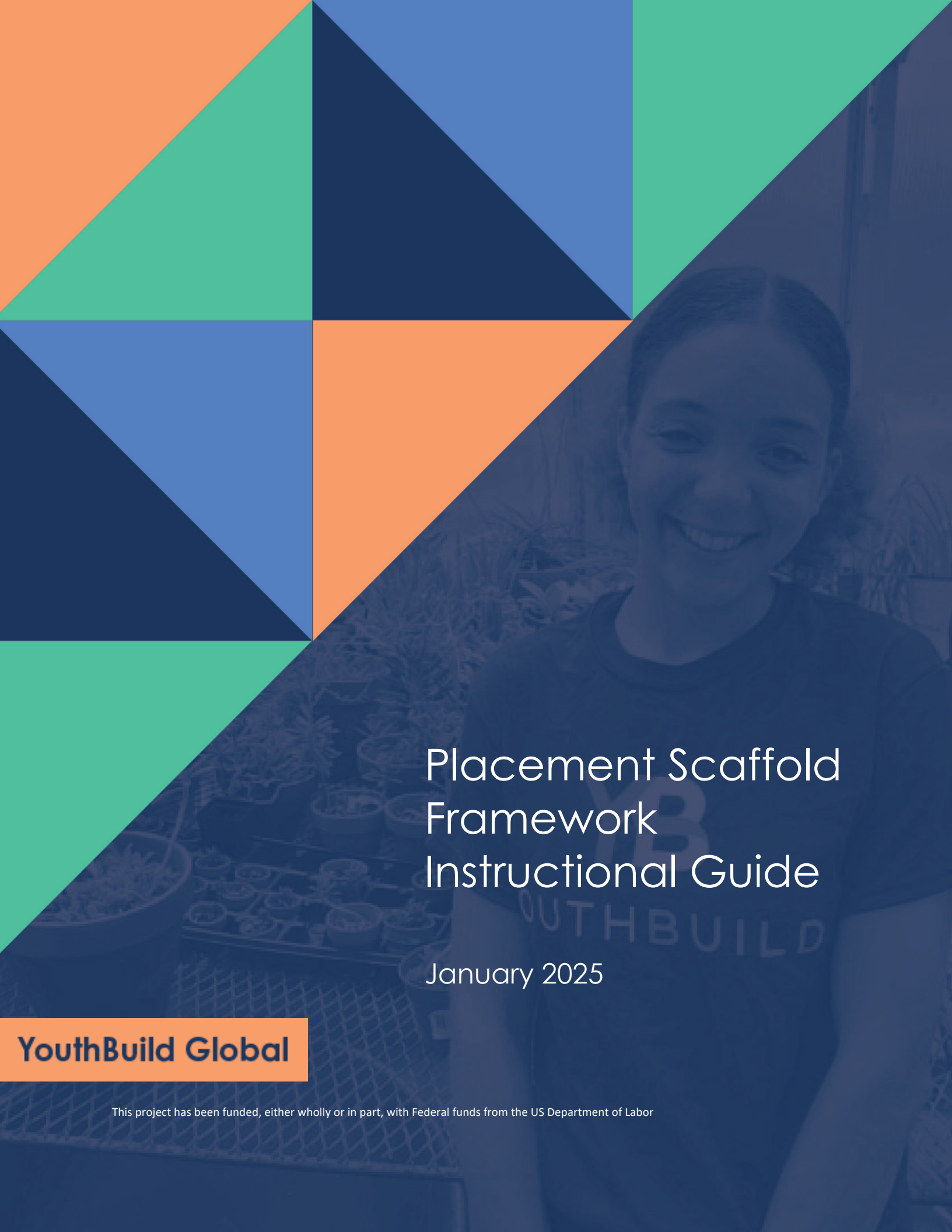




Placement Scaffold Framework Instructional Guide

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YouthBuild Global

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Table of Contents

INTRODUCTION	3
OVERVIEW OF STEPS.....	3
HOW TO USE THE PLACEMENT SCAFFOLD FRAMEWORK.....	4
INSTRUCTIONS FOR EACH STEP	5
Step 1: Defining Readiness Instructions	5
Step 2: Match Partners to Defined Readiness Levels Instructions	6
Step 3: Placing Youth on the Participant Scaffold Instructions	6
Step 4: Match Participants to Partners Instructions	7
APPENDIX - TEMPLATES.....	8
Step 1 Templates	8
Step 2 Templates	10
Step 3 Templates	11
Step 4 Templates	12

