VCW Orientation Script:

Welcome to the Virginia Career Works Central Region Orientation. No matter where you are in the region, there’s a place to find your next job and build your career. Our mission is to build a powerful network to bring people and economic opportunity together.

We offer access to the workforce system through several convenient locations.

The Virginia Career Works system has a comprehensive center located at 3125 Odd Fellows Road, Lynchburg VA and is open Monday, Tuesday, Thursday and Friday from 8:30am-4:30pm and on Wednesdays from 9:30am-4:30pm. Our Youth Center is located at 1516 Florida Ave., Lynchburg VA and the hours of operations are from 8:00am-4:30pm. Staff are on site and no appointment is needed.

We also have many access points in locations throughout the counties of Amherst, Appomattox, Bedford, Campbell, and the city of Lynchburg in Central Virginia. Your local public library will be one of the best resources to access career services and connect with a career navigator. For a listing of all access point locations and their hours of operation please check with your local library or visit our website at www.vcwcentralregion.com.

The Virginia Career Works System offers a collaborative network of organizations and specialists sharing one system, one name and one mission; to build the most diverse and skilled talent pool in the nation. We offer career and training services as well as provide access to programs and activities. In addition, the system provides labor market information, job placement, and recruitment and labor exchange services.

Our personable and dependable staff support job seekers on their quest to a viable career path. Wherever you are in your career exploration, there is a way to get plugged in to the many opportunities and services available.

Along with career assistance and employment opportunities, the workforce center can help you develop valuable skills to meet the demands of the region’s workforce. Services include workshops for resume preparation, job search techniques, interviewing skills, basic computer skills, and tutorials for navigating the Virginia Workforce Connection system. We can also provide valuable information on career outlooks and salary information to assist you in making smart decisions for your future career.

Our staff support a variety of populations and can help determine your eligibility and correlated funding available for pre-employment training, certification, on the job training, apprenticeships and customized training opportunities. Eligibility is determined through WIOA requirements.

We serve a wide variety of individuals through the federal workforce development legislation called WIOA.

So, what is WIOA? WIOA is the Workforce Innovation and Opportunity Act that was signed into law by President Obama in July of 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Simply stated, this federal program was established to coordinate all of the organizations involved with employment and training so that job seekers and employers have a better experience with the public workforce system. WIOA also provides funding to help eligible youth and adults find employment or get the training needed for living wage job opportunities.

WIOA serves several populations including; eligible dislocated workers, youth and adults with employment barriers, adults in need of improving basic skills through secondary education, veterans, and individuals with disabilities. To best determine eligibility please review the eligibility information provided on the page below. Once reviewed please contact the Virginia Career Works Lynchburg Center at 434-455-5940 or complete the initial assessment form provided on the website. After the form is completed a staff member will determine eligibility.

Based on eligibility we have a variety of programs for job seekers consisting of both basic and individualized services.

**The Virginia Career Works Center offers Basic Career Services to all** individuals seeking employment and training services. Services include: eligibility determinations, initial skill assessments, labor exchange services, information on programs and services available, and program referrals.

**The center also offers Individualized Career Services which** Generally involve customization to each individual’s need. Services can include: specialized assessments, developing an individual employment plan, career counseling, work experiences (including transitional jobs), and vocational training.

For more individualized services we serve several populations. For workers impacted by layoffs or business closures the center can offer re-employment services, career counseling, resume preparation, interview workshops, education, case management, training opportunities and information on health benefits and pension. Similar services are available for workers impacted by foreign trade, migrant and seasonal farm workers, and veterans.

In addition, veterans are given priority of service through the Department of Labor. This means a veteran or eligible spouse either receives access to a service earlier in time than a non-covered person, or if resources are limited the veteran or eligible spouse receives access to the services instead of or before the non-covered person. This may include individualized career and training-related services to veterans with significant barriers to employment. In addition, the Jobs for Veterans State Grant (JVSG) Program conducts employer outreach, shares information on credentialing and training opportunities, and facilitates job fairs.

Our youth program includes initiatives in case management, dropout prevention, development of leadership skills, occupational skills, internships, on the job training, paid and unpaid work experience, and follow-up services.

Our adult program offers individualized services which include in depth assessments of skills and needs, job search and placement assistance, career planning and coaching, On-the Job Training, Occupational skills training, and Case management.

Adults in need of skills development can participate in our adult Education and Literacy program. The program assists adults to become literate in English and develop other basic skills necessary for employment and postsecondary education including reading, writing and math development.

