



## America's Job Center of California *Training Exploration Packet*

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Thank you for your interest in the Workforce Innovation and Opportunity Act (WIOA). In order for us to assist you with your program goals, you are required to complete the following:

Use the checklist below to keep track of your progress with this packet.



**Job Market Research:** Research you will perform in order to help you identify employment opportunities in the field that you would like to train/work in. Instructions are on pages 2-4 of this packet.



**Eligible Training Provider List:** Follow these steps to find training schools that are WIOA approved. You must first register on [www.caljobs.ca.gov](http://www.caljobs.ca.gov). Instructions are on page 5 of this packet.

### San Bernardino County Workforce Development Department

This WIOA Title-1 financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need a special accommodation, such as a sign language interpreter or large print materials call



## **Job Market Research**

Choose two (2) jobs (or occupational fields) in which you would like to work and write them below.

1. \_\_\_\_\_
2. \_\_\_\_\_

Now that you have narrowed the fields that you would like to work in, it's time to see what the job market is like in those fields. Your mission is to locate 3 current job leads for each field that you listed above.

### **Instructions:**

- There are many methods by which to do this:
  - "Cold calling" (*by using the phone book and calling business*)
  - Internet job searching
  - Looking in the newspapers
  - Visiting employers to inquire
- Complete the form (on page 6 & 7) for each job lead that you find
- You may choose to attach a copy of the job lead to the packet
- You should have a total of six (6) job leads when this activity is completed

Some websites that you may find useful during the completion of the Training Exploration Packet:

- [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- [www.sbcounty.gov/workforce](http://www.sbcounty.gov/workforce)
- [www.jobfinder.sbcjobfair.com](http://www.jobfinder.sbcjobfair.com)
- [www.careeronestop.org](http://www.careeronestop.org)
- [www.careervoyages.gov](http://www.careervoyages.gov)
- [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)
- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact)
- [www.benefits.ca.gov/vocrehab](http://www.benefits.ca.gov/vocrehab)
- [www.onetonline.org](http://www.onetonline.org)

# Job Market Research Form #1

<b>1<sup>st</sup> Career Choice:</b> _____	<b>Job Lead #1</b>
Date Researched: _____	Research Method Used: _____
<b>Name of Business:</b> _____	
<b>Location (city/state) :</b> _____	
<b>Salary:</b> _____	
<b>Experience Required:</b> _____	
<b>Education/Training Required:</b> _____	
<b>Background Check Required:</b> _____	
<b>Benefits offered:</b> _____	

<b>1<sup>st</sup> Career Choice:</b> _____	<b>Job Lead #2</b>
Date Researched: _____	Research Method Used: _____
<b>Name of Business:</b> _____	
<b>Location (city/state) :</b> _____	
<b>Salary:</b> _____	
<b>Experience Required:</b> _____	
<b>Education &amp; Training Required:</b> _____	
<b>Background Check Required:</b> _____	
<b>Benefits offered:</b> _____	

<b>1<sup>st</sup> Career Choice:</b> _____	<b>Job Lead #3</b>
Date Researched: _____	Research Method Used: _____
<b>Name of Business:</b> _____	
<b>Location (city/state) :</b> _____	
<b>Salary:</b> _____	
<b>Experience Required:</b> _____	
<b>Education &amp; Training Required:</b> _____	
<b>Background Check Required:</b> _____	
<b>Benefits offered:</b> _____	

## Job Market Research Form #2

<b>2<sup>nd</sup> Career Choice:</b> _____	<b>Job Lead #1</b>
Date Researched: _____	Research Method Used: _____
<b>Name of Business:</b> _____	
<b>Location (city/state) :</b> _____	
<b>Salary:</b> _____	
<b>Experience Required:</b> _____	
<b>Education &amp; Training Required:</b> _____	
<b>Background Check Required:</b> _____	
<b>Benefits offered:</b> _____	

