

# CITY OF LOS ANGELES

CALIFORNIA

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COMMUNITY DEVELOPMENT  
DEPARTMENT

215 W. 6TH STREET  
LOS ANGELES, CA 90014



JAMES K. HAHN  
MAYOR

Date: **JAN 27 2003**

To: All City of Los Angeles Full Service and Satellite WorkSource Centers  
Attn: *Center Managers, Case Managers, Job Developers, and Business Service Representatives*

From: *AG*  
Ann Giagni, Director  
Workforce Development Division

Subject: **WIA INFORMATION BULLETIN NUMBER 03-30  
LIMITED ENGLISH PROFICIENT (LEP) APPRENTICESHIP PILOT**

The LEP Apprenticeship Preparation pilot project is currently recruiting LEP candidates for the building trades apprenticeship program. A Vocational English as a Second Language (VESL) class for the pilot project will be taught at Abram Friedman Occupational Center located at 1646 South Olive Street, Los Angeles, 90015, beginning February 3, 2003.

Work Source Centers that have participated in the recruitment are Van Nuys-North Sherman Oaks, Westlake, Hollywood North, West Adams-Baldwin Hills, Central City North Satellite, and West Los Angeles One-Stop. All full service and satellite WorkSource Centers within our system are encouraged and invited to participate in this pilot project. This is a unique career opportunity for LEP clients.

Clients may be referred to the Van Nuys-Sherman Oaks WorkSource for orientations. Please call Rhonda Thomas for information. **Centers that refer any LEP clients who need translation services to orientations should arrange for an interpreter to accompany the client or request for an orientation to take place at your site.** Orientations will take approximately one hour. All potential candidates must attend an orientation.

Lily Rodriguez, project coordinator, will be contacting you to set up recruitment orientations at your site. Please give her your cooperation and assistance in making this pilot a success. If you have any questions, you may contact Lily at (323) 727-2811 or Rhonda Thomas at (818) 267-3281. If you have any questions regarding this bulletin, contact Susan Fong at 213 473-0307, she is the LEP Coordinator for the City of Los Angeles.

AG:LA:SF:cc