



Operating Standard

Title: Workforce/Contract Education

Number: A2000.50

Type: Administrative

Responsible: VPAA; CAO

Related Policies: A2000, A2100, B1006

Linked Operating Standards: A2000.00, A2000.05, A2000.10, A2000.15, A2000.20, A2000.25, A2000.30, A2000.35, A2000.40, A2000.45, A2000.55, A2000.60,

Related Laws:

Related External Standards: [ICCB 1501.301; 1501.309](#)

Standards:

HLC Criterion: 3B, 4A, 4B

Statement

Shawnee Community College is committed to enhancing regional workforce development by providing responsive and effective vocational skills education programs that align with employer needs and support student career advancement. The College's workforce training programming ([B1006 Workforce Training](#)) is designed to create pathways to employment, strengthen local industry partnerships, and promote economic growth within the community. These efforts are grounded in a commitment to equitable access and outcomes, ensuring all individuals—particularly those from underserved or underrepresented populations—have the opportunity to benefit from high-quality workforce education.

Definitions

Vocational Skills Education (PCS codes 1.6)- courses designed to provide short-term job entry training, to upgrade the skills of persons already employed, or to review skills for career re-entry. The training emphasizes hands-on experience and is often aligned with current industry standards to ensure relevance and applicability. While similar in intent to Career and Technical Education (CTE) programs (PCS codes 1.2), which may lead to academic degrees or certificates, vocational skills training courses are shorter in duration and do not carry academic credit. They serve as a flexible option for workforce development, addressing immediate employment needs without the extended commitment of traditional academic programs. In doing so, they also provide accessible training options that can support greater equity in workforce participation and advancement.

Benefits of Workforce Training

Workforce training is an essential service that supports both public and private sector development. When employees complete customized workforce training, employers gain value through:

- an agile and skilled workforce that introduces new ideas and creativity in a rapidly evolving market
- alignment of employee skills with business goals and objectives
- improved employee loyalty, morale, job satisfaction, and retention
- enhanced continuity, consistency, productivity, and revenue growth

Employees benefit from workforce development programs that upgrade skills or retrain them for new assignments, resulting in:

- increased productivity, employability, mobility, and earning potential.
- enhanced value when training meets nationally recognized criteria or is linked to professional certificates and degree programs.
- fulfillment of licensing or certification maintenance requirements.
- added value when workforce training courses or programs transfer across professional development systems.

Guidelines

Curriculum and Course Development: As detailed in A2100.00 Curriculum Development and A2100.20 Course Development, the College will:

- design courses and programming based on labor market needs, employer feedback and requests, and industry certification standards
- adapt programming to emerging workforce trends and employer demands
- focus student learning on hands-on skills, employability, and career progression
- partner with local industries, faculty, and community stakeholders to guide course development
- align all courses with licensure and accreditation requirements when possible
- ensure a seamless connection between workforce training courses and academic programs at the College
- maintain a strong partnership between the Small Business Development Center (SBDC) services and workforce training courses
- prioritize equitable access to workforce training by considering barriers such as cost, transportation, technology, and prior educational attainment in the design and delivery of programs

Employee Advisement and Planning: By incorporating student advisement and planning, employees benefit from personalized guidance on how workforce training fits into their long-term professional goals. The College will:

- ensure workforce training aligns with long-term career opportunities, stackable credentials, and potential academic degree pathways
- help students assess their career goals, prior experience, and how the training will benefit their employability
- provide students with job placement assistance, such as resume building, job search strategies, and interview preparation
- encourage inclusive advising practices that support students from diverse backgrounds, including first-generation college students, adult learners, and those re-entering the workforce

Employer Advisement and Planning: When contracting with Shawnee Community College for workforce training, employers benefit from integrated advisement services that ensure targeted, high-impact training solutions. Through a collaborative approach, the College will:

- work with employers to assess workforce skill gaps to customize training to meet specific job roles and business needs
- ensure that training meets industry regulations and certification requirements
- facilitate regular communication to make training adjustments to ensure that skills learned translate directly to workplace improvements
- collaborate with employers to expand inclusive hiring pipelines by identifying how workforce training can address equity gaps in local employment sectors

Roles & Responsibilities

The oversight of Workforce/Contract Education is structured to ensure strategic alignment, program quality, and responsiveness to community and employer needs.

- **Vice President of Academic Affairs (VPAA)**
The VPAA provides overall institutional leadership for Workforce/Contract Education, ensuring alignment with academic priorities, strategic goals, and compliance with ICCB and other regulatory standards.
- **Dean of Career and Technical Education (CTE)**
The Dean of CTE supervises the development, delivery, and evaluation of workforce training programs, ensuring they are data-informed, responsive to labor market needs, and integrated where appropriate with academic offerings.
- **Director of Business and Workforce Development**
Reporting to the Dean of CTE, the Director oversees the daily operations of workforce and contract training programs, including employer engagement, contract negotiation and implementation, program design, and coordination of non-credit training services.
- **Workforce Training and Development Staff**
Staff supporting the Office of Business and Workforce Development manage and deliver specialized training programs such as truck driving, Highway Construction Careers Training Program (HCCTP), CPR, and others. They ensure high-quality instruction, maintain training records, data tracking, employer communication, student support for workforce programs, and assist in curriculum development.
- **Small Business Development Center (SBDC)**
As a key unit within the workforce training division, the SBDC supports entrepreneurs and small businesses by offering training, one-on-one advising, and business development resources. It contributes to economic development while providing pathways for contract training collaborations.

Accountability & Oversight

Regular review processes are conducted to ensure all programs remain aligned with industry standards, employer needs, and institutional goals.

- Internal reporting and performance assessments are submitted in the form of monthly reports to the VPAA and the Board of Trustees, an annual board monitoring report, and strategic plan updates.
- External reports are submitted for grants and programs that are accredited, regulated, and/or funded by outside agencies, such as Illinois Small Business Association, Illinois Department of Transportation, American Heart Association, Illinois Department of Financial and Professional Regulation, Occupational Safety and Health Administration, and Federal Motor Carriers Association. Disaggregated data on enrollment, completion, and employment outcomes are reviewed to identify and address equity gaps in participation and success.
- Programmatic and course changes, new initiatives, and major contracts are reviewed and approved through the appropriate chain of command before execution and implementation.
- Program planning includes proactive strategies to recruit and retain diverse participants and ensure training is inclusive and accessible to all learners and areas of the College's district.
- All trainers and staff participating in programs and courses requiring professional licensure are reviewed to ensure they meet the appropriate credentialing standards set by licensing or certifying bodies, and possess the industry experience necessary to deliver compliant, high-quality instruction aligned with regulatory requirements.

Change Log		Governance Unit: Acad Affairs Council
Date	Description of Change	
4.24.25	Initial Adoption	