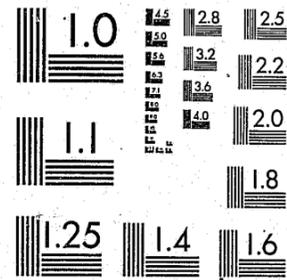


National Criminal Justice Reference Service



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80934



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VOCATIONAL EDUCATION IN THE CALIFORNIA DEPARTMENT OF CORRECTIONS

U.S. Department of Justice
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A DESCRIPTIVE REPORT
FOR
1978 TO 1982

NCJRS
AUG 29 1981
ACQUISITION

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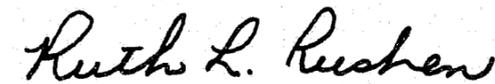
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PREFACE

Recent years have evidenced the realization that a strong relationship exists between education and the world of work. The knowledges, skills and adaptability acquired in even the most general and humanistic forms of learning contribute to economic, social and technological progress. At the same time, persons who learn a trade or other occupational skill are acquiring a background that enables them to participate more fully in the obligations of citizenship and to lead a more complete and enjoyable life.

The California Department of Corrections acknowledges the need for strengthening and extending vocational training opportunities to all segments of the inmate population to assist them in preparing for living in an increasingly technical and complex society.

Vocational education is one of the department's major strategies for assisting society in achieving a more effective utilization of inmate human resources. The task ahead is to help inmates qualify for job opportunities and to provide them with a means to manage occupational change through retraining and updating of skills.



RUTH L. RUSHEN, *Director*
California Department of Corrections

OVERVIEW

The California Department of Corrections operates twelve major institutions. Ten facilities for adult male felons range from tightly controlled security prisons such as San Quentin and Folsom, to minimum security prisons such as California Institution for Men. California Institution for Women houses adult female felons. Male and female narcotics addicts are confined and treated at California Rehabilitation Center, at Corona. Additionally, the Parole and Community Services Division of the department supervises about 16,000 ex-offenders, and also operates two community correctional centers and other local programs. Exhibit I lists the location of institutions within the department.

As a cooperative venture with the State Department of Forestry, CDC maintains 19 conservation camps. Camp inmates perform conservation work and flood control.

As of July 30, 1980, institutional population was 22,273 men and 1,245 women. Median age of male inmates was 28.5 years, 30% were less than 25 years old. Median age of females was 29.4. Deuel Vocational Institution continues to house the youngest felons, with a median age of 23.3 years.

Persons of minority ethnic groups constituted almost 60% of the inmate population: Black, 34.4%; Mexican-American, 23.6%; Caucasian, 40%; and others, 2%.

Sixty percent of the male prisoners were convicted of a violent crime. Commitment offenses included robbery, 29.5%; homicide, 17.4%; burglary, 15.4%; drug offenses, 9.6%; assault, 7.9%; rape, 5.2%; and all other crimes, 15%. Females were committed for the following: drug offenses, 20.9%; robbery, 18.8%; homicide, 17.8%; forgery/checks, 12.3%; and other offenses, 23.8%.

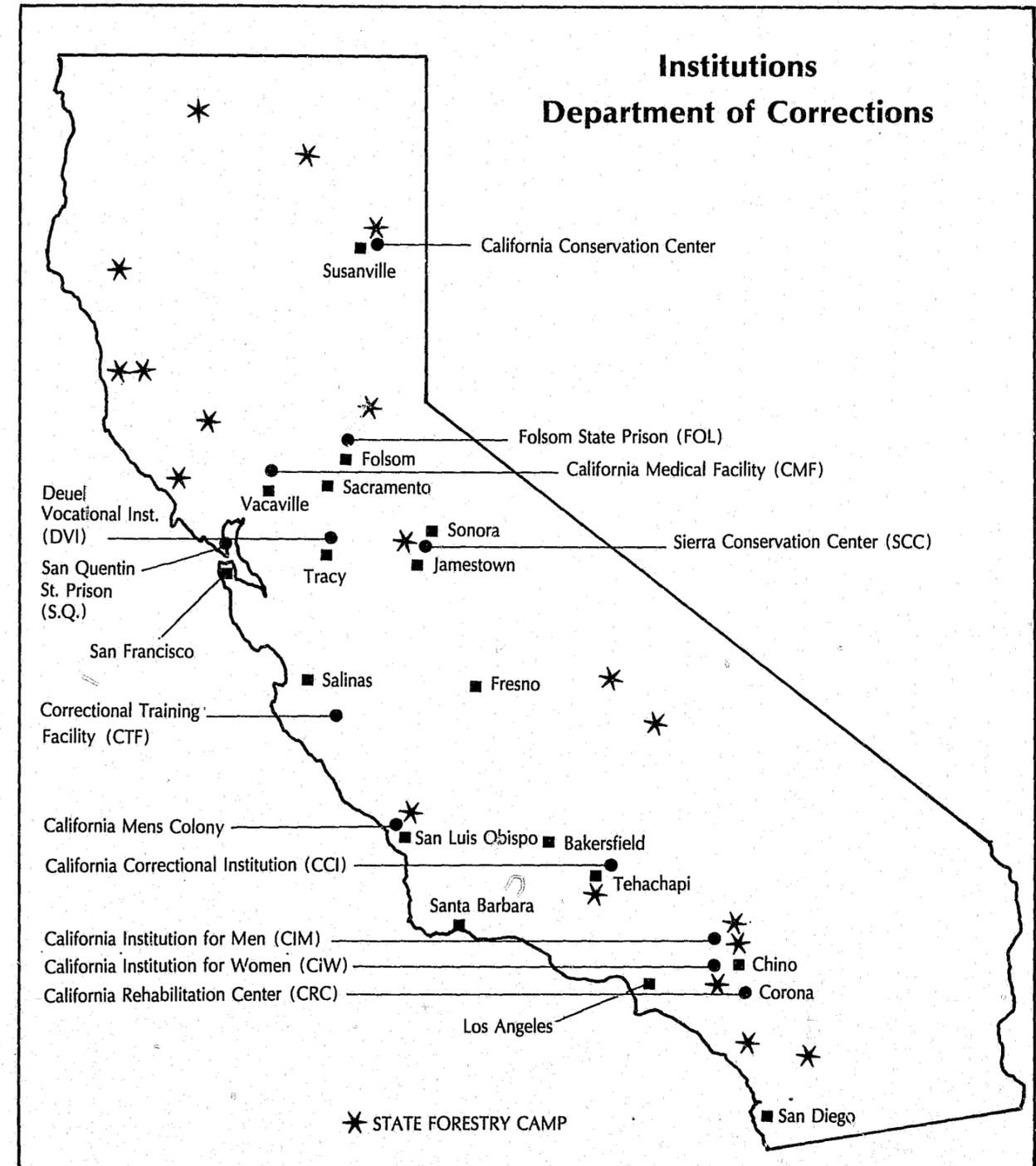
Over 80% of the male inmates were serving their first term in a State prison, but only about 16% had no prior record of criminal commitment.

Program and security at the twelve institutions are geared to the particular needs of varied inmates. Each facility maintains programming including: industries, a wide variety of vocational training, academic instruction from literacy classes through junior college, and group and individual counseling. Several institutions have also instituted a four-year college program.

The "typical" inmate possesses average intelligence, or above. The median achievement level of newly received prisoners is just under eighth grade. Each inmate entering a reception center is given a battery of standardized achievement tests and other assessments to determine educational achievement, as well as social and emotional needs. From the guidance centers, clients are then assigned to institutions that most closely meet their programming requirements.

Legislation during 1976-78 mandated specific prison terms for certain crimes, and lengthened terms for about 40 offenses. Coupled with this, a "tough-on-crime" public climate has brought about an increase in prison commitment rates and longer sentences for many inmates. Within the context of overcrowding, increasing unrest, gang violence, and changes brought about by Determinate Sentencing, the department has continued to provide humane incarceration and needed programming for over 22,000 inmates assigned to its jurisdiction.

EXHIBIT I



VOCATIONAL EDUCATION PHILOSOPHY

The philosophy of vocational education as it is to be provided by the California Department of Corrections is contained in the following statements:

Acquisition of Skills

Vocational education should ensure that every inmate who participates in training programs has the opportunity to acquire sufficient job-related skills to become employed.

Intrinsic Value of Work

Vocational education should be based on the principle that work has intrinsic value.

Availability of Vocational Education

Vocational education programs should be available to all inmates who may benefit from such education and services.

Equal Opportunity

Vocational education should provide to all inmates who may benefit an opportunity to choose, prepare for, and enter careers that will develop their potential, enhance their economic independence, provide them with a sense of satisfaction and high self-esteem regardless of race, creed, color, national origin, sex, age, economic status, handicapping condition or religious belief.

Systematic Planning Process

Vocational education should establish and maintain a planning process that provides for identification of needs; establishment of goals; provision of objectives; evaluation of programs and services; and revision of the vocational education system.



POLICIES GOVERNING VOCATIONAL EDUCATION

1. Vocational education shall be provided to the extent possible that individuals leaving an institution will have had the opportunity to obtain a saleable skill.
2. Vocational education programs shall provide for a realistic balance between the vocational interests of individuals and the needs of business, industry, and society.
3. Vocational education programs shall include instruction in reading, oral and written expression, computation and social interaction as they are required by the occupation.
4. Vocational education programs shall provide occupational information and guidance.
5. Vocational education programs shall be designed to prepare all individuals for employment or for advancement in recognized and new and emerging occupations.
6. Vocational education programs shall allow individuals the opportunity to enter, progress and exit as their specific needs dictate.
7. Vocational education programs shall be developed and periodically revised to reflect societal, economic, and occupational changes.
8. Vocational education programs shall be developed and continued on the basis of identifiable needs, occupational advisory committee recommendations, employment statistics and current occupational surveys.
9. Vocational education programs and services will be developed and funded from state and federal funds to serve disadvantaged students, including limited-English-speaking and non-English-speaking persons as defined in the Education Amendments of 1976.
10. Vocational education programs shall be developed in order to overcome sex bias, sex discrimination, and sex stereotyping.
11. Vocational education programs shall be developed in order to overcome ethnic and minority bias.
12. The maintenance of a quality control system for vocational education shall require the periodic review of the goals, processes and products of the vocational instruction.



GOAL OF VOCATIONAL EDUCATION

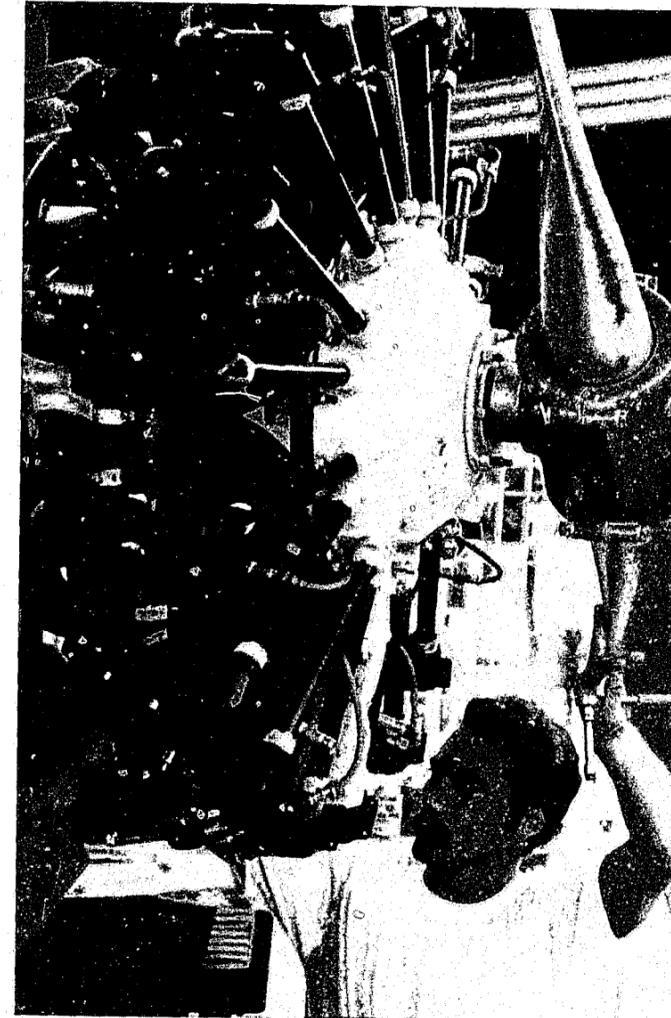
The goal of vocational education is to develop current saleable skills in individuals to enable them to become self-sufficient tax contributing citizens. This goal is accomplished through the following objectives:

1. Develop and maintain programs that offer maximum skill development for post-release employment.
2. Develop entry-level skills for each trainee who successfully completes a minimum of 500 hours of a vocational-industrial program.
3. Coordinate the opportunities offered by each training unit—vocational education, correctional industries, plant operations, and business services.
4. Develop and maintain an effective trade advisory committee or council consisting of management, labor, and other resource people to advise on training standards, employment opportunities and placement.
5. Offer an ongoing program of vocational counseling, occupational orientation, and re-entry counseling that contributes to community participation, awareness of family obligations and employee responsibilities.