INTRODUCTION

The Placement Scaffold is a framework for programs to help match participants to job and postsecondary (PSE) opportunities. Its goal is to help programs think about how to aim for 100% placement by considering the varied types of opportunities participants can engage in to develop their job and PSE skills and progress toward successful placement. This framework provides structured steps, customizable templates, and examples for placement readiness planning.



OVERVIEW OF STEPS

The Placement Scaffold framework consists of four steps:

1. Use the **Define Readiness by Career Pathway Template** to develop clear and explicit criteria for each readiness level for your career pathway(s) that you can share with staff, participants, and partners.
2. Complete the **Employer Scaffold Template** by identifying your employer and PSE partners and the opportunities they may offer your participants along the readiness levels.
3. Complete the **Participant Scaffold Template** by evaluating your participants' readiness compared to the Definitions of Readiness. We recommend evaluating participants' readiness several times throughout the program. You may want to do this midway through the program to plan for work experiences (WEX), and one month before your program cycle ends to plan placements. It might also be helpful to refresh or redo during the follow-up period.
4. Complete the **Matching Scaffold Template** by matching participants to employer and PSE opportunities. This can provide a roadmap for your team to aim for 100% placement.



HOW TO USE THE PLACEMENT SCAFFOLD FRAMEWORK

ACTION STEPS

IDENTIFY TEAM MEMBERS

WATCH THE WEBCAST

REVIEW EXAMPLE TEMPLATES

CUSTOMIZE EACH TEMPLATE

FILLABLE & EXAMPLE TEMPLATES

Each step has a fillable template for your team to customize to your program, community, and youth context. Also included is an example completed template based on input from YouthBuild programs and industry experts who have used this framework.

WHO SHOULD BE INVOLVED

We recommend viewing the webcast and completing the templates as a team, including program leaders, staff working with employers and PSE partners, and staff working closely with participants and know their career interests and readiness levels. For example, you might include the Program Director, Case Manager, Occupational Trainers, and Job Developers.



An accompanying webcast is available to help program staff understand how to use the framework and integrate the templates and examples into their planning.

WHERE TO FIND THE FILLABLE & EXAMPLE TEMPLATES:



The **customizable fillable templates** are in the Appendix of this document. You can choose to:

- Option 1: Print and fill them out
- Option 2: Complete them electronically

Example templates are available in the webcast PowerPoint.



INSTRUCTIONS FOR EACH STEP

Step 1: Defining Readiness Instructions

Identify and define each readiness level for the career pathway(s) offered by your program. We recommend you consider the six readiness levels:

1. Not Quite Ready Yet (for work or college/PSE)
2. Part-Time Work or On-Demand Job Ready (on-demand means ready to hire now, seasonal, or gig jobs)
3. Basic Job Ready – Full-Time Work
4. College/Postsecondary Education Ready
5. Career Ready
6. Registered Apprenticeship Ready

Tips



- You will see an example of the Define Readiness by Career Pathway Template. This was developed with input from multiple YouthBuild programs, including the New York City Collaborative.
- If you offer multiple career pathways, consider completing a template for each pathway. Are the readiness definitions the same for participants in a construction pathway as they are for participants in a healthcare pathway?
- Once you draft your definitions, discuss them with your participants to gather their input and your employer and PSE partners to gain their perspectives.
- After it's finalized, consider putting the definitions on your walls so participants, staff, and visitors can see.

