ACCESSING THE HIDDEN TALENT POOL:
An Overview of the Information Technology Training Center
MISSION

The S.C. Vocational Rehabilitation Department’s Information Technology Training Center enables eligible South Carolinians with physical disabilities to prepare for, achieve and maintain competitive employment in the information technology field.

HISTORY

In The ITTC grew out of a national movement generated in conjunction with the IBM Corporation in the early 1980s to train qualified people with disabilities for jobs as computer programmers.

People with disabilities are one of the nation’s most significant employee resources but they represent its greatest unemployed minority.

In 1984, the S.C. Vocational Rehabilitation Department’s computer training program was the 28th training center to be established, with the assistance of executives from various local corporations, governmental and educational institutions.

BUSINESS ADVISORY COUNCIL

Those executives became the program’s Business Advisory Council. Guidance from BAC members through the years has ensured that graduates of the ITTC are fully prepared to compete in today’s information technology environment. BAC members participate in:

- Selecting new trainees for the program
- Suggesting curriculum, hardware and software changes
- Serving on subcommittees that guide instruction, candidate progress, intern training, mentoring, graduation, job placement and follow-up
- Promoting the program and the BAC to the business community

ADMISSIONS READINESS

SCVRD staff members from across the state identify potential candidates for the ITTC and refer them to the agency’s Evaluation Center for testing and a three- to four-week assessment. Candidates must also:

- Have confirmation of stability of their disability from their physician
- Have at least a high school diploma or GED certificate
The ITTC provides training in the following five curricula:

- **Business Applications Plus** prepares trainees for entry-level office and administrative positions.
- **Business Oriented Applications** is designed around a specific company’s applications and software.
- **Computer Aided Drafting / Geographic Information Systems** focuses on the development of entry-level CAD and GIS technicians.
- **Programming & Business Intelligence** prepares entry-level computer programmers.
- **Network & Server Support** focuses on developing entry-level computer and network technicians.

### SIX STANDARDS OF TRAINING EXCELLENCE

Trainees receive a progress review every month, based on his or her efforts in six areas:

1. **Attendance**: Trainees are expected to attend at least 90 percent of all class sessions, participate in class activities and be on time for all class sessions.
2. **Technical Mastery**: Trainees must demonstrate technical mastery of their chosen curriculum at each stage of training. They also must use any physical or technical accommodations developed for them by the Rehabilitation Technology Program.
3. **Professional Dress**: Trainees are expected to dress professionally and maintain good grooming.
4. **Professional Behavior**: Trainees are expected to behave in a manner appropriate to the workplace at all times.
5. **Physical Fitness**: Trainees are expected to maintain their maximum physical abilities while in the training program.
6. **Employment Readiness**: Trainees are expected to partner effectively with the ITTC team in seeking employment opportunities.

Trainees who are unable to meet these standards may be sent back to their local counselors for alternate vocational rehabilitation services.

### LOCATION

The ITTC and the Evaluation Center are components of SCVRD’s Center for Comprehensive Programs, located on the agency’s main campus in West Columbia. The ITTC features a classroom building and an 18-room dormitory. For more information, visit us on the web at ittc.scvrd.net.
IT Training Center

SC Vocational Rehabilitation Department

1410-A Boston Ave.
Columbia, SC 29229

Phone: (803) 896-6091
Email: ittc0905@gmail.com
Web: Ittc.scvrd.net