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## GRADUATION POLICY

### POLICY #: 3031

Original Policy Date: 3/11/2015

Effective Date: 8/11/2014

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#### **Purpose:**

The purpose of this policy is to communicate the requirements of “graduation” from the YouthBuild program.

#### **Background:**

According to Department of Labor YouthBuild requirements, all grantees must write and implement a Graduation Policy for all YouthBuild service providers to follow.

It is expected that each youth participant will graduate successfully within 8 to 12 months of the participant’s enrollment into the YouthBuild Vancouver program with maximum program durations of no more than 24 months before graduation is achieved. A successful graduation means the youth has passed the Washington GED requirements.

#### **Policy:**

The YouthBuild service providers are responsible to ensure all components of the YouthBuild program are followed and documented appropriately.

Each participant will have an electronic file to be maintained by the service provider using the YouthBuild MIS. Each participant will also have a hard copy file which will contain all appropriate documentation for the below requirements.

In order to graduate from YouthBuild, participants have to meet all of the requirements in the following 10 program areas:

#### **Personal Growth/Life Skills:**

1. **Dependability:** Graduates must maintain 100% attendance during Mental Toughness training and maintain 80% attendance throughout the program, both during academic trainings, vocational trainings and on the work site.
2. **Attitude:** Graduates must demonstrate the ability to be cooperative and follow instructions during daily program activities.
3. **Team Work:** Graduates must demonstrate their ability to get along with others, resolve conflicts and navigate work/life balance appropriately.
4. **Motivation:** Graduates must demonstrate the desire to pursue additional educational and/or vocational training or employment opportunities. Participants must demonstrate that they are actively seeking these options and must have completed a “Personal Transitions Plan”.
5. **Coachable:** Graduates must demonstrate their ability to receive constructive criticism and learn from past experiences they have had prior to graduation. Graduate must attend at least 80% of all schedule case management meetings while on program.

### **Program Skills Attainment:**

6. **Academic Skills Training:** Graduates must achieve an overall average of at least 70% or higher on all academic skills trainings, curriculum and performance tests needed to obtain a GED.
  - Graduates must demonstrate improvement of participants' Reading and Math skills, as measured by the CASAS test or demonstration of mastery over core subjects on the GED modules.
  - \*Note: Participants must successfully complete construction math.
7. **Occupational/Vocational Skills Training:** (*\*Only applies to youth participating in the occupational skills training portion of YouthBuild Vancouver*)
  - Graduates must achieve an overall average of at least a 70% or higher on all NCCER occupational skills curriculum and tests.
  - It is preferred that graduates earn a professional certification in vocational training through the NCCER curriculum, but at a minimum graduates must complete at least 5 modules of the NCCER curriculum during their time on program.
  - For graduates who participated in the on-site builds, they must meet all performance testing standards of the NCCER curriculum to the level of satisfaction deemed necessary by the YouthBuild Construction Manager.
8. **Leadership Skills:** Graduates must demonstrate a willingness to lead and take initiative, an ability to adapt to changes and an ability to inspire others. Graduates must be able to successfully demonstrate their involvement and engagement with the Youth Leadership Council and community service project leadership.
9. **Community Service Skills:** Graduates must demonstrate an understanding of their community and an investment in making a contribution to Clark County. Graduates must participate in at least 2 different community service projects while on program.
10. **Senior Portfolio Project: YouthBuild & Beyond Plan**  
Make a formal presentation of participants' project in the session before graduation with an average score of at least 70% or higher.

At the end of the program, each participant's file (electronic and hard copy) must indicate a successful completion by documenting each of the 10 elements above.

In addition to the criterion above, individual graduation determinations are up to the Project Director's discretion and are assessed on a case by case basis. Exceptions must be thoroughly documented in each participant's file (electronic and hard copy) and the Project Director must notify the SWWDC Youth Initiatives Manager of all exceptions.

### **Website:**

<http://www.swwdc.org/service-providers/policies.html>

### **Inquiries:**

For **program related questions** please contact the YouthBuild Project Director - Dave Cole at [dave@swwpic.org](mailto:dave@swwpic.org) or 360-696-8417 x128.

For **policy related questions** please contact the SWWDC Youth Initiatives Manager – Chelsea Chunn, [cchunn@swwdc.org](mailto:cchunn@swwdc.org) or 360-567-1066.