Step 2: Match Partners to Defined Readiness Levels Instructions

1. Brainstorm a list of your current employer and PSE partners.
2. Consider the opportunities your partners currently offer or could potentially offer.
3. Evaluate where each partner would fall within the readiness levels.
4. Place your partners into the applicable readiness level. Consider listing the roles or opportunities they may offer participants.



Tips

- Some employers may have roles in multiple categories. For example, a hospital may hire part-time staff for food service roles and may hire youth after completing a CNA certification.
- Note if and where there are gaps in your employer partners in specific categories.
- If you notice that your program does not have enough employer partners in a specific category to provide your participants with strong “matches,” that can be a next step for your placement team. They can connect with new employer partners in your local area with openings matching your needs. For example, if most of your youth are Part-Time Work or On-Demand Job Ready but most of your employer partners are expecting Career Ready youth, your team can be intentional about making connections with new employer partners that have part-time opportunities.
- Use the Employer Scaffold Examples for each Career Pathway to spur your thinking about what types of employers or PSE partners you might connect with in each category.

Step 3: Placing Youth on the Participant Scaffold Instructions

1. Evaluate each participant’s readiness in your program, providing your placement team member(s) valuable information as they seek to match youth to placement opportunities.
2. After you evaluate each participant’s readiness, place the names of the participants who want to enter Construction or your C+ pathways under their readiness category.



Tips

- The Participant Scaffold is designed to be “snapshots in time” to ensure all staff have input on the placement of participants. For example, a Participant Scaffold can be completed midway through your program, one month before ending the cohort cycle, then again during the follow-up period. Each time you complete the Participant Scaffold, participants may change categories as they advance in their career readiness, or as their career interests change.
- If a participant is not interested in Construction or your C+ pathways, we recommend you place them in the row marked “Other” with a brief note about their career interests.

Step 4: Match Participants to Partners Instructions

Complete the “Matching Scaffold Template” by matching specific Employer and PSE Partnerships opportunities for each participant.



If you notice that your program does not have enough employer partners in a specific category to provide your participants with strong “matches”, that can be a next step for your placement team. They can connect with new employer partners in your local area that have openings that match your needs. For example, if most of your youth are Part-Time Work or On-Demand Job Ready but most of your employer partners are expecting Career Ready youth, your team can be intentional about making connections with new employer partners that have part-time opportunities.

APPENDIX - TEMPLATES

Step 1 Templates

Define Readiness by Career Pathway Template (Construction)

Pathway	Not Quite Ready Yet	Part-Time or On-Demand Job Ready	Basic Job Ready – Full-Time Work	College/PSE Ready	Career Ready	Registered Apprenticeship Ready
Construction						

Define Readiness by Career Pathway Template (Construction Plus)

Pathway	Not Quite Ready Yet	Part-Time or On-Demand Job Ready	Basic Job Ready – Full-Time Work	College/PSE Ready	Career Ready	Registered Apprenticeship Ready
Construction Plus (C+): _____						

Step 2 Templates
 Employer Scaffold Template

Pathway	Not Quite Ready Yet	Part-Time or On-Demand Job Ready	Basic Job Ready – Full-Time Work	College/PSE Ready	Career Ready	Registered Apprenticeship Ready
Construction						

Step 3 Templates
Participant Scaffold Template

Pathway	Not Quite Ready Yet	Part-Time or On-Demand Job Ready	Basic Job Ready – Full-Time Work	College/PSE Ready	Career Ready	Registered Apprenticeship Ready
Construction						

Step 4 Templates
 Matching Scaffold Template (Construction)

Pathway	Not Quite Ready Yet	Part-Time or On-Demand Job Ready	Basic Job Ready – Full-Time Work	College/PSE Ready	Career Ready	Registered Apprenticeship Ready
Construction						

Matching Scaffold Template (C+)

Pathway	Not Quite Ready Yet	Part-Time or On-Demand Job Ready	Basic Job Ready – Full-Time Work	College/PSE Ready	Career Ready	Registered Apprenticeship Ready
Construction						