**Mission**

The Worker Retraining (WRT) program provides funding for dislocated and unemployed workers to enter approved training programs and receive related support services including financial aid, career advising, educational planning, and referral to training resources, job referral and job development.

*Funding is used by Clark College to;*

* *Provide financial aid directly to WRT Students*
* *Create and support WRT programs (referred to as enrollment support)*

**Vision**

**To fully support students from entry to Clark College into their selected program pathway through to completion and on to a new living wage job.**

*Who are our Customers? A plan should start with the end in mind:*

The Worker Retraining **plan will work year around to serve students by providing appropriate staff, program and community support. The following strategies will assist in this effort.**

* At the first part of the fiscal year, the Finance Committee will meet to review funding and WRT policies to ensure compliance. All relevant issues will be addressed for best serving students, e.g. data tracking, policies, goals and outcomes.
* Early fall Advisory Committee will review plan and program mix from prior year.
* Winter meeting will focus on forecasting job needs, trends and data.
* Spring Advisory meeting will review and confirm new program mix. Evaluating any local economic development plans and data in addition to State of WA economic data.

*The goals of the Worker Retraining program and grant funds include.*

Goals:

1. **Seamlessness for the WRT Student**

* There is an understandable and clear system ‘MAP’ for students. Handoff points are identified so that the student can *see* completion.
* All funding access points are defined so they are navigable.
* Outreach to faculty and community
* *Using technology [Snapchat, web, Facebook, videos]*
* *Reach underserved populations [NA Tribes, Hispanic, Worksource]*
* *Provide materials in Spanish*
* *Complete ‘one sheet’ for advisory members to utilize*
* Communications are clear and understandable.
* External and internal stakeholders work together to ‘broker’ supports to get student to completion.

1. **Students data supports program success**

* WRT Applications on file
* Educational plan on file
* Coded correctly in the system for WRT – for accuracy in FTE, financial aid.
* Tracking is connecting to outcomes for students
* Translate experiences in to eligibility, access, retention and re-employment

1. **Progressive enrollment support and WRT program mix** 
   * Evidence that funded programs are pathway to living wage jobs.
   * In demand as listed by Washington State.
   * Future oriented, trends, forecasts and local conditions considered.
   * Coordinates with Clark Academic and Strategic plans.
2. **Engaged Stakeholders**

* Students on WRT and/or presenting to committee
* Industry understands the value of WRT partnerships (displaced workers, worker recruitment) for local industry.
* New opportunities open up for students.
* Clear and comprehensive grasp of external opportunities and challenges.
* WRT / Clark programs are seen as Economic Development.
* Business and labor representation [one industry rep, one economic development group, a non-profit and a business organization].
* Locally engaged leaders.

*Actionable Performance, evaluation and improvement.*

* Worker Retraining grant reporting is complete and on-time.
* Grant applications are complete and on-time.
* Advisory Committee meets three times per year, has appropriate representation and active role.
* Finance Committee meets one time per year and has active engagement.
* Policies are reviewed and updated annually.
* Outreach to students and faculty is active, effective and up to date.
* Plan goals and objectives are updated Bi-Annually to link to college plans and Advisory Committee work plan.
* Recommendations, improvements and updates to the program and the plan will be documented.