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STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT

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**OFFICIAL**  
**Policy Issuance (PI): 18-37**

**Date:** October 4, 2018

**To:** Michigan Works! Agency (MWA) Directors

**From:** Joe Billig, Division Administrator **SIGNED**  
Targeted Services Division  
Workforce Development Agency

**Subject:** Career Exploration and Experience Events

**Programs Affected:** Workforce Innovation and Opportunity Act (WIOA), Statewide Activity programs funded through the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA)

**References:** The WIOA of 2014, Public Law 113-128  
  
The WIOA Final Regulations as Published in the Federal Register on August 19, 2016  
  
PI 18-14, issued April 16, 2018  
  
PI 18-06, issued February 1, 2018

**Rescissions:** None

**Background:** The WDA-supported Talent Tours introduce young adults, parents, and educators to available career paths in their region by offering a behind-the-scenes look, into in-demand businesses and industries. Talent Tours provide real-time information regarding employer, education, and training requirements necessary to secure employment. Impacts include relationship building, establishing a talent pipeline, talent retention, and the opportunity to see real life application of coursework. The funding awarded in this policy will support similar career exploration and experience of multiple businesses and industries at a single, coordinated location instead of individual, on-site efforts at single institutions.

**Policy:**

To comply with this policy, the MWAs will organize and coordinate multiple business and industry representatives at a single location, similar to “MiCareer Quest™” style job fairs. Existing or currently planned career events that meet the same criteria may also be supported. The MWAs should ensure these career events include the following components:

1. Local in-demand businesses and industries are targeted. These industries will be identified regionally and locally.
2. An overview of the industry and key positions in-demand.
3. Hands-on activities, whenever possible, to provide practical knowledge of the positions available in the various industries.
4. Information pertaining to the educational requirements for key positions in-demand (certificate, apprenticeship, two- or four-year degree, etc.).
5. Highlight the key aspects of an “average day on the job.”
6. Potential should exist for job shadowing, internships, and/or other work experiences with participating employers after the conclusion of the event.

Event attendees should be introduced to Career Pathfinder for access to additional occupational information. The [Michigan Education and Career Pathfinder tool](#) provides information to students, their parents, and guidance staff to make informed choices about education and career options, as well as help with creation of educational development plans. This free tool uses current labor market information, longitudinal wage data, and other institutional data and metrics, allowing improved skills-matching to career paths and jobs.

Where possible, the MWAs should seek and encourage regional, collaborative pooling of funding as additional support for this effort. The MWAs and their partner agencies should provide the following support in coordination with the event:

1. Facilitate relationship building between educational partners and businesses.
2. Define roles, skills, and training expectations via short presentations and hands-on experiences.
3. Arrange transportation, monitor student safety and behavior, and encourage engagement and open communication.
4. Provide information about the availability of corresponding education and training programs.

The MWAs are encouraged to identify and include additional partners as appropriate, including the WIOA Title IV contacts and participants.

A post-event report is required within 45 days after the completion of the event, but no later than 45 days from the expiration of the validity period of the awarded funding, March 31, 2020.

The post-event report should include the following elements and information:

1. The location and date of the event.
2. Names and product descriptions of the businesses and industries who participated in the event.
3. Description of the hands-on activities provided by the participating entities.
4. Names and descriptions of the MWA partner agencies who participated in the event.
5. A description of how educational information and requirements were provided.
6. A description of how Career Pathfinder was presented and utilized.
7. Description and number of event attendees.
8. Outcomes and next steps.
9. Pictures and appropriate release forms.
10. Samples of outreach materials and/or websites used to promote the event.

**Please note: Any promotional materials developed and published in support of this Career event should identify the MWA and the WDA as the event sponsors.**

**Action:** End of event reports are due 45 days after the completion of the event, but no later than 45 days from the expiration of the validity period of the awarded funding, March 31, 2020. These reports must be submitted electronically to the Talent Investment Agency/Targeted Services Division at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov)

**Inquiries:** Questions regarding this policy should be directed to your Youth Services state coordinator.

This policy is available for downloading from the [WDA's website](#).