<b>2<sup>nd</sup> Career Choice:</b> _____	<b>Job Lead #2</b>
Date Researched: _____	Research Method Used: _____
<b>Name of Business:</b> _____	
<b>Location (city/state) :</b> _____	
<b>Salary:</b> _____	
<b>Experience Required:</b> _____	
<b>Education &amp; Training Required:</b> _____	
<b>Background Check Required:</b> _____	
<b>Benefits offered:</b> _____	

<b>2<sup>nd</sup> Career Choice:</b> _____	<b>Job Lead # 3</b>
Date Researched: _____	Research Method Used: _____
<b>Name of Business:</b> _____	
<b>Location (city/state) :</b> _____	
<b>Salary:</b> _____	
<b>Experience Required:</b> _____	
<b>Education &amp; Training Required:</b> _____	
<b>Background Check Required:</b> _____	
<b>Benefits offered:</b> _____	



# Training Provider List



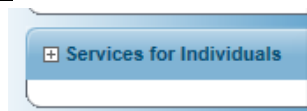
Follow these steps to find training schools that are WIOA approved. Choose 2 to 3 training providers to visit and then, discuss with your advisor.

Things to consider when researching training providers:

- Hours of instruction (days and times)
- Training site location
- Tuition cost (other expenses not covered by tuition)
- Available placement assistance and job placement statistics
- Employers the provider works with

① Log in to OR register on [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

② Under the Services for Individuals menu (middle and to the left of page)



Click the Education Services link:



③ Click the Training and Education Programs.

Job Sector Services	Maximum Total Cost
Education Services	Training Providers and Schools
Labor Market Services	Training and Education Programs
Community Services and Benefits	Education Program

④ On the Program Search page, type in a keyword related to training programs for your chosen occupation. Then, scroll down to where it says "program is eligible for financial assistance under the Workforce Innovation Opportunity Act." Then select "yes", scroll down and click search.

⑤ Choose the training providers that meet your needs.

⑥ Visit the training provider locations and complete the attached School Research form.

# School Research Form #1

<b>1<sup>st</sup> School (training program) for job or occupational field choice # 1:</b> _____			
Date Researched: _____			
School Name: _____			
School location: _____			
Program Name: _____			
Length of training/hours of instruction: _____			
Are there any prerequisites needed to enter program: _____			
Certificate or license you will obtain: _____			
Cost of training: _____			
Financial Aid Availability ( <i>check all that apply</i> )	PELL	BOG	Loan
Job Placement Assistance/Statistics: _____			
Notes:			
<b>2<sup>nd</sup> School (training program) for job or occupational field choice # 1:</b> _____			
Date Researched: _____			
School Name: _____			
School location: _____			
Program Name: _____			
Length of training/hours of instruction: _____			
Are there any prerequisites needed to enter program: _____			
Certificate or license you will obtain: _____			
Cost of training: _____			
Financial Aid Availability ( <i>check all that apply</i> )	PELL	BOG	Loan
Job Placement Assistance/Statistics: _____			
Notes:			

## School Research Form #2

<b>1<sup>st</sup> School (training program) for job or occupational field choice # 2:</b> _____			
Date Researched: _____			
School Name: _____			
School location: _____			
Program Name: _____			
Length of training/hours of instruction: _____			
Are there any prerequisites needed to enter program: _____			
Certificate or license you will obtain: _____			
Cost of training: _____			
Financial Aid Availability ( <i>check all that apply</i> )	PELL	BOG	Loan
Job Placement Assistance/Statistics: _____			
Notes:			
<b>2<sup>nd</sup> School (training program) for job or occupational field choice #2:</b> _____			
Date Researched: _____			
School Name: _____			
School location: _____			
Program Name: _____			
Length of training/hours of instruction: _____			
Are there any prerequisites needed to enter program: _____			
Certificate or license you will obtain: _____			
Cost of training: _____			
Financial Aid Availability ( <i>check all that apply</i> )	PELL	BOG	Loan
Job Placement Assistance/Statistics: _____			
Notes:			