



U.S. Department
of Veterans Affairs

Career Technical Training Track

Transition GPS



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Transition
Tools for
a Brighter
Future

VA Transition Assistance Program

Employment

Economic Impact

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U.S. Department
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Getting Started

Transition
Tools for
a Brighter
Future

VA Transition Assistance Program

Employment

Economic Impact

- Resources
 - Participant Guide
- Agenda
 - Assess career aptitude and interests
 - Learn about
 - Industries
 - Labor market research
 - Career options
 - Upskilling opportunities
 - Create a plan for success

- Actively participate in classroom activities
- Respect others' opinions and value
- Return from breaks on time
- Use computers as directed
- Turn off cellphones or set to silent



- What is your current occupation in the military?
- What types of jobs are you interested in?
- What are your strengths?
- What are your plans after separation or retirement?





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Module 1: Assess

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- Skill requirements
- Interests
- Professional and personal satisfaction
- Available jobs in preferred location
- Physical environment
- Pace (fast paced, steady and routine)
- Future growth potential
- Income support for yourself, family, lifestyle



- CareerScope® enhances career and educational planning
 - Measures interest and aptitude
 - Measures aptitudes most critical for today's high growth and high replacement occupations through 2016

12-scale Interest Inventory Categories

Artistic	Plants/Animals
Mechanical	Business Detail
Accommodating	Lead/Influence
Scientific	Protective
Industrial	Selling
Humanitarian	Physical Performing

- Seven part aptitude battery measures:
 - General learning ability
 - Verbal aptitude
 - Numerical aptitude
 - Spatial aptitude
 - Form perception
 - Clerical perception
 - Motor ability score estimates (motor coordination, finger and manual dexterity)
- www.benefits.va.gov/gibill/careerscope.asp

- Part one shows table and graph of interest results
- Part two displays Aptitude results as standard and percentile scores
- Part three provides recommendations based on overlap of high interest and high ability areas



Interest Area Scores

Interest Area	Like	?	Dislike	Percentiles			Percent Like	IPA
				Total	M	F		
01 Artistic	0	0	14	9	8	10	0	
02 Scietific	0	1	12	14	12	16	0	
03 Plants/Animals	0	0	11	14	12	16	0	
04 Protective	1	2	9	30	22	37	8	
05 Mechanical	0	0	12	13	6	20	0	
06 Industrial	0	0	12	19	17	20	0	
07 Business Detail	6	2	4	63	79	48	50	2
08 Selling	0	3	7	12	16	9	0	
09 Accommodating	0	1	9	12	15	9	0	
10 Humanitarian	3	2	6	48	56	39	27	3
11 Leading/Influencing	8	4	2	74	76	72	57	1
12 Physical Performing	0	0	10	15	8	21	0	

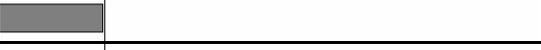


Individual Profile Analysis

Interest Area	% Like	
01 Artistic	0	
02 Scientific	0	
03 Plants/Animals	0	
04 Protective	8	
05 Mechanical	0	
06 Industrial	0	
07 Business Detail	50	
08 Selling	0	
09 Accommodating	0	
10 Humanitarian	27	
11 Leading/Influencing	57	
12 Physical Performing	0	



Aptitude Profile

Aptitude	Score	%tile	Average Range
General Learning	87	26	
Verbal Aptitude	104	58	
Numerical Aptitude	95	40	
Spatial Aptitude	80	16	
Form Perception	85	23	
Clerical Perception	116	79	
Motor Coordination	100	50	
Finger Dexterity	100	50	
Manual Dexterity	100	50	



INTEREST AREA 07 - BUSINESS DETAIL

An interest in organized, clearly defined activities requiring accuracy and attention to details, primarily in an office setting.

- **GOE 07.07 Clerical Handling**

- Workers in this group perform clerical duties that require little special training or skill. Workers regularly file, sort, copy, route or deliver things like letters, packages or messages.

