

West Central Arkansas Workforce Development Board
Larry Carr, Chairman
P O Box 6409, Hot Springs, AR 71902

Defining Measurable Skills Gains

Purpose

To define all five of the Measurable Skills Gains the documentation needed in order to enter a positive outcome in Arkansas Job Link (AJL) and the participants file. This policy provides policy direction and guidance for the implementation of requirements for meeting the Measurable Skills Gains performance Measure. The Measurable Skill Gains indicator is the percentage of 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 documented academic, technical, occupational, or other forms of progress, towards such a credential or employment (see 20 CFR sec. 677.155(a)(1)(v)).

The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals.

References

20 CFR sec. 677.155(a)(1)(v)
TEGL 10-16, Change 1

Section 116(b)(2)(A) of WIOA
TEGL 14-18

Policy

Method #1 – Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary level – If a participant has a low level of literacy at or below EFL level 104 at the date of participation, they should be encouraged to enroll in Adult Education or Literacy to increase their scores to the next EFL.

Documentation:

The career advisor must set a MSG in AJL if the pre-test shows that the participant has low levels of literacy and they are enrolled in Adult Education or Literacy. The career advisor must have a copy of the pre- and post- test in the participants file. The career advisor must make sure that all the test is entered in the Testing Information in AJL. When there is an increase to the next EFL, career advisor must update the MSG section in AJL.

Method #2 – Documented attainment of a secondary school diploma or its recognized equivalent – This MSG will not be utilized at this time since the local board has voted not to enroll in-school youth.

Method #3 – Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards - For secondary education, this gain may be documented through receipt of a secondary transcript or report card for one semester showing that the participant is achieving the State unit's policies for academic standards. For postsecondary education, this gain must demonstrate a sufficient number of credit hours—which is at least 12 hours per semester (or equivalent⁸) or, for part-time students, a total of at least 12 hours over the course of two

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completed semesters (or equivalent) during a 12 month period that shows a participant is achieving the State unit's academic standards (or the equivalent for other than credit hour programs).

Documentation:

The career advisor must set a MSG in AJL if the participant is enrolled in Adult Education/Literacy or Postsecondary Education. In order to show attainment of this measure the career advisor must have the one of following documentation:

- Passage of GED documentation
- School documentation to show passage of the required credits

Method #4 – Milestones – - satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training.

If all boxes are answered “Yes”, enter the date the progress report was issued into AJL. Retain a copy of the progress report in the participant’s central file and in their file in Dropbox.

Measurable Skills Gain #4 Checklist	Yes	No
Is it a progress report?		
<p>Is there documented significant skill development achieved by the Participant?</p> <ul style="list-style-type: none"> • Individual mastery or improvement of job skills. • Steps to complete an OJT or apprenticeship program. • Increases in pay from acquired skills (Did participant get a raise?) • Individual performance is documented to be improved • On a progress report with specific skill ratings, did at least one skill improve/satisfactory? If multiple skills are on the report, identify any single skill that was improved. • Other documented significant skill achievements such as: <ol style="list-style-type: none"> a. Masters the required job skills b. Increases in pay resulting from newly acquired skills or increased performance c. Completing all Work Readiness with portfolio or completing the first 3 work readiness then the last three d. Receive a Career Readiness Certificate to advance employability skills e. Passing drug test if it is required by the worksite. f. Advancing knowledge on Equipment and/or machinery g. Follows safety processes and policies at all times, as defined by company <p>This is not an inclusive list.</p>		

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Method #5: Skill Progression – Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams -- Documentation for this gain may include 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.