Program Standards

The following program standards are uniformly applied to all levels and types of vocational instruction offered by the California Department of Corrections.

1. Courses and programs of instruction are based on skill, knowledge, and understanding required to perform the specific tasks in the occupational program. Courses and programs include a sequence of educational experiences that lead to occupational competency in specific job tasks.
2. Instructional program planning utilizes trade committees; analyses of current job market data; and organized input from inmates, teachers, administrators, and community representatives.
3. Programs of instruction are operated in accordance with stated occupational objectives. Learning experiences are of sufficient duration and intensity to enable the inmate to develop the minimum competencies required for employment.
4. Class enrollments are limited to sizes that ensure effective instruction and comply with federal and state health and safety regulations.
5. Adequate facilities, equipment, and materials for all courses and programs are of sufficient quantity and quality to provide inmates the opportunity to meet program objectives.
6. All courses and programs of instruction are conducted and supervised by personnel who meet the standards necessary to teach the subject, supervise, or manage as set forth in the California State Plan of Vocational Education.
7. Vocational counseling and guidance are provided to enable inmates to make informed occupational and career choices.
8. Vocational education teachers provide job placement services to help program completers and leavers gain part-time or full-time employment.
9. Follow-up studies are conducted to determine success in placing inmates in the occupational area for which they were trained and the extent to which employers consider program completers and leavers to be trained and prepared for employment.
10. Each institution provides inservice education for professional and ancillary vocational staff.
11. Instructional courses and programs are evaluated annually on the basis of course and program objectives and the effectiveness of the program in preparing inmates to meet labor market needs and other criteria as required.
12. Instruction provided for certification by regulatory agencies complies with State and national codes, regulations, and licensing requirements.
13. Institutions maintain auditable records and submit timely reports as required by Federal and State regulations.



ACCOUNTABILITY

The vocational education accountability process for the California Department of Corrections consists of: (1) programs and services accountability; (2) inmate accountability; and (3) fiscal accountability.

1. *Program and service accountability:* Each vocational program and service, during the 1978-82 period shall be:
 - Reviewed to determine its compliance with provisions of the Vocational Education Act of 1976; the *California Five-Year State Plan for Vocational Education*; and other related Federal and State laws, rules and regulations
 - Assessed to determine their compliance with program and service standards
 - Evaluated in quantitative terms to determine their effectiveness in relation to: Planning and operational processes, inmate achievements, inmate employment success, and employer satisfaction with vocational education students
 - Conducted to meet the requirements of Section 112 (b) (1) of the Vocational Education Act of 1976.
2. *Inmate accountability:* Each correctional institution shall annually submit sufficient data to the Central Office to enable it to analyze and disseminate data to meet the requirements of Section 112 (b) (1) (B) and 161 (a) of the Vocational Education Act of 1976.
3. *Fiscal accountability:* Every correctional institution shall be audited during the 1978-82 Planning Period to assure proper fiscal control and fund accounting procedures as required in Sections 106 (a) (7), (106) (a) (8), and (111) (a) of the Vocational Education Act of 1976.

The results of the accountability activity are used:

1. To revise programs and services conducted under the long-range plan
2. To provide data to the State Department of Education to fulfill its information reporting requirements
3. To provide data needed to update the Department of Corrections Vocational Education Plan

VOCATIONAL EDUCATION DELIVERY SYSTEM

The department's vocational education programs consist of 116 shops and 4 skill centers in 50 occupational areas. Exhibit II lists the available training programs.

Vocational programs are conducted by credentialed instructors who have demonstrated competency in their respective fields. Criteria for inmate acceptance into the programs is flexible and students may pursue training while at the same time upgrading themselves academically. Local community colleges in cooperation with a number of institutions award college level credit to inmates enrolled in institutional vocational training programs certified for credit by the college.

Most vocational courses are offered on a flexible entry and exit basis allowing students to enter, progress, and exit as their specific needs dictate. Courses are based around a modular system, progressing from simple to complex operations. Each course consists of a series of manipulative operations or jobs, given in conjunction with the related technical and safety instruction. A total of 500 hours is considered the minimum length of training to develop basic skills. At 1,000 hours the trainees will have developed adequate competence for entry into the post-release job market. Generally, 2,000 hours is considered the maximum course length.

For several years the department has received VEA (Vocational Education Act) funds to supplement its on-going programs. Monies are presently used to enhance programs at the women's institutions.

Over 2,000 students are enrolled in vocational education annually, with approximately 600 inmates receiving certificates of completion, and 900 receiving achievement certificates.

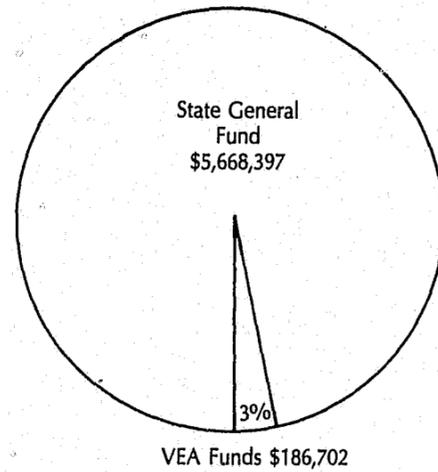


EXHIBIT II STATE OF CALIFORNIA DEPARTMENT OF CORRECTIONS VOCATIONAL TRAINING PROGRAMS

	VOCATIONAL TRAINING COURSE	MAN DAY QUOTA	CCC	SCC	CCI Med	CCI Min	CTF Cent	CTF South	CTF North	DVI	FOL	CIM	CMF	CMC	SQ	CIW	CRC Men	CRC Wom.	
1	AIR CONDITIONING	46			16				15								15	1	
2	AIR ENGINE MECHANIC	15								15								2	
3	AIR FRAME MECHANIC	15								15								3	
4	ANIMAL GROOMING	15									15							4	
5	APPLIANCE REPAIR	46			16				15							15		5	
6	AUTO MECHANIC	186		18	16	26		13	15	25	10	15		18	15		15	6	
7	AUTO SERVICE SPECIALIST	13						13										7	
8	BAKING	77			16		15				15		16	15				8	
9	BODY & FENDER REPAIR	102		34		15	30			13	10							9	
10	Computer Programming and Data Processing	20														20		10	
11	COSMETOLOGY	30														30		11	
12	COMMERCIAL DIVING	25									25							12	
13	DRAFTING	54							15					24			15	13	
14	DRY CLEANING	82			16			15					18	18			15	14	
15	ELECTRICAL MAINTENANCE	30							15						15			15	
16	ELECTRONIC DATA PROCESSING	20													20			16	
17	ELECTRONIC TECHNOLOGY	89						15		10	15	12	22			15		17	
18	FABRICS SKILL CENTER	59	59															18	
19	FIRE SCIENCE	15	15															19	
20	FOOD SERVICE SKILL CENTER	273	116														121	36	20
21	FURNITURE TECHNOLOGY	70						55			15							21	
22	JANITORIAL MAINTENANCE	15															15	22	
23	LANDSCAPE GARDENING	57										15	24	18				23	
24	LENS GRINDING	15										15						24	
25	MACHINE SHOP	75			15				15	10				20	15			25	
26	MARINE ENGINE REPAIR	15							15									26	
27	MASONRY	39	6	18							15							27	
28	MEAT CUTTING	76		18	16		12				15				15			28	
29	MECHANICAL SKILL CENTER	195	195															29	
30	MEDICAL ASSISTANT	15														15		30	
31	METALS SKILL CENTER	45									45							31	
32	MILL & CABINET	78		18		15		15	15			15						32	
33	NURSES AIDE	15														15		33	
34	OFFICE MACHINE REPAIR	50	18										16	16				34	
35	PAINTER	15							15									35	
36	PLUMBER	15													15			36	
37	PRINTER, COMPOSITOR	15													15			37	
38	PRINTER, GRAPHIC ARTS	35								20						15		38	
39	PRINTER, OFFSET	75					30				15				15		15	39	
40	PRINTER, SILK SCREEN	16			16													40	
41	SEWING MACHINE MECHANIC	32			16									16				41	
42	SHEET METAL	33												18	15			42	
43	SHOE REPAIR	48							15	15	15			18				43	
44	SMALL ENGINE REPAIR	15							15									44	
45	SOLAR ENERGY	20															20	45	
46	UPHOLSTERY	45				15		15									15	46	
47	WATCH REPAIR	15							15									47	
48	WELDING	125		36	30				25					19	15			48	
49	WORD PROCESSING	25																25	49
50	X-RAY TECHNICIAN	25										15					10	50	
TOTAL MAN-DAY QUOTA		2526	409	142	173	71	87	26	175	213	60	205	72	239	222	125	241	76	
NUMBER OF VOC. PROGRAMS		120	6	6	10	4	4	2	9	13	5	11	5	12	14	7	9	3	
			CCC	SCC	CCI Med	CCI Min	CTF Cent	CTF South	CTF North	DVI	FOL	CIM	CMF	CMC	SQ	CIW	CRC Men	CRC Wom.	

