

<b>TRAINING AND EMPLOYMENT NOTICE</b>	<b>NO.</b> 5-08
	<b>DATE</b> August 14, 2008

TO: ALL STATE WORKFORCE LIAISONS  
ALL STATE WORKFORCE AGENCIES  
ALL ONE-STOP CAREER CENTER SYSTEM LEADS  
ALL LOCAL WORKFORCE INVESTMENT BOARDS

FROM: GAY M. GILBERT /s/  
Administrator  
Office of Workforce Investment

SUBJECT: The National Parent and Teacher Association's (PTA) Career  
Planning Toolkit

1. **Purpose.** To inform workforce liaisons, workforce agencies, and local One-Stop Career Centers about copies of the PTA Goes to Work Toolkit being mailed to each entity.
2. **Background.** The Employment and Training Administration (ETA) and the National PTA have jointly launched the PTA Goes to Work Campaign. As a result of this project, an internet site ([http://www.pta.org/pta\\_goes\\_to\\_work.asp](http://www.pta.org/pta_goes_to_work.asp)) and a PTA Career Planning Toolkit were developed to provide PTA members, school personnel and families with information that will better enable high school age youth to explore tools and utilize available resources to assist with career planning.

In October 2007, the toolkits were mailed to the 26,000 PTAs throughout the country, with an additional 80,000 mailed to school administrators. A Training and Employment Notice (TEN) NO. 17-07, "National Parent Teacher Association (PTA) Goes to Work Campaign," was also released November 16, 2007 to inform local One-Stop Career Centers about ETA's partnership with the National PTA.

3. **PTA Goes to Work and the PTA Career Planning Toolkit.** Based upon the overwhelming responses received from the workforce system at the Workforce Innovations Conference in 2007 and over the last nine months, ETA and PTA will distribute toolkits to the Comprehensive One-Stop Centers; State WIA Liaisons; State and Local Workforce Investment Boards; and State Workforce Agencies. All of these entities will receive these toolkits during the upcoming weeks.

The PTA Goes to Work Toolkit contains a Leader Guide; a Parent Guide; a Student Guide; a CD-Rom with Career Voyages and other Department of Labor Resources; and additional promotional items, including one hard copy of the recent InDemand Magazine. In addition to the PTA Goes to Work Web site ([http://www.pta.org/pta\\_goes\\_to\\_work.asp](http://www.pta.org/pta_goes_to_work.asp)), the toolkit is also available on the Web sites for Career Voyages ([www.careervoyages.gov](http://www.careervoyages.gov)); Workforce3One ([www.workforce3one.org](http://www.workforce3one.org)); and the Employment & Training Administration's Division of Youth Service's Web site ([www.doleta.gov/youth\\_services](http://www.doleta.gov/youth_services)) to promote a broader usage.

4. **Next Steps.** Please take advantage of this opportunity to strengthen the career awareness among the schools in your communities and regions. Utilize and share the wealth of resources provided in the toolkit with parents and students. In addition, this campaign provides an opportunity to continue collaborative efforts and dialogue around youth career exploration among members of the state and local workforce system and National PTA units.
5. **Action Required.** States are requested to share this Training and Employment Notice with their local One-Stop Career Centers.
6. **Inquiries.** Questions should be directed to Gregg Weltz, Director, Division of Youth Services, (202) 693-3030.