees or contractors of the institution. The intent is to include representatives from trade organizations, accredited training institutions, or potential employers.
- # These committees shall meet at least twice a year with at least one meeting conducted at the institution. Minutes from the trade advisory committee shall be prepared and maintained for three years.

13. OCCUPATIONAL TRAINING AND RELEASE PREPARATION. Occupational training assists inmates with their preparation for post-release employment. Specifically, occupational program inmates learn valuable knowledge and skills to enhance their opportunities for post-release employment.

14. EQUIPMENT. Any new equipment purchased for training programs must be compatible with institution or UNICOR equipment.

An exception may be made when existing equipment is obsolete; however, any such exception must be reported to:

- # the Regional Director, for institution equipment, or
- # the Assistant Director, Industries, Education, and Vocational Training, for UNICOR equipment.

15. SENTRY EDUCATION COURSES (EDC) DATA ENTRIES. Enrollments, withdrawals, and completions for occupational training programs shall be entered into the SENTRY Education Courses (EDC) in a timely manner and shall also be maintained in accordance with the most current Education Data System (EDS) guidelines. On-the-Job-Training program activities are exempt from this requirement.

\s\  
Kathleen M. Hawk  
Director