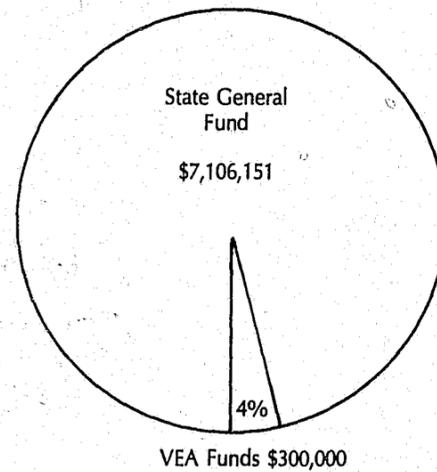
VOCATIONAL EDUCATION FISCAL SUPPORT

FISCAL SUPPORT 1978-79



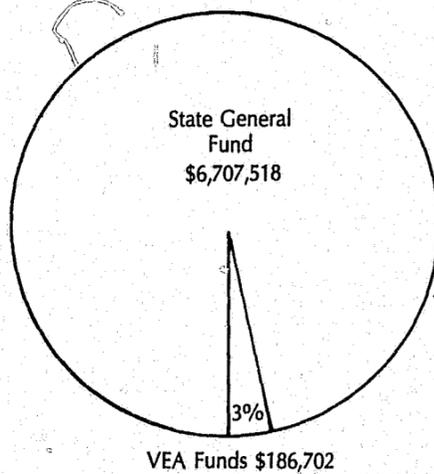
State General Fund: \$5,668,397
Federal VEA Funds: \$186,702
TOTAL: \$5,855,099

FISCAL SUPPORT 1980-81



* State General Fund: \$7,106,151
* Federal VEA Funds: \$300,000
TOTAL: \$7,406,151

FISCAL SUPPORT 1979-80

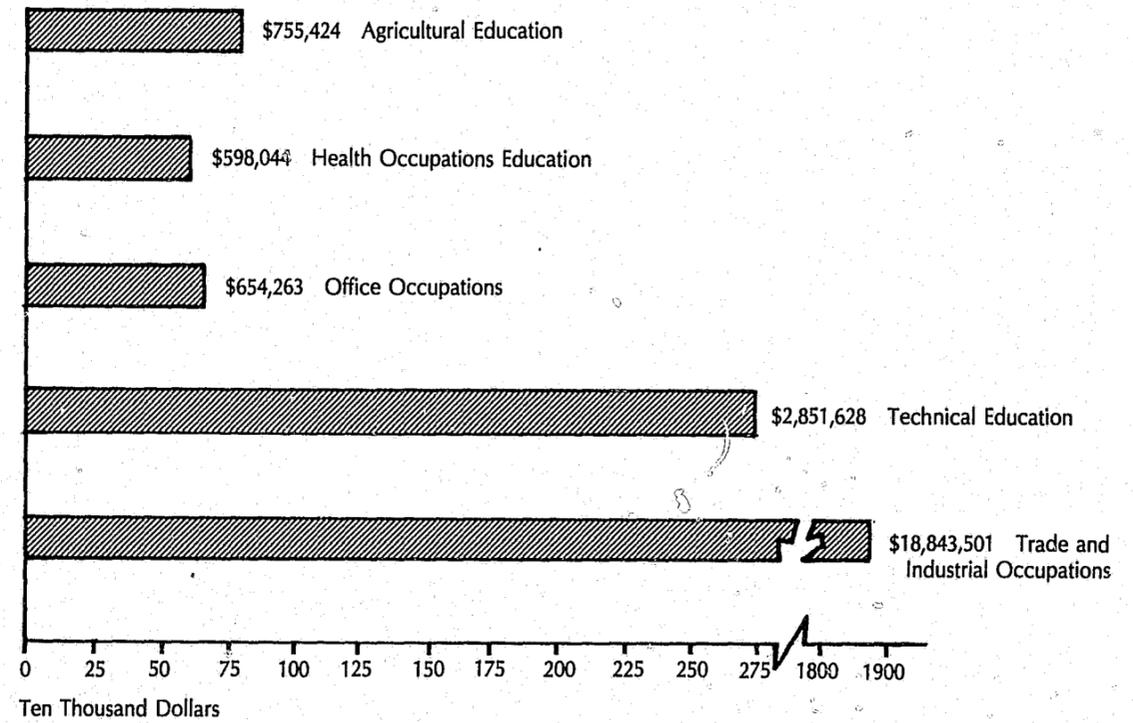


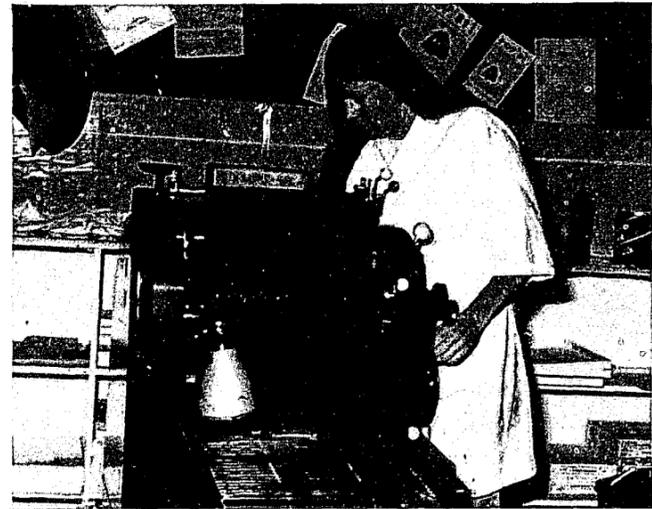
State General Fund: \$6,707,518
Federal VEA Funds: \$186,702
TOTAL: \$6,894,220

* Estimated

VOCATIONAL EDUCATION COSTS

PROJECTED COSTS, 1978-1982





PROGRAM PROVISIONS

Instructional vocational education programs in California Department of Corrections institutions are offered through the following vocational and technical areas:

- Agricultural Education
- Health Occupations Education
- Office Occupations
- Technical Education
- Trade and Industrial Occupations

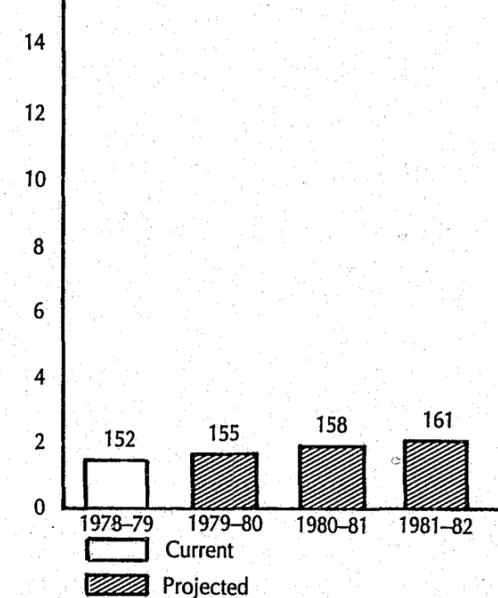
The following information contains:

- Goals
- Current and Projected Programs
- Current and Projected Enrollments
- Current and Projected Placements
- Reasons for offering each program

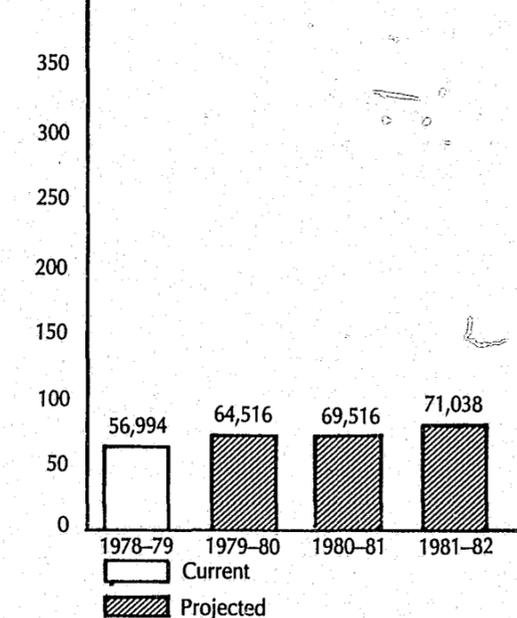
Agricultural Education (01.00)

Agriculture is comprised of the group in related courses or units of subject matter which are organized for carrying on learning experiences concerned with preparation for or upgrading in occupations requiring knowledge and skills in agricultural subjects. The functions of agricultural production, agricultural supplies, agricultural mechanization, agricultural products (processing), ornamental horticulture, forestry, agricultural resources, and the services related thereto, are emphasized in the instruction designed to provide opportunities for inmates to prepare for or improve their competencies in agricultural occupations. An agricultural occupation may include one or any combination of these functions.

HUNDREDS ENROLLMENTS IN AGRICULTURAL EDUCATION



THOUSANDS * Employment Trends in California



* Source: *The California Five-Year State Plan For Vocational Education*

The goals to be achieved in order to meet the labor demands for occupations in this subject matter area during the 1978-82 planning period are:

1. To maintain and promote a system of vocational education in agriculture that will provide inmates with an adequate preparation for satisfactory employment in agriculture occupations.
2. To develop and disseminate new and innovative instructional techniques in agricultural education.

The reasons for offering agricultural education are contained in the following needs statement:

1. All persons have a constant need for food, fiber, recreation, and a healthy environment.
2. Many persons need worthwhile employment in agriculture and agri-business occupations.
3. Instruction in agricultural education is needed to ensure an adequate supply of occupationally prepared manpower which will provide an effective work force to maintain and expand the agricultural industry.
4. The provision of leadership, coordination, supervision, and technical assistance for vocational education in agriculture is needed in order that the trained manpower essential to maintain, expand, and improve the producing, processing, and marketing of food and fiber, necessary to the economy of the State and nation, will be continually available.
5. Employment Development Department reports indicate that job openings in agriculture are increasing and projections for the future indicate further increases.

Landscaping Gardening (01.0504)

This instructional program includes organized subject matter and practical experiences which are concerned with the principles and practices involved in locating, planting, and maintaining turf, plants, shrubs, or devices for beautification of home grounds and other areas of human habitation and recreation.

Planned Number of Programs; Enrollments; Completions; and Placements From Landscape Gardening

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	3	102	54	7	2	2
1979	3	91	40	13	8	4
1980	3	106	56	28	3	3
1981	3	108	57	29	4	4
1982	3	110	59	30	5	5

Animal Grooming (01.9900)

This instructional program consists of organized subject matter and practical experiences which are concerned with the principles and practices involved in breeding, feeding, grooming, and housing of domestic animals.

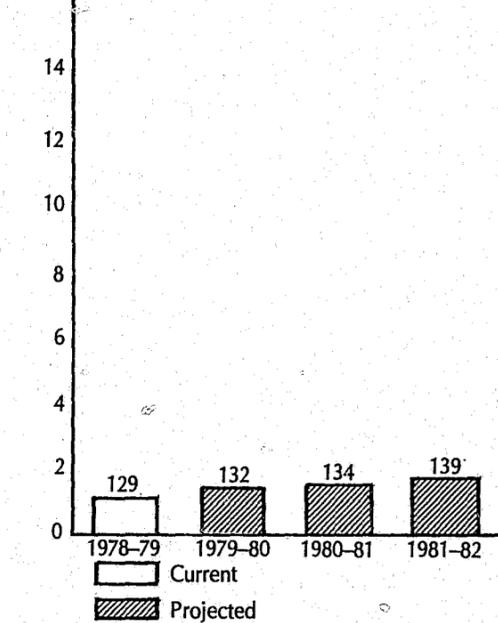
Planned Number of Programs; Enrollments; Completions; and Placements; from Animal Grooming

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	50	21	17	0	0
1979	1	55	21	20	1	1
1980	1	52	22	18	0	0
1981	1	53	22	18	0	0
1982	1	54	23	19	0	0

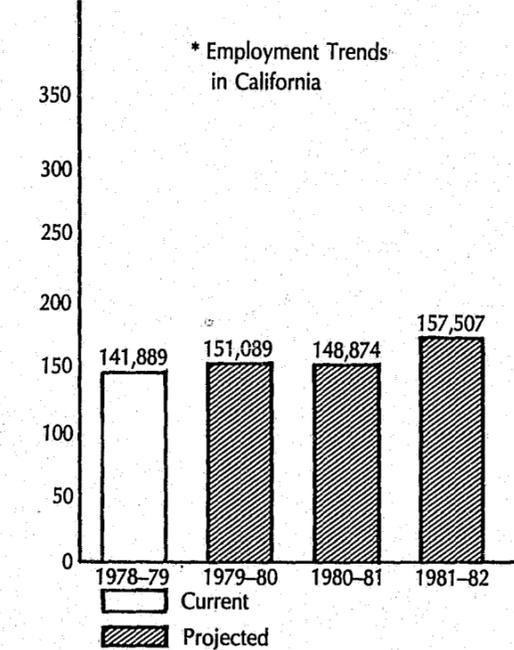
HEALTH OCCUPATIONS EDUCATION (07.00)

Education for health occupations comprises the body of related subject matter, or the body of related courses, and planned experiences designed to impart knowledge and develop understandings and skills required to support the health professions. Instruction is organized to prepare inmates for occupational objectives concerned with assisting qualified personnel in providing diagnostic, therapeutic, preventive, restorative, and rehabilitative services to people, including understandings and skills essential to provide care and health services to patients.

HUNDREDS **ENROLLMENTS IN HEALTH OCCUPATION EDUCATION**



THOUSANDS



* Source: *The California Five-Year State Plan for Vocational Education*

The goal to be achieved in order to meet the labor demands for occupations in this subject matter area during the 1978-82 planning period is:

1. To provide students with the job entry, advanced, and retraining skills necessary to meet the burgeoning needs of California's Health Care Services industry.