<u>Job Title</u>	<u>DOT #</u>	<u>M</u>	<u>L</u>	<u>SVP Req</u>
Distributing Clerk	222.587-018	2	3	3
Clerk, General	209.562-010	2	3	3
Checker I	222.687-010	2	2	2
Office Helper	239.567-010	2	2	2
Direct-Mail Clerk	209.587-018	1	2	4
File Clerk I	206.387-034	1	2	3
Coin-Machine Collector	292.687-010	1	2	2
Deliverer, Outside	230.663-010	1	2	2
Ad-Material Distributor	230.687-010	1	1	2

O*NET Interest Profiler

<https://www.vets.gov/veterans-employment-center/interest-profiler>

[Veterans Employment Center](#) > [For Job Seekers](#) > **Interest Profiler**

O*NET Interest Profiler

Welcome to the O*NET Interest Profiler!

The **O*NET Interest Profiler** can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do.

The **O*NET Interest Profiler** helps you decide what kinds of careers you might want to explore.

On each screen, click the **Next** button at the bottom to continue. You can use the **Back** button at the bottom to re-read the instructions or change your answers.

[User Agreement](#)
[Proper Use](#)

Taken the [Interest Profiler](#) before?

Start Interests Results Job Zones Careers **Next**



O*NET Interest Profiler is sponsored by the U.S. Department of Labor, [Employment & Training Administration](#), and developed by the National Center for O*NET Development.



Educational Job Zones

Educational Job Zone	Definition
Zone 1	May require a high school diploma or GED certificate. May require a training course to obtain a license.
Zone 2	Usually requires a high school diploma and may require some vocational training or job-related coursework. An associate's or bachelor's degree could be needed.
Zone 3	Most require vocational training, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.
Zone 4	Most require a four-year bachelor's degree.
Zone 5	Many require graduate school coursework. All require at least a bachelor's degree.



- Free education and career counseling to Service members, Veterans, and certain dependents
- Help you choose a vocational direction, determine the course needed to achieve the chosen goal, and evaluate career possibilities
- Services include:
 - Education/career counseling
 - Testing
 - Improve job marketing skills
 - Employment, training, financial aid resources
 - Referrals to other agencies

- Active duty Servicemembers within 180 days of discharge
- Discharged under conditions other than dishonorable
- Veterans within one year of discharge
- Individuals eligible for a VA education benefit program



- Veteran Employment Center™ (VEC™) Skills Translator
 - Allows translation of military skills to civilian skills
- Skills are automatically transferred to VEC™ profile upon creation
- Skills Translator allows for additional career exploration and local labor market research



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Module 2: Learn

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Economic Impact

Terms	Definitions
Labor Supply	Availability of suitable human resources in a particular labor market
Labor Demand	The need for employees and workers in a particular job market such as construction or manufacturing
Labor Market	The nominal market in which workers find paying work, employers find willing workers, and wage rates are determined

- What are the fastest growing industries?
- What are the industries with the largest employment?
- What are the industries with declining employment?
- What are the highest paying industries?
- www.careeronestop.org/explorecareers/learn/research-industries.aspx

- Consider the different career options within your chosen industry
- Use My Next Move within VEC™ to conduct labor market research
- <https://www.vets.gov/veterans-employment-center/>



- Not all jobs are available everywhere
- Many resources to explore opportunities in local area
 - National search engines
 - State employment office
- Use VEC™ Job Search tool to search Veterans Job Bank by
 - Keyword
 - Job title
 - Location
 - Military job title or code

- Upskilling: Improving skills and knowledge to enhance career outlook
- Can be accomplished through training and education
 - At career schools and community colleges
 - Obtain licenses and certifications



- GI Bill® program can be used for many types of training including:
 - Correspondence training
 - Cooperative training
 - Entrepreneurship training
 - Independent and distance learning
 - Institutions of higher learning
 - Licensing and certification reimbursement
 - Vocational/technical training, non-college programs
 - National testing reimbursement
 - On-the-job training
 - Apprenticeships



