

To: Program Managers, SETA-Funded WIA Service Providers,
Site Supervisors, Sacramento Works Career Centers (SWCC)

From: Kathy Kossick, Executive Director

RE: Use of Individual Training Accounts for Distance Learning

WIA Directive # 01-08

Training made possible due to cable television, live interaction with instructors via telephone and advances in computer technology is often referred to as distance training or distance learning. Distance training is an example of how new interactive computer technologies and cable television have been able to provide, create or replicate the types of training that in the past normally took place in a classroom setting. Using an online computer connection, distance training can establish a setting for students and instructors where, for example, lessons are assigned, completed and returned, and discussions can be held online.

The ability to monitor attendance and progress in training is a primary concern when approving the use of distance training. The key element to approving distance training is based primarily on the interactive nature of the training experience between instructor and student. A means of communication must be established where the instructor can ask questions of the students, and the students can respond and ask questions of the instructor.

Distance learning courses can be an option to consider if:

- ✓ The customer must work, be home to care for children, or is homebound or
- ✓ The driving distance from home or office makes it difficult to get to campus for a scheduled course
- AND**
- ✓ The customer is motivated and self-disciplined enough to study independently and to set aside regular, daily studytime so they can keep up with assignments and finish the course within the period it is offered
- AND**
- ✓ The customer has access to and can use a home computer with Internet access and a modem or
- ✓ The customer has access to cable television.

Approval of distance training may be considered when the program of training:

- ✓ Is on the State ETPL and the vendor has a subcontract with SETA
- ✓ Leads to completion of a program of training within a specified period of time
- ✓ Is conducted online, via the world wide web and/or is transmitted by television
- ✓ Requires students to interact with instructors
- ✓ Requires students to take periodic tests
- ✓ Provides progress reports, and
- ✓ Upon successful completion leads to a certificate, an associate degree, baccalaureate degree, or the skills or competencies needed for a specific occupation.

These conditions ensure actual participation in training and also provide staff with a means to monitor a student's participation and progress.

Correspondence training or distance learning programs that lack immediate and interactive feedback between student and instructor and regular progress reports to casemanagers shall not be approved for scholarships.