Reasons for offering courses in health occupations education are the following:

1. Positive California labor market demand data.
2. To meet the emerging and projected job market demands mandated through Federal and State legislation dealing with health care services and certification.

Nurse, LVN (07.0302)

This instructional program is a combination of subject matter and supervised clinical experiences designed to prepare a person to give direct nursing care under the supervision of a nurse or physician.

Planned Number of Programs; Enrollments; Completions; and Placements From Nurse, LVN

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	40	12	7	1	0
1979	1	15	4	4	0	0
1980	1	42	12	7	2	0
1981	1	42	13	8	2	0
1982	1	43	13	8	2	0

Nurse Aide (07.0303)

This instructional program is a combination of subject matter and experience designed to prepare a person to perform simple tasks involved in the personal care of individuals receiving nursing services, these tasks are performed under the supervision of a nurse.

Planned Number of Programs; Enrollments; Completions; and Placements From Nurse Aide

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	39	12	8	1	0
1979	1	40	35	30	4	0
1980	1	41	13	9	2	0
1981	1	41	13	9	2	0
1982	1	42	13	9	2	0

X-Ray Technician (07.0501)

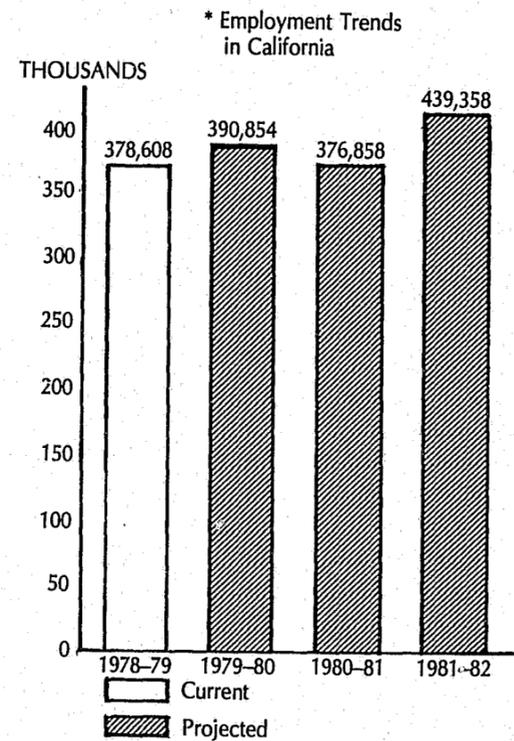
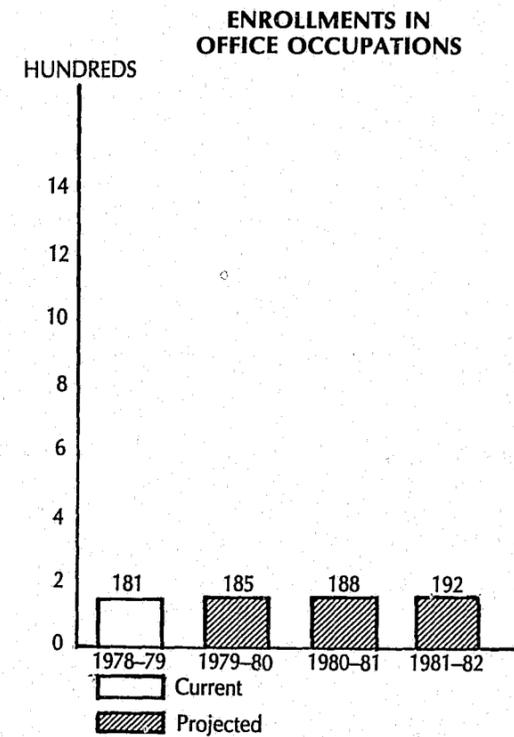
This instructional program is a combination of subject matter and experiences designed to prepare a person for the safe use of X-Ray equipment in Clinical settings under the supervision of a radiologist or other physician.

Planned Number of Programs; Enrollments; Completions; and Placements From X-Ray Technician

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	50	12	10	1	0
1979	2	54	19	18	0	1
1980	2	52	12	10	1	0
1981	2	53	13	11	1	0
1982	2	54	13	11	1	0

OFFICE OCCUPATIONS (14.00)

Office occupation is organized into programs of instruction that provide opportunities for persons to prepare for employment or advancement of individuals in occupations related to the facilitating function of the office. Included are a variety of activities such as recording and retrieval of data, supervision and coordination of office activities, internal and external communication, and the reporting of information.



* Source: *The California Five-Year State Plan For Vocational Education*

The goal to be achieved in order to meet the labor demands for occupations in this subject matter area during the 1978-82 planning period is:

1. To provide learning experiences that are designed to lead to employment and/or advancement of individuals in occupations in public or private enterprises or organizations related to the facilitation function of the office.

Reasons for offering office occupations education are the following:

1. Office workers are the largest of California's major occupational groups.
2. Opportunities for employment in office occupations will increase.
3. The projected expansion and replacement needs of office occupations will amount to 131,019 by 1982.
4. Studies of projected job market needs indicate that there is always a demand for skilled office workers.

Electronic Data Processing (14.0204)

This instructional program is concerned with analyzing and designing commercial systems, data methods, systems and procedures, and processing business data. Activities include analysis of business problems such as the development of integrated production, inventory control and cost, and the formulation and refinement of an analysis system for conversion to a programmable form for application to an electronic data processing system.

Planned Number of Programs; Enrollments; Completions; and Placements from Electronic Data Processing

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	56	23	0	0	0
1979	1	16	8	0	0	0
1980	1	58	24	12	0	0
1981	1	59	24	12	0	0
1982	1	61	25	13	0	0

Vocational Word Processing (14.0400)

This instructional program contains learning experiences which include a combination of courses and practical experiences concerned with the distribution of information by mail, telephone, telegraph, and in person.

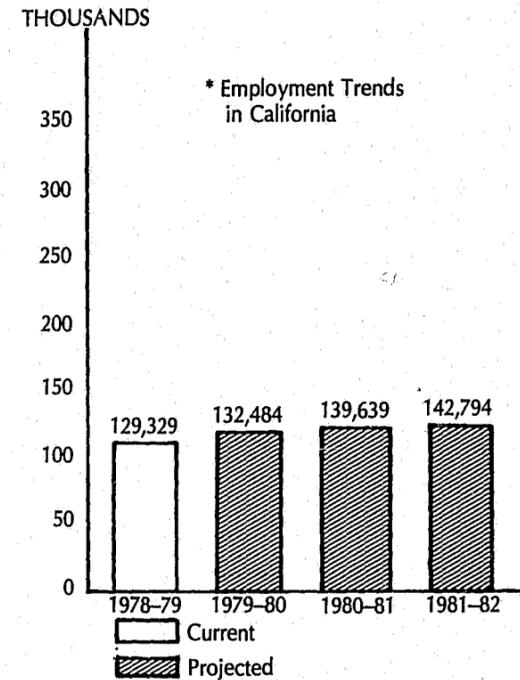
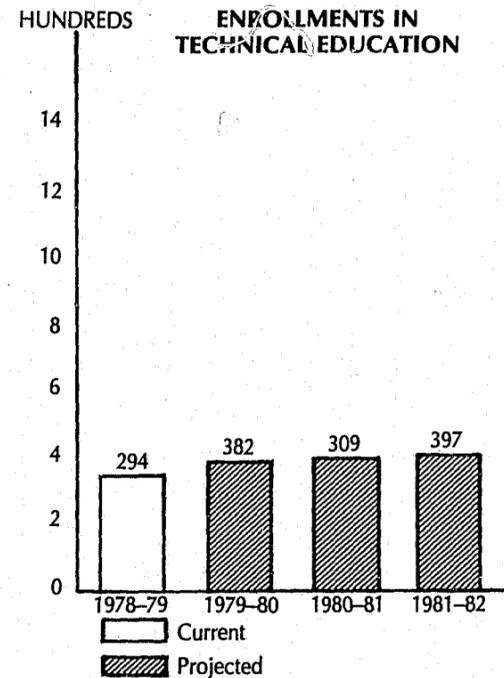
Planned Number of Programs; Enrollments; Completions; and Placements from Vocational Word Processing

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	125	79	18	14	0
1979	1	85	24	31	2	0
1980	1	130	82	41	14	0
1981	1	133	84	42	14	0
1982	1	135	86	43	14	0



TECHNICAL EDUCATION (16.00)

Technical education is concerned with that body of knowledge organized in a planned sequence of classroom and laboratory experiences to prepare individuals for a cluster of jobs in a specialized field of technology. The program of instruction includes the study of the underlying sciences and supporting mathematics inherent in a technology, as well as methods, skills, materials, and processes commonly used and services performed in the technology.



* Source: *The California Five-Year State Plan For Vocational Education*

The goals to be achieved in order to meet the labor demands for occupations in this subject matter area during the 1978-82 planning period are:

1. Coordinate the development and continuation of valid technical programs based upon labor market and population needs.
2. Work cooperatively with business, industry and government to insure that the curriculum includes skills and knowledge required by the occupation.

Reasons for offering technical education are contained in the following statements:

1. Positive California labor market demand data.
2. A significant proportion of the available jobs fall within the technical education area.
3. To meet the related instructional needs of all indentured apprentices.

Commercial Diving (16.0604)

This instructional program includes the study of the underlying sciences inherent in oceanographic technology, as well as methods, skills, materials, and processes commonly used and services performed in commercial diving.

Planned Number of Programs; Enrollments; Completions; and Placements from Commercial Diving

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	65	41	26	11	4

Electronic Technology (16.0108)

This instructional program is designed to develop in the individual the capacity to perform in such areas as: Practical circuit feasibility; prototype development and testing; development of maintenance techniques; systems analysis including design, selection, installation, calibration, and testing; and the application of engineering data and preparation of reports and test results in support of the professional personnel in the electronics field.

Planned Number of Programs; Enrollments; Completions; and Placements from Electronic Technology

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	6	183	58	22	11	4
1979	6	194	87	31	18	9
1980	6	190	60	30	11	4
1981	6	194	62	31	12	4
1982	6	198	63	32	12	4

Fire Science (16.0602)

This instructional program is a planned sequence of classroom instruction (including the appropriate sciences such as chemistry) and practical experiences designed to prepare the student to function as a fire control and fire safety specialist.

Mechanical Skill Center (16.0113)

This instructional program is designed to develop knowledge and understanding concerning scientific principles, mathematical concepts, and communicative skills, combined with appropriate laboratory experiences which will prepare a student to become skilled in the mechanical occupations.

Planned Number of Programs; Enrollments; Completions; and Placements From Mechanical Skill Center

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	126	75	24	9	5
1979	1	21	14	8	0	0
1980	1	131	78	39	9	6
1981	1	134	80	40	10	6
1982	1	136	81	41	10	6

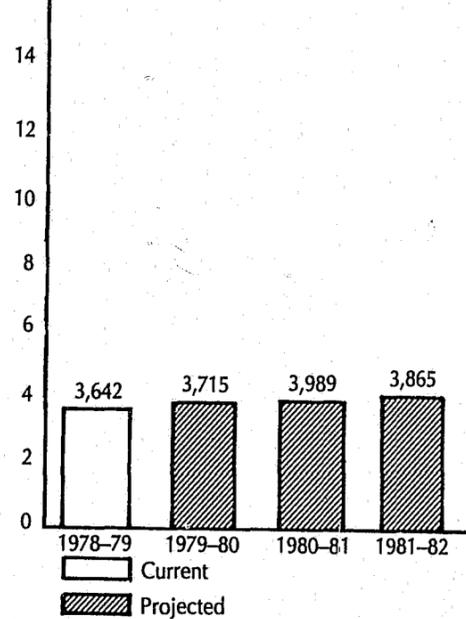
Metals Skill Center (16.0114)

This instructional program includes an organization of subject matter and laboratory experiences including specialty courses, physical sciences, mathematics, and general education concerned with the production, research, and/or quality control of metals.

