



TITLE: REQUIREMENTS FOR RECORDING MEASURABLE SKILL GAINS POLICY

PROGRAM: WORKFORCE INNOVATION AND OPPORTUNITY ACT

EFFECTIVE DATE: JULY 1, 2018

Purpose

To provide a definition of "measurable skill gains" as it applies to the Individualized Career Services training component of WIOA services and performance measures.

References

Training and Employment Guidance Letter (TEGL) 10-16 and TEGL 10-16 Change 1.

Background

In WIOA legislation, measurable skill gains is a primary indicator included in yearly performance measures. It is the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. The measurable skill gains indicator is different from the other indicators because it is **not** exit-based, meaning a participant can achieve a measurable skill gain while still participating in a program.

Title I Adult and Dislocated Worker – All participants who are in a title I Adult- or Dislocated Worker-funded training program are included in the measurable skill gains indicator (which includes funding a training program for a secondary school program equivalent). This includes all participants in work-based training.

Policy

Reporting of Measurable Skills Gains in Employ Florida (EF)

Below are the education and training programs for which staff must document measurable skills gains made by a customer while participating in the program. The date of the most recent measurable skills gain entered should be the date that the measurable skills gain was achieved. For example, if a customer successfully completes an apprenticeship program running from October 1 through February 1, and staff receives documentation of the completion on February 15, the date of the measurable skills gain entered into EF is February 1, as that was the date the skills gain was achieved.

Please note: The programs listed are the same programs that staff must enter and track toward the attainment of a credential. ***In addition to those programs, staff is***

also required to enter and track measurable skills gains for On-the-Job, Customized and remedial training.

- Secondary – High School Student
- Secondary – Adult Education
- Postsecondary – Associate's Program
- Postsecondary – Bachelor's Program
- Postsecondary – Master's Program
- Postsecondary – Graduate Program
- Postsecondary – Vocational/Technical Program
- Other Education or Training
- Apprenticeship
- Business Enterprise Program (BEP)
- *On-the-Job Training (OJT)*
- *Customized Training(CT)*
- *Remedial Training*

Five Types of Measurable Skills Gains

Five types of measurable skills gains are allowable under WIOA. The type of education or training program the customer is participating in will determine the type of measurable skills gain that could apply.

1. Educational Functioning Level (EFL) Gain

An EFL gain is the advancement of educational level by making measurable improvement in educational attainment as measured by a pre and post-test. An example would be moving from a 9th grade reading level to a 10th grade reading level. The test typically used for this could include the TABE and/or Basic English Skills Test (BEST).

Documentation Examples: Results from a pre and post-test showing skills gains or academic improvement or enrollment in remedial training and then acceptance into post- secondary educational training program.

2. Secondary Transcript/Report Card

For each school year, a transcript or a report card of a customer in HS, HSED, or a GED program demonstrating that they achieved a D or above for all classes taken and are in good academic standing. The report card must not indicate the participant dropped out of school, was removed from the institution, or any other conditions that indicate removal on academic or conduct grounds.

Documentation Examples: Copy of an official or unofficial semester transcript or report card showing passing grades of D or above in all classes and are in good academic standing

Note: If the student has any grade that is lower than a D- it is not considered a measurable skills gains as it does not meet the standard.

3. Post-Secondary Transcript/Report Card

A transcript or a report card demonstrating the following based upon enrollment status:

- Full Time Student – completion of a minimum of 12 hours for one semester.
- Part Time Student – completion of a minimum of 12 credit hours over the course of 2 consecutive semesters during a program year

Documentation Examples: Transcript or report card showing the credit levels were achieved and that the customer was in good academic standing for each semester. The report card must not indicate the participant dropped out of school, was removed from the institution, or any other conditions that indicate removal on academic/conduct grounds.

4. Training Milestone

Satisfactory or better progress towards skill advancement while participating in an OJT, CT, Registered Apprenticeship program or Business Enterprise program.

Documentation for this gain may vary, as programs should identify appropriate methodologies based upon the nature of services being provided, but progress reports must document substantive skill development that the participant has achieved. The gain may be documented by a satisfactory or better progress report from an employer or training provider. Progress reports may include training reports on milestones completed as the individual masters the required job skills, or steps to complete an OJT or apprenticeship program. Increases in pay resulting from newly acquired skills or increased performance also can be used to document progress.

Documentation Examples: Employer provides documentation of midpoint and successful completion of an OJT and CT or of one year of an apprenticeship program.

5. Skills Progression

Successful passage of an exam required for a particular occupation or progress in attaining trade-related benchmarks. Examples include Pass CRC or NCE exams, CDL, and passing a welding certification exam.

Documentation Examples: Copy of exam results indicating a passing score or trade related exam results indicating passing score, passage of a component exam in a Registered Apprenticeship program, employer-required knowledge-based exam, satisfactory attainment of an element on an industry or occupational competency-based assessment, or other completion test necessary to obtain a credential.

Please direct any questions to 386-323-7082.