

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

PROCEDURE

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TITLE: CUSTOMIZED TRAINING

**POLICY
REFERENCE NUMBER:** 6-1-100

**DIVISION OF
RESPONSIBILITY:** ECONOMIC DEVELOPMENT

DATE OF LAST REVISION: January 24, 2006

In accordance with State Board Policy, the following process shall be adhered to for the delivery of customized training programs offered through the Economic Development Division of the State Board for Technical and Comprehensive Education.

After a business or industry has announced its intent to locate or expand a facility in South Carolina, the Vice President for Economic Development and the staff, working with the designated personnel of the company, will begin a Discovery Phase of work to design a training program to impart the necessary skills to qualify prospective employees for entry level employment with the company.

Concurrent with the Discovery Phase, the staff will begin development of a scope document which establishes the parameters of the delivery of services offered and a Conceptual Budget to authorize the expenditure of funds consistent with project requirements. As the project develops, a Project Detail Budget will be prepared with line item details on projected expenditures. A final project budget must be prepared prior to the Delivery Phase of the project.

The staff will project the estimated cost of the training program and present an executive summary of the project to the State Board for information and appropriate action.

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Definitions:

Conceptual Budget – A budget developed during the Discovery Phase of the project to account for equipment, facilities, tooling, travel, instructional delivery and other estimated costs based on best practices and experience.

Project Detail Budget – The final budget from the project reflecting best projections of expenses for Facilities, Administration, Equipment, Instructional delivery, Travel and the Discovery, Design and Delivery phases of the project.