TRADE AND INDUSTRIAL OCCUPATIONS (17.00)

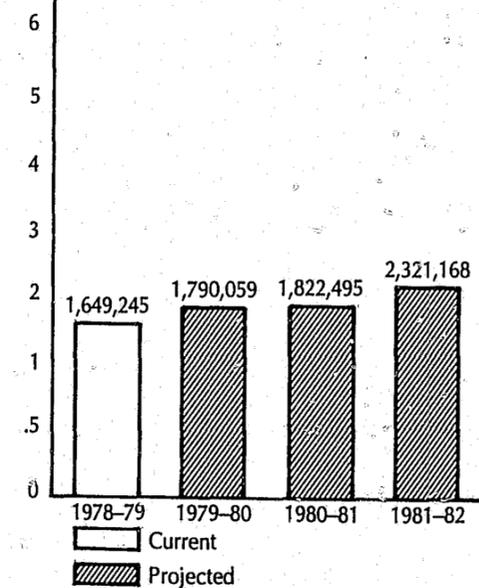
Trade and industrial occupations are the branch of vocational education which is concerned with preparing persons for initial employment, or for upgrading or retraining workers in a wide range of trade and industrial occupations. Such occupations are skilled or semi-skilled and are concerned with layout designing, producing, processing, assembling, testing, maintaining, servicing, or repairing any product or commodity.

THOUSANDS ENROLLMENTS IN TRADE AND INDUSTRIAL OCCUPATIONS



MILLIONS

* Employment Trends in California



* Source: *The California Five-Year State Plan For Vocational Education*

The goal to be achieved in order to meet the labor demands for occupations in this subject matter area during the 1978-82 planning period is:

1. To provide the types and kinds of subject matter technical assistance, curriculum, program and student services that will insure quality programs that fully meet the current and projected California labor market demand.

Reasons for offering courses in trade and industrial education are the following:

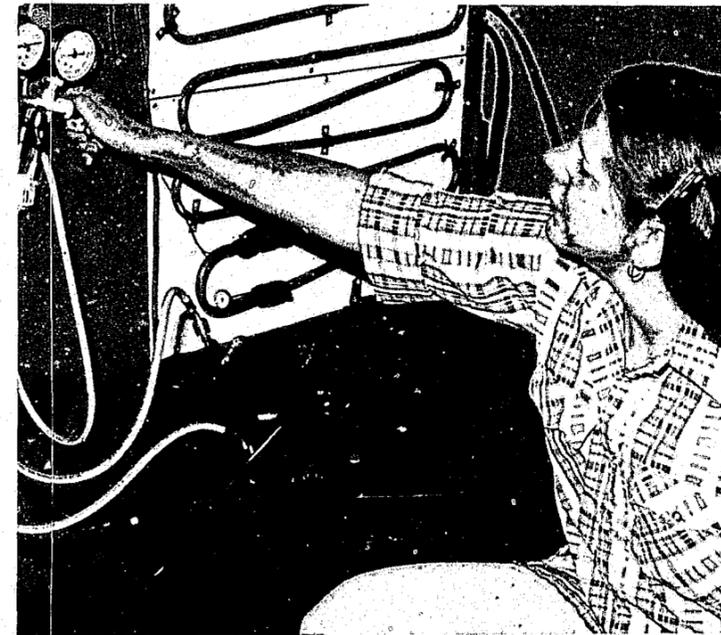
1. Positive California labor market demand data.
2. A significant proportion of the available jobs fall within the trade and industrial occupations area.
3. To meet the related instructional needs of all indentured apprentices.

Air Conditioning (17.0100)

This instructional program includes classroom and shop experiences which enable the student to become proficient in the installation repair and maintenance of commercial and domestic air conditioning systems. Included is instruction in the theory and application of basic principles involved in conditioning of air cooling, heating, filtering, and controlling humidity; the operating characteristics of various unit and parts; blueprint reading; the use of technical reference manuals; the diagnosis of malfunctions; the overhaul, repair and adjustment of units and parts such as pumps, compressors, valves, springs, and connections; and the repair of electric pneumatic control systems.

Planned Number of Programs; Enrollments; Completions; and Placements from Air Conditioning

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	3	158	44	12	6	5
1979	2	61	29	8	9	2
1980	3	164	46	23	6	5
1981	3	168	47	24	7	5
1982	3	171	48	24	7	5



Air Engine Mechanic (17.0401)

This instructional program includes classroom and shop experiences concerned with the inspection, repair, servicing, and overhauling of all airplane parts including engines, propellers, instruments, airframes, fuel and oil tanks, control cables, and hydraulic units. Learning the use of technical manuals and various kinds of testing equipment also is emphasized.

Planned Number of Programs; Enrollments; Completions; and Placements from Air Engine Mechanic

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	15	6	0	0	0
1979	1	23	8	6	2	0
1980	1	16	6	3	0	0
1981	1	16	6	3	0	0
1982	1	16	7	4	0	0

Airframe Mechanic (17.0401)

This instructional program includes classroom and shop experiences concerned with the inspection, repair, servicing, and overhauling of all airplane parts including engines, propellers, instruments, airframes, fuel and oil tanks, control cables, and hydraulic units. Learning the use of technical manuals and various kinds of testing equipment also is emphasized.

Planned Number of Programs; Enrollments; Completions; and Placements from Airframe Mechanic

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	14	9	0	0	0
1979	1	22	6	5	1	0
1980	1	15	9	5	0	0
1981	1	15	10	5	0	0
1982	1	15	10	5	0	0

Appliance Repair (17.0200)

This instructional program includes classroom and shop experiences concerned with the theory of electrical circuitry, simple gearing, linkages, and lubrication in the operation, maintenance, and repair of components including relays, time switches, pumps, and agitators used in appliances such as washers, dryers, vacuum cleaners, toasters, water heaters, and stoves. Related training is provided in the use of familiar tools, test equipment, and service manuals, and in making cash estimates for repairs.

Planned Number of Programs; Enrollments; Completions; and Placements from Appliance Repair

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	56	22	8	3	3
1979	3	51	9	4	0	0
1980	2	58	23	12	3	3
1981	2	59	23	12	3	3
1982	2	61	24	12	3	3

Auto Mechanic (17.0302)

This instructional program includes learning experience concerned with the components of the vehicle, including engine, power transmission, steering, brakes, and electrical systems. Included is training in the use of diagnostic and testing equipment and tools used in the repair process.

Planned Number of Programs; Enrollments; Completions; and Placements from Auto Mechanic

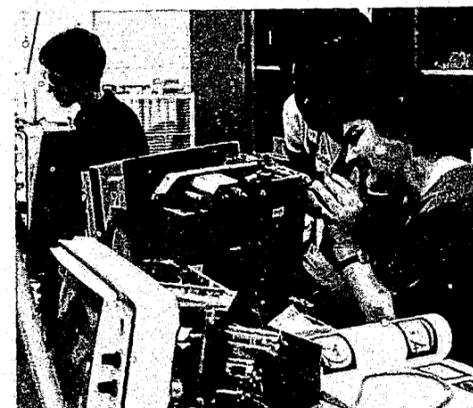
Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	10	375	84	49	15	6
1979	9	388	168	89	33	9
1980	10	390	87	51	16	6
1981	10	398	89	52	16	6
1982	10	406	91	53	16	6

Auto Service Specialist (17.0302)

This instructional program includes learning experience concerned with the components of the vehicle, including engine, power transmission, steering, brakes, and electrical systems. Included is training in the use of diagnostic and testing equipment and tools used in the repair process.

Planned Number of Programs; Enrollments; Completions; and Placements from Auto Service Specialist

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	29	13	5	0	0
1979	2	96	3	1	0	0
1980	1	30	14	7	0	0
1981	1	31	14	7	0	0
1982	1	31	14	7	0	0



Baking (17.2901)

This instructional program includes specialized classroom and practical work experiences associated with the preparation of bread, crackers, cakes, pies, pastries and other bakery products for retail distribution or for consumption in a commercial food service establishment. Instruction includes baking, freezing, and handling of bake products; decorating; counter display; and packaging of merchandise.

Planned Number of Programs; Enrollments; Completions; and Placements from Baking

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	6	226	94	4	2	1
1979	5	154	85	22	6	4
1980	6	235	98	49	2	1
1981	6	240	100	50	2	1
1982	6	245	102	51	2	1

Body and Fender Repair (17.0301)

This instructional program includes specialized learning experiences concerned with all phases of the repair of damaged bodies and fenders, including metal straightening by hammering; smoothing areas by filing, grinding, or sanding; concealment of imperfections; painting; and replacement of body components, including trim.

Planned Number of Enrollments; Completions; and Placements From Body and Fender Repair

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	4	141	42	10	2	14
1979	6	288	86	24	1	19
1980	4	147	44	22	2	15
1981	4	150	45	23	2	15
1982	4	153	45	23	2	15

Cosmetology (17.2602)

This instructional program includes classroom and practical experiences concerned with a variety of beauty treatments, including the care and beautification of the hair, complexion, and hands. Instruction includes training in giving shampoos, rinses, and scalp treatments; hair styling, setting, cutting, dyeing, tinting, and bleaching; permanent waving; facials; manicuring; and hand and arm massaging. Bacteriology, anatomy, hygiene, sanitation, salon management (including keeping records), and customer relations also are emphasized. Instruction is designed to qualify pupils for the licensing examination.

Planned Number of Programs; Enrollments; Completions; and Placements From Cosmetology

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	99	30	23	0	0
1979	1	114	25	16	4	0
1980	1	103	31	24	0	0
1981	1	105	32	25	0	0
1982	1	107	32	25	0	0



Drafting (17.1300)

This instructional program includes organized specialized learning experiences which emphasize theory, use of the drafting room and laboratory and shopwork as each relates to gathering and translating of data or specifications, including the aspects of planning, preparing, and interpreting mechanical, architectural, structural, pneumatic, marine, electrical/electronic, topographical, and other drawings and sketches. Instruction is designed to provide experiences in drawing; the use of reproduction materials, equipment, and processes; the preparation of reports and data sheets for writing specifications; the development of plan and process charts and drawings; and the development of models.

Planned Number of Programs; Enrollments; Completions; and Placements From Drafting

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	3	103	74	17	7	0
1979	3	150	36	17	11	2
1980	3	107	77	39	7	0
1981	3	109	79	40	7	0
1982	3	112	80	40	7	0

Drycleaning (17.1601)

This instructional program includes classroom and practical experiences concerned with theory and knowledge in drycleaning plant management and processes. Instruction includes receiving garments, inspecting, dry and wet cleaning, identifying spots and spotting, pressing, dyeing, sorting, testing, and wrapping wearing apparel, household furnishings, and other articles of textile construction or leather. Also emphasized are experiences concerned with various cleaning agents, kinds of fabrics, alteration and repair of articles, and uses of hand and power tools and equipment.

Planned Number of Programs; Enrollments; Completions; and Placements From Drycleaning

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	5	254	109	45	5	1
1979	5	181	88	41	6	1
1980	5	264	113	57	6	1
1981	5	270	116	58	6	1
1982	5	275	118	59	6	1

Electrical Maintenance (17.1401)

This instructional program contains organized subject matter and experiences which include theory, laboratory, and shopwork as each relates to planning functions, generating and transmitting electricity installing and maintaining electrical and communications systems, and equipment components. Instruction emphasizes practical application of mathematics, the sciences, circuit diagrams and blueprint reading, sketching, and other subjects essential to preparation for employment in the electrical occupations.