In accordance with the American with Disabilities Act, the information contained in this policy will be made available in an alternative format (large type, audiotape, etc.) upon request to Ms. Pam Vance at [vancep1@michigan.gov](mailto:vancep1@michigan.gov) or via phone at 517-373-6234.

**Expiration Date:** March 31, 2020

JB:CA:pv  
Attachment

### Career Event Final Report Template

The location and date of the event:	
Names and product descriptions of the businesses, industries, and employers who participated in the event:	
Description of the hands-on activities provided by the participating entities:	
Names and descriptions of the MWA partner agencies who participated in the event:	
A description of how educational information and requirements were provided:	
A description of how Career Pathfinder was presented and utilized:	
Description and number of event attendees:	
Outcomes and next steps:	
Pictures and appropriate release forms:	
Samples of outreach materials and/or websites used to promote the event:	

**Please Note:** This template is not mandatory. Should a report or other form of submission capture this information, it is allowable.

### **Approval Request Form Instructions**

1. *Michigan Works! Agency (MWA)*: Enter the name of the MWA and the number assigned to the MWA.
2. *Plan Title(s)*: Enter the appropriate title(s) for the plan being submitted. "Michigan Works! Career Event" has been pre-filled.
3. *Policy Issuance Number*: Enter the Policy Issuance number that the Approval Request form covers. "18-37" has been pre-filled.
4. *Plan Period*: Identify the program period covered by this plan. "October 1, 2018 – March 31, 2020" has been pre-filled.

The required signatories are designated in accordance with PI 18-17, issued May 17, 2018. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

# Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): Michigan Works! Career Event
3. Policy Issuance Number: 18-37
4. Plan Period: October 1, 2018 – March 31, 2020

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Workforce Development Board Chairperson	Date:
Printed Name:	

The Talent Investment Agency, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**Budget Information Summary (BIS) Instructions  
Workforce Innovation and Opportunity Act  
Michigan Works! Career Event**

**Section I - Identification Information**

*Michigan Works! Agency (MWA) Name:* Enter the name of the MWA.

*Policy Issuance:* Enter the Policy Issuance number applicable to the BIS. "18-37" has been pre-filled.

*Grant Name:* Enter the name of the grant associated with the funding being awarded. "AY17 WIOA Statewide Activities" has been pre-filled.

*Project Name:* Enter the name of the project associated with the funding being awarded. "Career Events" has been pre-filled.

*Plan Period:* Enter the start and end dates of the plan period, e.g., 10/01/18 to 03/31/20. "10/1/2018 – 3/31/2020" has been pre-filled.

*Catalog of Federal Domestic Assistance Number (CFDA):* Enter the CFDA number(s) associated with this grant. "17.258; 17.259; 17.278" has been pre-filled.

**Section II - Total Funds Available**

*Allocation:* Enter the total amount of funding allocated.

**Section III - Current Annual Year Planned Expenditures by Cost Category**

*Program:* Enter the amount of the grant to be used for program related costs.

***Total Planned Costs:* The Excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.**

**Michigan Works! Career Event  
Program Year 2018**

<b>Michigan Works! Agency</b>	<b>Allocation</b>
Berrien/Cass/Van Buren	\$25,000
Capital Area	\$25,000
Detroit Employment Solutions Corporation	\$25,000
Great Lakes Bay	\$25,000
GST Michigan Works	\$25,000
Macomb/St. Clair	\$25,000
Northeast	\$25,000
Northwest	\$25,000
Oakland County	\$25,000
Region 7B	\$25,000
SE Michigan Consortium	\$25,000
SEMCA	\$25,000
Southwest	\$25,000
UPWARD Talent Council	\$25,000
West Central	\$25,000
West Michigan Works	\$25,000
<b>Total</b>	<b>\$400,000</b>