

**AP 4104 CONTRACT EDUCATION**

**References:**

Title 5 Section 55170  
Education Code Section 88500, 88520

The District may contract for instructional classes to be offered at the request of public or private agencies or groups. For the Riverside Community College District, this is done through Customized Solutions.

Customized Solutions provides specialized contract training to area businesses and the incumbent workforce. The center provides high quality education and services focusing on continuous workforce improvement, technology deployment, and business development, consistent with the community's regional economy. Customized Solutions explores and develops new alternatives that enable incumbent workers to become more competitive in the region's labor market, to increase competency, and to identify career paths to economic self-sufficiency and lifelong access to good-paying jobs.

Services are designed to respond to the statewide strategic priorities pursuant to the mission of the community colleges' economic and workforce development program, and consistent with programmatic priorities, targeted industries, identified economic development, vocational education, business development and continuous workforce training needs. These direct services include training course development, assessment, one-on-one counseling, seminars, workshops, conferences, training, technology transfer, and administrative support services.

Customized Solutions researches academic, for-credit, course offerings in the college course catalogs to assure that contract training courses do not duplicate for-credit offerings. Customized Solutions courses are specific to business and worker performance improvement training that includes the following:

1. An initial needs assessment process that identifies both training and non-training issues that need to be addressed to improve employee and organizational performance.
2. Consultation with employers to develop action plans that address business or non-profit performance improvements.

3. Training programs that link individual performance requirements with quantifiable business measures resulting in demonstrable productivity gains, and, as appropriate, job retention, job creation, or improvement in wages or living wages.

Customized Solutions identifies, acquires, and leverages community college and other vocational training resources when possible, to support local, regional and statewide economic development. Customized Solutions does not offer FTES generating courses.

From long-term sustained relationships with businesses, labor, and colleges in the region, Customized Solutions supports, develops, and delivers direct services to businesses, colleges, labor organizations, employees, and employers.

Contract development, review, approval and evaluation for the services offered by Customized Solutions is a joint process between Customized Solutions, the Office of Economic Development, the District's office of contracts, compliance and legal services and the Board of Trustees.

Office of Primary Responsibility: Office of Economic Development

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Administrative approval: April 27, 2009