**Planned Number of Programs;
Enrollments; Completions; and Placements
From Electrical Maintenance**

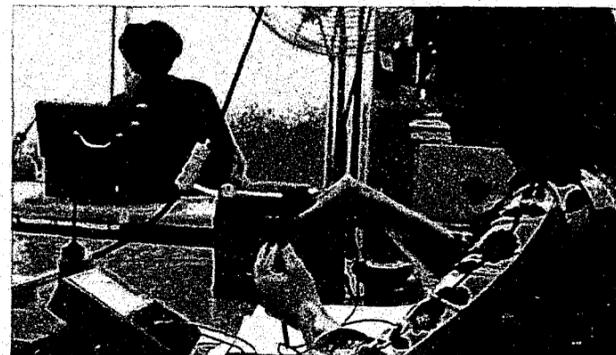
Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	33	10	0	0	0
1979	2	38	12	5	0	1
1980	2	34	10	5	0	0
1981	2	35	11	6	0	0
1982	2	36	11	6	0	0

Fabrics Skill Center (17.1600)

This instructional program includes classroom and laboratory experiences concerned with all phases of maintenance service on all types of fabrics. Instruction emphasizes identifying, marking and entering, sorting, assembling, wrapping, and bagging clothing and other fabrics; a wide range of information dealing with drycleaning and spotting agents, detergents, bleacher and dyes; effects of heat on various fabrics; skills involved in the use of hand tools and power equipment such as power presses for flat work, roller presses, washers, extractors, and dryers, and alteration and repair of fabrics.

**Planned Number of Programs;
Enrollments; Completions; and Placements
From Fabric Skill Center**

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	50	16	11	0	1
1979	1	85	25	12	4	0
1980	1	52	17	12	0	1
1981	1	53	17	12	0	1
1982	1	54	17	12	0	1



Food Service Skill Center (17.2900)

This instructional program contains organized specialized learning experiences which include theory, laboratory, and shopwork as they relate to planning, selection, purchasing, preserving, preparing, and serving food and food products. Included is the study of a variety of foods and their nutritional values, food processing, quantity cooking, storing equipment, and sanitation in food handling and management.

**Planned Number of Programs;
Enrollments; Completions; and Placements
From Food Service Skill Center**

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	3	105	55	14	12	3
1979	1	394	53	13	0	0
1980	3	109	57	29	13	3
1981	3	111	58	29	13	3
1982	3	114	60	30	13	3

Furniture Technology (17.3601)

This instructional program includes specialized classes and practical work experiences concerned with mass production of products such as window frames, moldings, trim and panels; and with making such products as furniture, store fixtures, kitchen cabinets, and office equipment. Instruction includes training in cutting, shaping, and assembling parts by means of hand tools and woodworking machines; refinishing furniture; installing hardware, e.g., hinges, catches, and drawer pulls; planning layouts; blueprint reading; drafting, and features of various kinds of woods.

**Planned Number of Programs;
Enrollments; Completions; and Placements
From Furniture Technology**

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	36	6	2	1	0
1979	2	37	6	3	1	0
1980	2	37	6	3	1	0
1981	2	38	6	3	1	0
1982	2	39	6	3	1	0

Janitorial Technology-Housekeeping (17.1100)

This instructional program includes classroom and shop experiences concerned with all phases of the care and cleaning of buildings, fixtures, and furnishings, including all types of building interiors such as linoleum, plastic, terrazzo, tile and wood floors; rugs; and plastic wood panel, paint and synthetic wall coverings. Skills are taught in the use and care of hand and power tools for such operations as dusting, dust mopping, wet mopping, scrubbing, waxing, and refinishing.

**Planned Number of Programs;
Enrollments; Completions; and Placements
From Janitorial Technology**

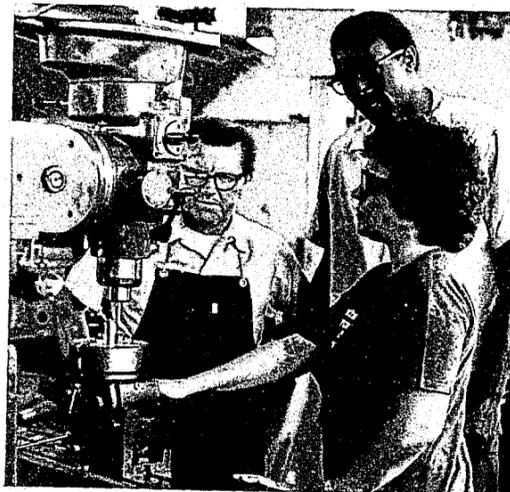
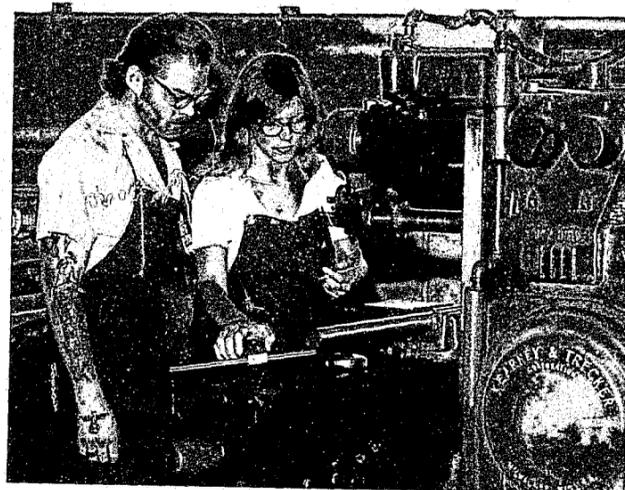
Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	219	125	75	2	0
1979	1	87	65	32	6	0
1980	2	228	130	78	2	0
1981	2	232	133	80	2	0
1982	2	237	135	81	2	0

Lens Grinding (17.2101)

This instructional program includes classroom, laboratory, and practical experiences concerned with surface-layout, lens generation, spherical and cylindrical polishing. Instruction includes experiences in edge-layout, automatic and hand beveling, hardening (tempering), frame mounting, and final inspection.

Planned Number of Programs; Enrollments; Completions; and Placements From Lens Grinding

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	29	5	3	0	2
1979	1	33	7	5	1	1
1980	1	30	5	3	0	2
1981	1	31	5	3	0	2
1982	1	31	5	3	0	2



Machine Shop (17.2302)

This instructional program includes specialized classroom and shop experiences concerned with all aspects of shaping metal parts. Instruction involves making computations relating to work dimensions, tooling, feeds, and speeds of machining. Also emphasized are: work on the bench and on lathes, shapers, milling machines, grinders, and drills; uses of precision measuring instruments such as layout tools, micrometers, and gauges methods of machining and heat treatment of various metals; blueprint reading; and the layout of machine parts.

Planned Number of Programs; Enrollments; Completions; and Placements From Machine Shop

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	6	221	119	79	6	5
1979	6	191	120	93	5	5
1980	6	230	124	82	6	5
1981	6	235	126	83	6	5
1982	6	239	129	85	6	5

Marine Engine Repair (17.3100)

This instructional program includes classroom and shop experiences concerned with maintaining and repairing of small engines, and outboard motors. Instruction includes principles of internal combustion engine operations, reading technical manuals and customer relations.

Planned Number of Programs; Enrollments; Completions; and Placements From Marine Engine Repair

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	57	16	4	3	0
1979	1	25	8	8	0	0
1980	2	59	17	9	3	0
1981	2	60	17	9	3	0
1982	2	62	17	9	3	0

Masonry (17.1004)

This instructional program includes specialized classroom and shop experiences concerned with the cutting, chipping, and fixing in position of concrete blocks, brick, and glass blocks using bonding materials and handtools. Included is training in reading architectural plans, planning, and estimating.

Planned Number of Programs; Enrollments; Completions; and Placements From Masonry

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	54	23	10	0	0
1979	1	36	22	9	2	1
1980	2	56	24	12	0	0
1981	2	57	24	12	0	0
1982	2	58	25	13	0	0

Meat Cutting (17.2903)

This instructional program includes the specialized classroom and practical work experiences concerned with the cutting, trimming, and preparation of carcasses and consumer-size portions for sale by wholesale or retail establishments, or for cooking in a food service establishment. Instruction is provided in the use of certain meat cutting tools, identification of and techniques used in cutting different cuts of meats, dressing poultry, processing fish, counter display, and refrigeration of meats, poultry, and fish.

Planned Number of Programs; Enrollments; Completions; and Placements From Meat Cutting

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	4	109	51	38	19	10
1979	5	83	54	34	5	24
1980	4	207	53	39	19	10
1981	4	211	54	40	19	10
1982	4	215	55	41	19	10

Mill and Cabinet (17.3601)

This instructional program includes specialized class and practical work experiences concerned with mass production, production of products such as window frames, moldings, trim, and panels; and with making such products as furniture, store fixtures, kitchen cabinets, and office equipment. Instruction includes training in cutting, shaping, and assembling parts by means of handtools, and woodworking machines; refinishing furniture, installing hardware, e.g. hinges, catches, and drawer pulls; planning layouts, blueprint reading; drafting; and features of various kinds of woods.

Planned Number of Programs; Enrollments; Completions; and Placements From Mill and Cabinet

Fiscal Year	Programs	Enrollments	Comple-tions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	6	175	71	38	5	29
1979	7	427	92	31	32	24
1980	6	182	74	39	5	29
1981	6	186	75	40	5	29
1982	6	189	77	41	5	29

Office Machine Repair (17.0600)

This instructional program includes classroom and shop experiences concerned with maintaining and repairing a variety of office machines such as typewriters, dictation machines, and calculators; data processing equipment used for recording and processing data; and duplicating and mailing machines. Instruction includes diagnostic techniques; understanding of mechanical principles such as those involved in gears, cams, levers and eccentrics; nomenclature; uses and care of special hand and power tools; soldering; mechanical drawing; principles of electricity and electronics; uses of testing devices; and business procedures and customer relations.

Planned Number of Programs; Enrollments; Completions; and Placements From Office Machine Repair

Fiscal Year	Programs	Enrollments	Comple-tions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	57	25	5	1	0
1979	2	47	28	7	1	6
1980	2	59	26	13	1	0
1981	2	60	27	14	1	0
1982	2	62	27	14	1	0

Painter (17.1005)

This instructional program includes specialized classroom and shop experiences concerned with the preparation and finishing of exterior and interior surfaces by the application of protective or decorative coating materials such as lacquer, paint, and wallpaper. Instruction includes experiences in scraping, burning, or sanding surfaces; making, mixing, and matching paints and colors; and applying coating with brush, roller or spray gun, or by cutting, pasting, and hanging wallpaper.

Planned Number of Programs; Enrollments; Completions; and Placements From Painter

Fiscal Year	Programs	Enrollments	Comple-tions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	14	7	0	0	0
1979	1	28	12	10	0	0
1980	1	15	7	4	0	0
1981	1	15	7	4	0	0
1982	1	15	8	4	0	0

Plumber (17.1007)

This instructional program includes specialized classroom and shop experiences concerned with layout, assembly, installing, altering and repairing piping systems, including related fixtures and fittings in structures by use of pipecutting, bending and threading tools; welding, soldering and brazing equipment; and other hand and power tools and equipment.

Planned Number of Programs; Enrollments; Completions; and Placements From Plumber

Fiscal Year	Programs	Enrollments	Comple-tions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	30	3	0	0	0
1979	1	17	7	0	0	0
1980	1	31	3	2	0	0
1981	1	32	3	2	0	0
1982	1	32	3	2	0	0

Printer, Compositor (17.1901)

This instructional program includes organized learning experiences concerned with layout, composition, makeup, and hand and machine typesetting and typesetting.

Planned Number of Programs; Enrollments; Completions; and Placements From Compositor

Fiscal Year	Programs	Enrollments	Comple-tions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	34	5	0	0	0
1979	1	10	5	0	0	0
1980	1	35	5	3	0	0
1981	1	36	5	3	0	0
1982	1	37	5	3	0	0

Printer, Graphic Arts (17.1900)

This instructional program includes organized, specialized learning experiences which include theory, laboratory, and shopwork as they relate to all phases of hot and cold typesetting, layout, composition, presswork, and binding, including flexography, lithography, photo-engraving, and other graphic arts related to the printing industry. Emphasis is on typographical layouts and design, hand and machine typesetting, camera and plate work, imposition, typesetting, offset and platen press makeup and operation, papercutting, ink and color preparation, binding, and production by silk screen process.