Career services for individuals with disabilities are coordinated to assist with the education, training, certification or credentialing needed to qualify for high-demand jobs. These services assist individuals gain new skills to seek employment in competitive, high-quality occupations.

Transitional services are available for students with disabilities moving from high school to further education, work, or independence. These partner organizations assist individuals attain assistive technology devices and services to modify, customize and improve functional capabilities.

For job seekers who may be Deaf or Hard of Hearing, the Deaf and Hard of Hearing Service Center works to reduce the communication barriers between job seekers who are deaf or hard of hearing and employers.

The system also partners with organizations to provide work-based job training program for older Americans. The program provides training for low-income, unemployed seniors.

It is important to mention all of these services can be accessed from our Virginia Career Works Lynchburg Center. Our goal is to deliver professional, dependable, and collaborative networks through one cohesive system. Now let’s explore the training services available.

The Virginia Career Works System has many approved training providers that train job seekers in high demand, high wage occupations. These training opportunities can help individuals learn valuable skills to be competitive in the workforce. The system also offer ways for individuals to earn while you learn through on the job training, customized training, apprenticeships, work experience and internships with local businesses.

If you are interested in receiving training in a particular field, a list of eligible training providers and approved training programs can be found on our website at www.vcwcentralregion.com. Additionally, you can work with staff to determine which program best meets your individual needs and interests. Please note participants are not required to select a training program which is approved by the Workforce Development Board.

Several of our training programs are developed as short term, non-credit training that prepares individuals for nationally recognized credentials in regionally high-demand occupations. To qualify for funding, training must be deemed in a high demand occupation, please check with our workforce center for an updated list of high demand occupations. All training is dependent on funding available.

The programs allow individuals to get a foot in the door to self-supporting career pathways and for career advancement. Certificate programs can include, but are not limited to, medical assistant, commercial driver license, customer service and advanced sales, emergency medical technician, manufacturing technician, IT helpdesk technician, and network technician.

In addition, we are able to connect job seekers to hands on training in the trades industry. Individuals receive certificates in a variety of fields including electrical, plumbing, heating and air, welding, pipefitting, carpentry, masonry and more.

Lastly the “earn while you learn” approach is offered through our apprenticeship model. Job seekers have the opportunity to work on site while taking classes in order to receive necessary training while continuing to earn a paycheck. After completion of an apprenticeship program, the apprentice earns a nationally recognized credential from the Department of Labor that is portable and stackable.

Are you ready to start your journey to a better future? Here’s how to get started:

Register on-line at: <https://www.vawc.virginia.gov/vosnet/Default.aspx> or visit our center to complete registration. Instructions for registration have also been provided on this webpage.

If you would like to visit the Virginia Career Works Lynchburg Center, to complete registration our staff are available to assist.

We are located at 3125 Odd Fellows Road, Lynchburg VA our offices are open Monday, Tuesday, Thursday and Friday from 8:30-4:30pm and on Wednesdays from 9:30-4:30pm. If you are between the ages of 14 and 24 you can also visit our our Youth Center to begin the enrollment process. The Youth Center is located at 1516 Florida Ave, Lynchburg VA and is open Monday through Friday 8:00-4:30pm.

The registration requires you to;

register through the Virginia Workforce Connection (VAWC) and Upload a resume.

If you need assistance with registration on creating your resume please visit our offices. There you will have access to computers and resume building software. Second, you will complete the initial assessment form. The form can be found on our webpage or at the Virginia Career Works Lynchburg Center.

Once the form is complete, our staff will work to determined eligibility

Afterwards, you will be contacted by for an assessment meeting.

During the meeting, you will complete assessments to better determine the types of services needed for your success.

Once enrolled in a program, applicants are expected to participate in meetings when scheduled and attend job readiness training sessions.

After this orientation, you can access the initial assessment form, instructions on how to register in the VAWC system, and a list of frequently asked questions on this webpage.

If you are seeking training assistance or job placement services you must complete the initial assessment form and register with the VAWC.

Our staff will review the information submitted and determine eligibility and discuss the best training program to meet your needs.

The Virginia Career Works System is an equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities. The full Equal Opportunity Employer policy can be found at www.vcwcentralregion.com. If you need to contact the local Equal Opportunity Representative, please contact Ben Bowman, Executive Director at 434-845-5678 ext 221.

Our team is here to help you to work hard and achieve your goals. Staff have flexible hours to meet your scheduling needs. Let us be part of your journey to better your future.

From all of us at Virginia Career Works Central Region, thank you for participating with this orientation. We appreciate that you are taking the first step to achieve your career goals.

Let us help you get on the fast track to your future.