- Offer certificates for professional technical subjects
- Include a wide array of subjects
 - Computer hardware/maintenance/electronics
 - Welding/pipefitting
 - Nursing/healthcare
 - Criminal justice
 - Culinary arts
 - Travel
 - Real estate
 - Graphic design
 - Engineering

Pros

- Hands-on training
- Specialized programs
- Tuition may be inclusive
- Less than 2 years
- Year-round with rolling admissions
- Smaller classes
- Flexible schedules
- Highly skilled instructors
- Career advisors
- Externships
- Prepares students for certification

Cons

- Non-transferable credits
- May be more expensive
- Less focus on general education classes

- Good starting point for students without clearly defined career goal
- Traditionally two year institutions
- Complete basic university requirements
- Obtain certificate or associate's degree
- Convenient, affordable, close to home



Pros

- 2-year degree program
- Less expensive
- Credit transferability
- More program choices
- Open door policy
- Easy access
- Flexible schedule

Cons

- Fees not inclusive
- Lecture and hands-on
- General education classes mandatory



- Set professional and technical standards
- Supply documented proof of ability to perform in a career field
- Verify qualifications and competence
- Issued by a third party with authority or jurisdiction authorize credentials
- Private and government organizations set credentialing standards for their professions

Credentials

- Educational
- Apprenticeships
- Occupational license
- Certification



- “We Can’t Wait” Veterans initiative creates a fast track of certification
- Started with partnerships between military and manufacturers
- Obtain credentials in manufacturing, health care, trucking
- Investigate civilian jobs equivalent to current military occupations



- Mandatory process granted by government agency
- Time-limited permission to practice occupation
- Must meet predetermined and standardized criteria
- Minimum level of education and competency
 - Frequently an exam
- Licensed occupations require license in order to attain employment
- Some states recognize licenses from other states, some do not

- Voluntary credentials issued by non-government agencies
 - Frequently associations
 - Some private companies
- Certifications can be required for state licensure or employment
- May have to obtain multiple certifications for a license
- Increase competitiveness, may increase salary

- Can get certificate for attending a class
- Unlikely to become certified in subject
- Certificate is for attendance, not knowledge or competence



Coursera and VA Learning Hubs

- One free Verified Certificate
 - Hundreds of in-demand courses
 - Offered through universities worldwide
 - Demonstrates course completion
 - Builds professional qualifications
 - Advances education and career
- May help improve employability skills in high-demand fields
- VA Learning Hubs are blended learning approach
 - Physical network of space, facilitators, and students
 - Build skills through online classes and in-person sessions
- May include networking, discussions, guest speakers, Q&A with experts



- Combination of on-the-job training and related instruction
- Learn the practical and theoretical aspects of highly skilled occupations
- Most common in skilled trades
- Sponsored by
 - Joint employer and labor groups
 - Individual employers
 - Employer associations
- Required for many technical careers

Pros

- Registered programs
- Paycheck
- Hands-on training
- Career experience
- National industry certification
- Recognized partners

Cons

- Regulated
- Time
- May not always lead to permanent employment



Registered Apprenticeship Program

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<http://www.dol.gov/featured/apprenticeship/find-opportunities>



ApprenticeshipUSA offers employers in every industry the tools to develop a highly skilled workforce to help grow their business. For workers, ApprenticeshipUSA offers opportunities to earn a salary while learning the skills necessary to succeed in high-demand careers. ApprenticeshipUSA exemplifies high standards, instructional rigor and quality training. Whether you are an employer looking to hire, train or retain a skilled workforce, or a worker looking for a new career in a well-paying occupation, ApprenticeshipUSA will help you achieve your goals.