Planned Number of Programs; Enrollments; Completions; and Placements From Printer, Graphic Arts

Fiscal Year	Programs	Enrollments	Comple-tions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	94	38	12	4	0
1979	2	84	30	11	0	0
1980	2	98	40	20	4	0
1981	2	100	40	20	4	0
1982	2	102	41	21	4	0

Printer, Offset (17.1902)

This instructional program includes organized learning experiences concerned with making ready, operating, and maintaining printing presses.

Planned Number of Programs; Enrollments; Completions; and Placements From Printer, Offset

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	75	37	17	3	4
1979	3	131	26	23	2	2
1980	2	78	39	20	3	4
1981	2	80	39	20	3	4
1982	2	81	40	20	3	4

Printer, Silk Screen (17.1905)

This instructional program includes organized learning experiences concerned with the preparation of silk screens and the operations of silk screen printing.

Planned Number of Programs; Enrollments; Completions; and Placements From Printer, Silk Screen

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	36	4	7	2	0
1979	1	42	6	4	0	0
1980	1	37	4	2	2	0
1981	1	38	4	2	2	0
1982	1	39	4	2	2	0

Sewing Machine Mechanic (17.9900)

This instructional program includes classroom, laboratory, and practical experiences concerned with maintaining and repairing various types of sewing machines. Instruction includes experiences in diagnosing malfunctions; disassembling, repairing and/or replacing faulty parts; cleaning, assembling, and adjusting; and using special bench and handtools, meters, and standards.

Planned Number of Programs; Enrollments; Completions; and Placements From Sewing Machine Mechanic

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	2	68	18	10	5	1
1979	2	56	18	13	0	0
1980	2	71	19	11	5	1
1981	2	72	19	11	5	1
1982	2	74	19	11	5	1



Sheet Metal (17.2305)

This instructional program includes specialized classroom and shop experiences concerned with the layout, fabrication, erection or installation, and maintenance of items made of steel, copper, stainless steel, and aluminum, such as ventilating, air-conditioning and heating ducts, kitchen equipment, signs, furniture, and skylights. Instruction includes the use of handtools and machines, such as the cornice brake, forming rolls, and squaring shears; drafting; and blueprint reading.

Planned Number of Programs; Enrollments; Completions; and Placements From Sheet Metal

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	4	85	38	13	5	5
1979	2	56	18	13	0	0
1980	4	88	40	20	5	5
1981	4	90	40	20	5	5
1982	4	92	41	20	5	5

Shoe Repair (17.3402)

This instructional program includes organized classroom and shop experiences concerned with the repair of all types of footwear. Instruction emphasizes types and care of shoes; kinds and uses of tools and machines; shoe construction; shoe repairing, including replacement of worn parts such as heels and soles, and sewing parts that need mending; orthopedic shoemaking and repair; leather refinishing and dyeing; salesmanship and simple bookkeeping.

Planned Number of Programs; Enrollments; Completions; and Placements From Shoe Repair

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	4	98	42	15	4	7
1979	4	119	47	0	0	0
1980	4	102	44	22	4	7
1981	4	104	45	23	4	7
1982	4	106	45	23	4	7

Small Engine Repair (17.3100)

This instructional program includes classroom and shop experiences concerned with maintaining and repairing a variety of small engines used on portable power equipment, e.g., lawnmowers, outboard motors, chain saws, and rotary tillers. Instruction includes principles of internal combustion engine operation, reading technical manuals and customer relations.

Planned Number of Programs; Enrollments; Completions; and Placements From Small Engine Repair

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	27	7	2	0	0
1979	1	3	0	0	0	0
1980	1	28	7	4	0	0
1981	1	29	7	4	0	0
1982	1	29	8	4	0	0

Upholstery (17.3500)

This instructional program includes classroom and shop experiences concerned with all aspects of upholstery, including furniture, automobile seats, caskets, mattresses, and bedsprings, instruction includes history and styles of furniture; installing, repairing, arranging and securing springs, filler, padding, and covering material; pattern making; cutting, sewing, and trimming; outside covering; cushion filling; styling and designing; tufting and buttoning; and wood refinishing.

Planned Number of Programs; Enrollments; Completions; and Placements From Upholstery

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	3	112	71	14	14	0
1979	4	148	53	18	13	3
1980	3	117	74	37	14	0
1981	3	119	75	38	14	0
1982	3	121	77	39	14	0

Watch Repair (17.2100)

This instructional program includes classroom, laboratory, and practical experiences concerned with maintaining and repairing meters, instruments, watches and clocks, and other physical measuring devices. Instruction includes experiences in diagnosing malfunctions; disassembling, repairing and/or replacing faulty parts; cleaning, assembling and adjusting; and using special bench and handtools, meters and standards.

Planned Number of Programs; Enrollments; Completions; and Placements From Watch Repair

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	1	9	0	0	0	0
1979	1	25	10	9	0	0
1980	1	9	4	2	0	0
1981	1	10	5	3	0	0
1982	1	10	5	3	0	0

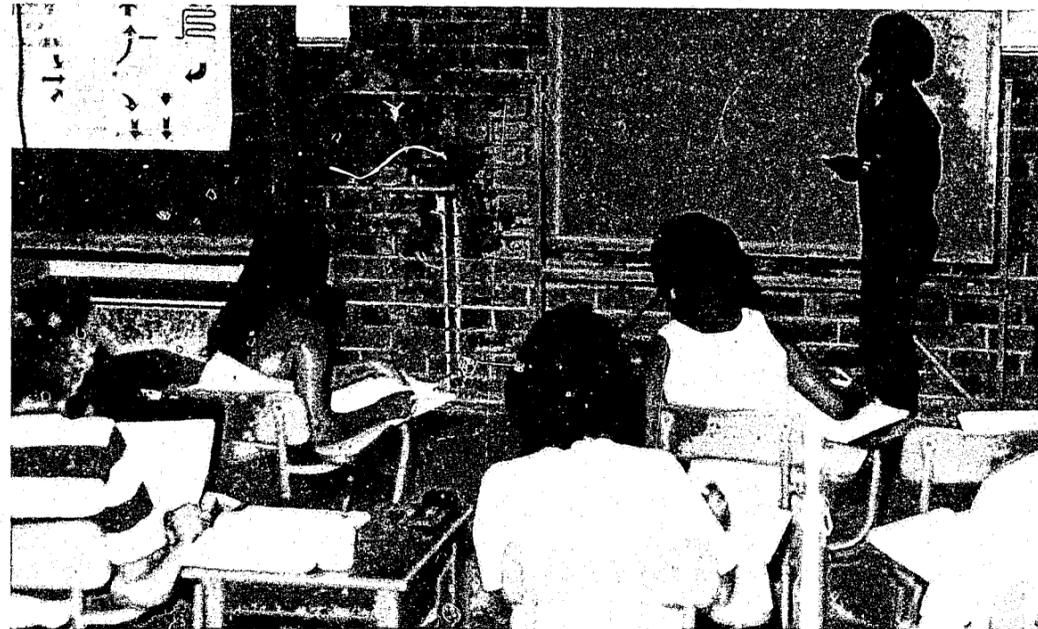
Welding (17.2306)

This instructional program includes specialized classroom and shop experiences concerned with all types of metal welding, brazing, and flame cutting. Instruction emphasizes properties of metals, blueprint reading, electrical principles, welding symbols and mechanical drawing.

Planned Number of Programs; Enrollments; Completions; and Placements From Welding

Fiscal Year	Programs	Enrollments	Completions	Placements		
				Occupation For Which Trained	Related Occupation	Advanced Training
1978	5	255	87	8	0	2
1979	7	443	151	66	5	15
1980	5	265	91	46	0	2
1981	5	271	92	46	0	2
1982	5	276	94	47	0	2

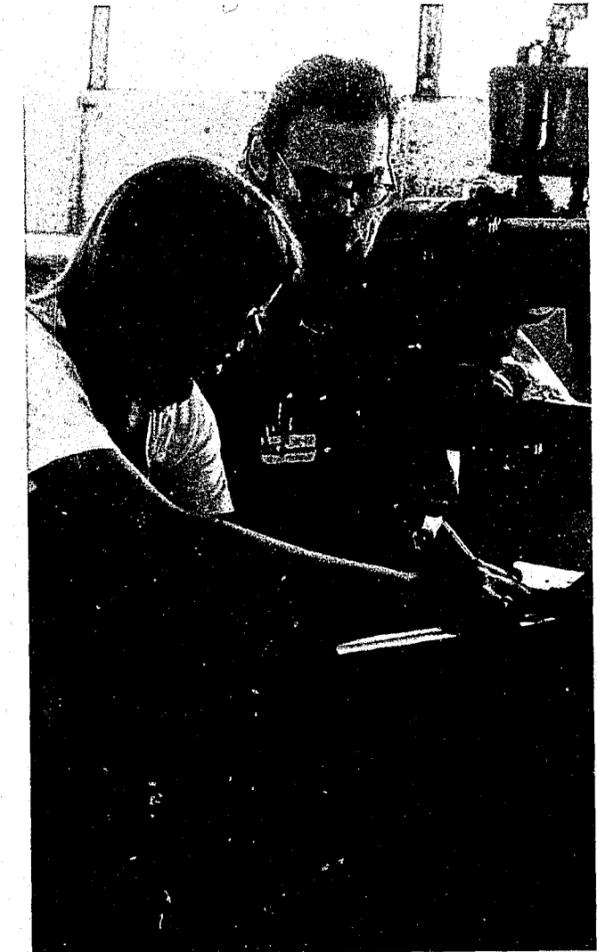
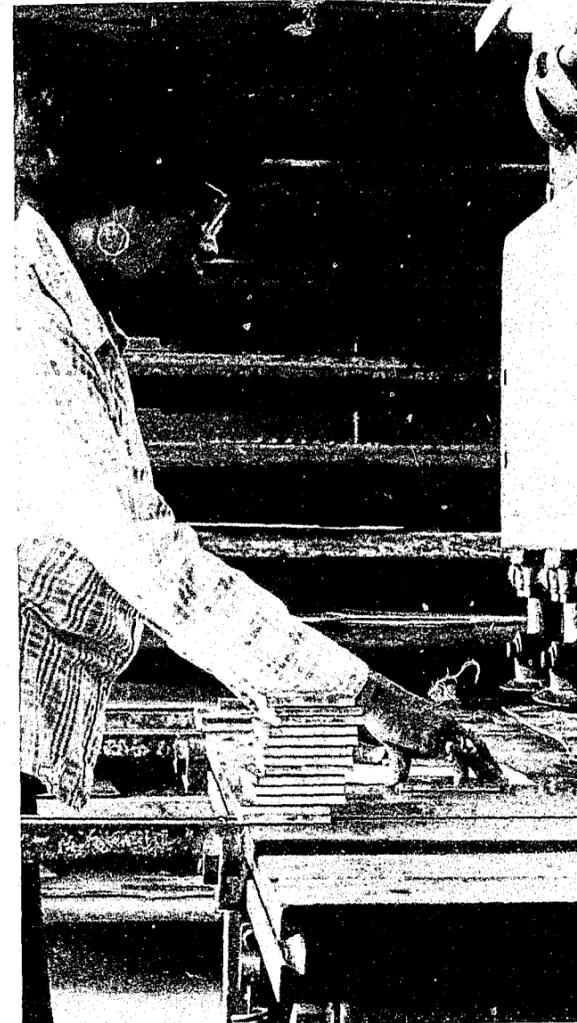




VOCATIONAL GUIDANCE AND COUNSELING

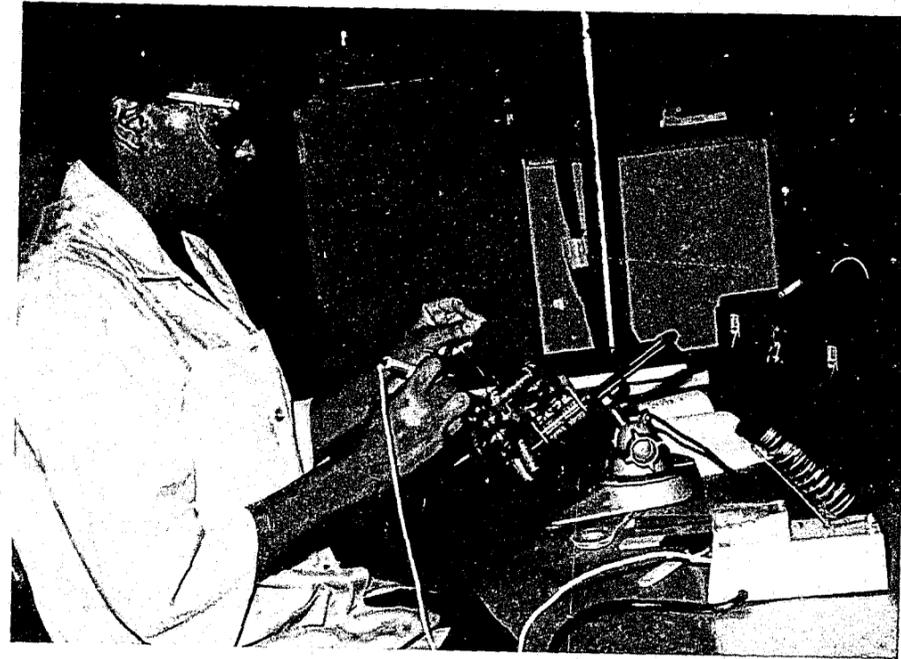
The necessity for gaining knowledge and insight into the phenomenon of career development has come, in part, from the fact that our present society is substantially different from what it was at the turn of the century. The work world in particular has undergone dramatic changes, both structurally and occupationally. Industrial and business structures have become highly complex and occupational specialization is increasing. As a result, the work world frequently is invisible and unknown, particularly to incarcerated persons. Their knowledge and understanding of the industrial and occupational world and their relationship to it is often diffused and distorted. Suffering in varying degrees from occupational illiteracy, many inmates find it difficult to visualize a career life.

To meet the challenge of occupational change, the department has assumed a major responsibility for providing vocational guidance and counseling programs designed to enhance the career development of all inmates. The programs are compatible with other education goals and objectives.



NON-TRADITIONAL TRAINING FOR FEMALE INMATES

The issue of sex-role stereotyping has become a major concern in career preparation and employment for women. Overcoming social, cultural, and historical barriers which prevent or retard equity for women, though formidable, is not an impossible task for the department.



PLANNING PRIORITIES

Based on the findings and recommendations of a Department of Finance study entitled *California Youth Authority and California Department of Corrections Vocational Program Effectiveness* conducted in October 1977; *A Report of Study on Vocational Programs in Selected California Correctional Institutions for Male Felons* conducted in 1975 by Dr. Ralph Bregman; and other evaluation studies and staff observations the priorities for use of VEA, CDC, and other resources during the 1978-82 planning period are as follows:

Inmate Services

- Develop and implement job placement and inmate follow-up services.
- Develop and implement comprehensive vocational screening and orientation procedures for female inmates.

Instruction

- Provide equal job preparation opportunities for both men and women.
- Purchase equipment to establish and improve non-traditional vocational education programs for female inmates.
- Purchase equipment to improve or expand established vocational education programs for male inmates.
- Integrate survival skills curriculum in every vocational training program.
- Increase trade advisory councils for select vocational training programs.

Accountability

- Review programs for compliance with provisions of the Vocational Education Act and *The California Five-Year State Plan for Vocational Education*.
- Identify and conduct needs assessments on all handicapped inmates.

Evaluation

- Identify and utilize Federal and State Vocational Education Program Evaluation Criteria.
 - Evaluate all Vocational Education Training programs.
- Exhibit III lists the planning priorities for program improvement during the 1978-82 planning period.

**EXHIBIT III
DEPARTMENT OF CORRECTIONS
PLANNING MATRIX FOR 1978-82**

<i>PRIORITIES</i>	<i>OBJECTIVES</i>	<i>ACTIVITIES</i>	<i>FINANCIAL RESOURCE</i>	<i>STAFF RESPONSIBILITY</i>
<i>Inmate Services</i> Develop and implement job placement and inmate followup services.	By June 30, 1982 a State-wide Vocational Education reporting system will be established and reporting job placement and follow-up information on each inmate completing vocational training programs.	CDC Central Office staff will analyze a proposed placement and follow-up reporting system for compliance with VEA data requirements and solicit implementation funds.	U. S. Commissioner of Education or State CETA funds will be used to accomplish this objective.	CDC Central Office.
	By June 30, 1982 the placement rate for CDC inmates will be at least 50% of those successfully completing vocational training programs.	CDC Central Office staff will provide at least one workshop annually to institution staff on job search and job finding techniques and strategies.	CDC funds will be used to accomplish this objective.	CDC Central Office.
Develop and implement comprehensive vocational screening and orientation procedures for female inmates.	By June 30, 1979 comprehensive vocational screening and orientation procedures for placing inmates in vocational training programs will be established for female inmates located at the California Institution for Women and the California Rehabilitation Center.	The California Institution for Women and the California Rehabilitation Center will hire staff and purchase materials necessary to assist female inmates plan and prepare for their life careers and to explore and utilize the training opportunities of all vocational programs.	VEA funds will be used to accomplish this objective.	CIW and CRC.
<i>Instruction</i> Provide equal job preparation opportunities for both men and women.	By June 30, 1981 male and female inmates located at the California Rehabilitation Center will participate equally in the center's total vocational educational delivery system.	California Rehabilitation Center staff will resolve the administrative and logistical concerns associated with integrating non-traditional vocational programs with men and women.	CDC and VEA funds will be used to accomplish this objective.	CDC Central Office and CRC.

**EXHIBIT III
DEPARTMENT OF CORRECTIONS
PLANNING MATRIX FOR 1978-82 (CONT'D)**

<i>PRIORITIES</i>	<i>OBJECTIVES</i>	<i>ACTIVITIES</i>	<i>FINANCIAL RESOURCE</i>	<i>STAFF RESPONSIBILITY</i>
	By June 30, 1981 female inmates located at the California Institution for Women will utilize the vocational training programs located at the California Institution for Men.	California Institution for Men and Women staff will resolve the administrative and logistical concerns associated with female inmates using the training facilities located at the California Institution for Men.	CDC and VEA funds will be used to accomplish this objective.	CIM and CIW.
<i>Instruction</i> Purchase equipment to establish and improve non-traditional vocational education programs for female inmates.	By June 30, 1979 equipment will be purchased to establish vocational programs for female inmates located at the California Institution for Women.	Institution staff will purchase equipment and hire an instructor for a computer programming and analyst program at the California Institution for Women.	VEA funds will be used to accomplish this objective	CIW
	By June 30, 1979 equipment will be purchased to improve vocational programs for female inmates located at the California Rehabilitation Center.	Institution staff will purchase equipment to improve the word processing and printing program at the California Rehabilitation Center.	VEA funds will be used to accomplish this objective.	CRC
	By June 30, 1981 equipment will be purchased to establish and improve vocational programs located at the California Institution for Women.	Institution staff will purchase equipment to establish an air conditioning and refrigeration training program.	VEA funds will be used to accomplish this objective.	CIW
		Institution staff will purchase equipment to improve the vocational word processing training program.	VEA funds will be used to accomplish this objective.	CIW
Purchase equipment to improve established vocational education programs for male inmates.	By June 30, 1981, equipment will be purchased to improve the Welding Program located at the California Men's Colony.	Institution staff will purchase training equipment needed to improve the Vocational Welding program at the California Men's Colony.	VEA funds will be used to accomplish this objective.	CMC

**EXHIBIT III
DEPARTMENT OF CORRECTIONS
PLANNING MATRIX FOR 1978-82 (CONT'D)**

<i>PRIORITIES</i>	<i>OBJECTIVES</i>	<i>ACTIVITIES</i>	<i>FINANCIAL RESOURCE</i>	<i>STAFF RESPONSIBILITY</i>
	By June 30, 1981, equipment will be purchased to improve the Office Machine Repair Program located at the California Correctional Center.	Institution staff will purchase or lease the equipment needed to improve and expand the Office Machine Repair Program at the California Correctional Center.	VEA funds will be used to accomplish this objective.	CCC
	By June 30, 1981, equipment will be purchased or leased to improve and expand the Electronic Data Processing Program located at San Quentin.	Institution staff will purchase or lease the equipment needed to improve and expand the Electronic Data Processing Program located at San Quentin.	VEA funds will be used to accomplish this objective.	San Quentin.
<i>Instruction</i> Integrate survival skills curriculum in every vocational training program.	By June 30, 1980 survival skills will be taught in every vocational training program.	CDC Central Office staff will coordinate the integration of survival skills into every vocational training program curriculum during a 1979 curriculum revision workshop.	CDC funds will be used to accomplish this objective.	CDC Central Office.
Increase the use of trade advisory councils for select vocational education program operators.	By June 30, 1981 CDC institutions, where feasible, will conduct at least four trade advisory council meetings for each of its vocational training programs.	Annual curriculum revision workshops and vocational education inservice training sessions will be used to promote the importance and use of trade advisory councils in the vocational educational delivery system.	CDC funds will be used to accomplish this objective.	CDC Central Office.
Provide technical assistance to all vocational education program operators.	By June 30, 1980 CDC Central Office will establish a comprehensive technical assistance system that will provide assistance to at least eight correctional institutions.	CDC Central Office staff will secure training and technical assistance commitments from the Chancellors Office, California Community Colleges, and the State Department of Education to provide on-call technical assistance to all CDC vocational education program operators.	CDC, SDE, and Chancellor's Office funds will be used to accomplish this objective.	CDC Central Office, SDE, Chancellor's Office.

**EXHIBIT III
DEPARTMENT OF CORRECTIONS
PLANNING MATRIX FOR 1978-82 (CONT'D)**

<i>PRIORITIES</i>	<i>OBJECTIVES</i>	<i>ACTIVITIES</i>	<i>FINANCIAL RESOURCE</i>	<i>STAFF RESPONSIBILITY</i>
<i>Accountability</i> Review programs for compliance with provisions of the Vocational Education Act and <i>The California Five-Year Plan for Vocational Education</i> .	By June 30, 1980 all CDC vocational education programs will comply with the provisions of the California State Plan and the Vocational Education Act of 1976.	CDC Central Office and institution staff will be trained in the application of State Plan and Vocational Education Act compliance provisions to all programs during the 1980 vocational education in-service training workshop.	CDC funds will be used to accomplish this objective.	CDC Central Office, SDE, Chancellor's Office.
Identify and conduct needs assessments on all handicapped inmates.	By June 30, 1981 all CDC handicapped inmates will be identified and their vocational education needs assessed.	CDC Central Office and State Department of Education staff will explore and implement strategies for identifying the vocational needs of all handicapped CDC inmates.	State Department of Education funds will be used to accomplish this objective.	CDC Central Office, SDE, Chancellor's Office.
<i>Evaluation</i> Identify and utilize Federal and State vocational education program evaluation criteria.	By June 30, 1980 CDC Central Office staff will be trained in the application of Federal and State evaluation criteria for CDC vocational education programs.	Chancellor's Office, California Community Colleges staff will conduct at least two in-service training workshops on MAR, COPES, and SAM evaluation models.	Chancellor's Office, California Community Colleges funds will be used to accomplish this objective.	Chancellor's Office, California Community Colleges, and CDC Central Office.
Evaluate all vocational training programs.	By June 30, 1980 CDC Central Office staff will complete an internal evaluation of all CDC vocational training programs.	CDC Central Office staff will establish a contract to provide for a third party, independent fiscal and program evaluation of all CDC vocational training programs.	VEA funds will be used to accomplish this objective.	CDC Central Office.

END