- Each kind comes with own type of working styles and benefits
- Differences in location, training, compensation, flexibility
- Unions
 - Minimum wage or salary
 - Other benefits (insurance)
 - Requires dues
 - May pay less than non-union
 - May not be able to remain in union and have non-union job

- Acquiring skills within the work environment
- General skills and specific skills to particular job
- Typically includes
 - Oral and written instruction
 - Demonstration and observation
 - Hands-on practice



PROS

- Employment
- Low cost
- Task-based
- Suited for small groups
- Stronger workforce

CONS

- Inconsistent
- Incomplete
- Lack of basic principles
- May adopt poor work habits



- DoD program to participate in civilian job and employment training
- Offers high probability of employment
 - Includes apprenticeships and internships
- Can take place up to six months before separation
- Training at little to no cost
- www.dodskillbridge.com

- Temporary position emphasizing on-the-job training
- May be paid or unpaid
- USA Jobs Pathways:
 - <https://www.usajobs.gov/StudentsAndGrads>
 - <https://www.usajobs.gov/Search?Internship=Yes>
- U.S. Chamber of Commerce:
 - <https://www.uschamber.com/about-us/careers/internship-opportunities>

- Gain experience while earning a paycheck
- Part-time employment to students receiving VA education benefits
 - Must be attending school $\frac{3}{4}$ time or greater
- Work at
 - School Veteran's office
 - VA medical facilities
 - VA Regional Office
 - State employment agencies
- Active duty Servicemembers ineligible

School Assessment Activity

- <http://www.careeronestop.org/toolkit/training/find-apprenticeships.aspx>
- Other resources:
 - <http://www.careeronestop.org/toolkit/training/find-local-training.aspx>
 - http://www.benefits.va.gov/gibill/school_locator.asp
 - <https://www.vets.gov/gi-bill-comparison-tool>
 - http://www.benefits.va.gov/gibill/principles_of_excellence.asp
 - <https://nces.ed.gov/collegenavigator/>



- Can increase versatility and marketability as an employee
- Many opportunities locally, regionally, nationally, or internationally
- www.usa.gov or www.volunteer.gov provide opportunities for volunteering





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Module 3: Plan

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Economic Impact

- Specific – straightforward, clearly defined
- Measurable – progress is quantifiable
- Achievable – can do something to make it happen
- Realistic – within your abilities, fits overall goals
- Time-bound – set a timeframe to accomplish goal

American Job Centers (AJC)

- Single-access point to federal programs and local resources
- Find jobs, identify training programs, gain skills in growing industries
- Offer priority services to Veterans
- Access to local labor market information
- <http://jobcenter.usa.gov>



- No cost education and career counseling
- Servicemembers and Veterans eligible
 - Honorable discharge
 - 20% or greater rating from VA
 - Or DES rating of 20% or greater
 - Or referral from PEB through IDES

- Provides employment and career management resources
- Designed to attract, retain, and support Veteran employees
 - At VA and across federal government
- Supports federal Veteran recruitment and VA retention and reintegration
- Programs and services include:
 - VA for Vets
 - Feds for Vets
 - Recruitment and Career Readiness support
 - Disabled Veterans Affirmative Action program
 - Human Resources support

SBA Introduction to Entrepreneurship

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- Explore business ownership
- Agencies and organizations to assist
- www.SBA.gov/bootstobusiness



Plan Upskilling

- What skills do you need to strengthen or improve?
- What are some local, state and national options for upskilling opportunities?
- What financing options are available?



- Enter CareerScope® assessment results
 - Aptitude and interests
 - Recommendations
- Does your preferred career or occupation require additional training?
- What are the costs of pursuing an education?
 - Debt
 - GI Bill®
 - Tuition and fees

Put your Plan in Motion

Five things to put your plan into motion:

1. Whom do I need to call, write, or visit?
2. Things I want more information or am unclear about
3. Specific questions I need to ask
4. Things I must do
5. Other



Individual Transition Plan (ITP)

- Each step covered today should be included in your plan
 - Identifying career goals
 - Researching options
 - Applying for programs
 - Financing training
- Section A: CTTT Attendance
- Section B: Education Needs Assessment
- Section C: Assessing Educational Finance options
- Section D: Identifying Career School institutions



**Thank you for your service and
welcome to the VA Family**