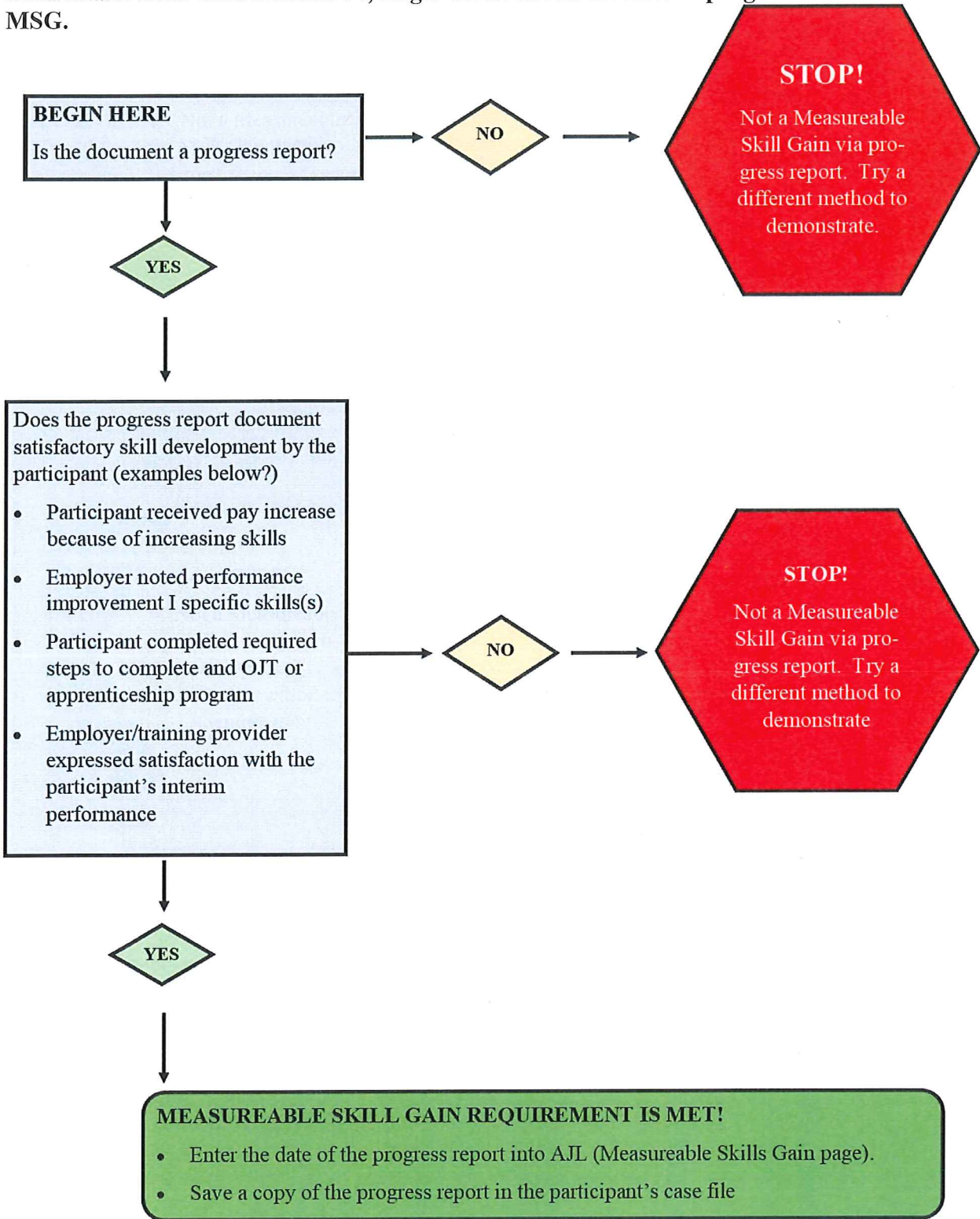
Measurable Skills Gain #5 Checklist	Yes	No
It is an objective exam, test or assessment done by an evaluator on an evaluation, and has pass/fail benchmarks?		
Is the exam/test/assessment required for entry or advancement in a particular occupation? (If the person does not complete the exam, are they qualified/allowed to have the job/training) OR		
Is the exam/test/assessment required for completion of a WIOA credential?		
Is attainment of the credential or occupation part of the participant's IEP or ISS?		
Sample of Skills Progressions may include: <ul style="list-style-type: none">• Passing of the Health Education Systems, Inc. (HESI) test• Passing of National Council Licensure Examination (NCLEX) Exam• Passing of State Commercial Driver's License (CDL)• Passing of Registered Nurse or Licensed Practical Nursing State Board of Nursing Exam• Arkansas Educator Licensure		
This is not an inclusive list.		

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Measurable Skill Gain Method #4, Logic Chart shows the flow of progression to meet this MSG.

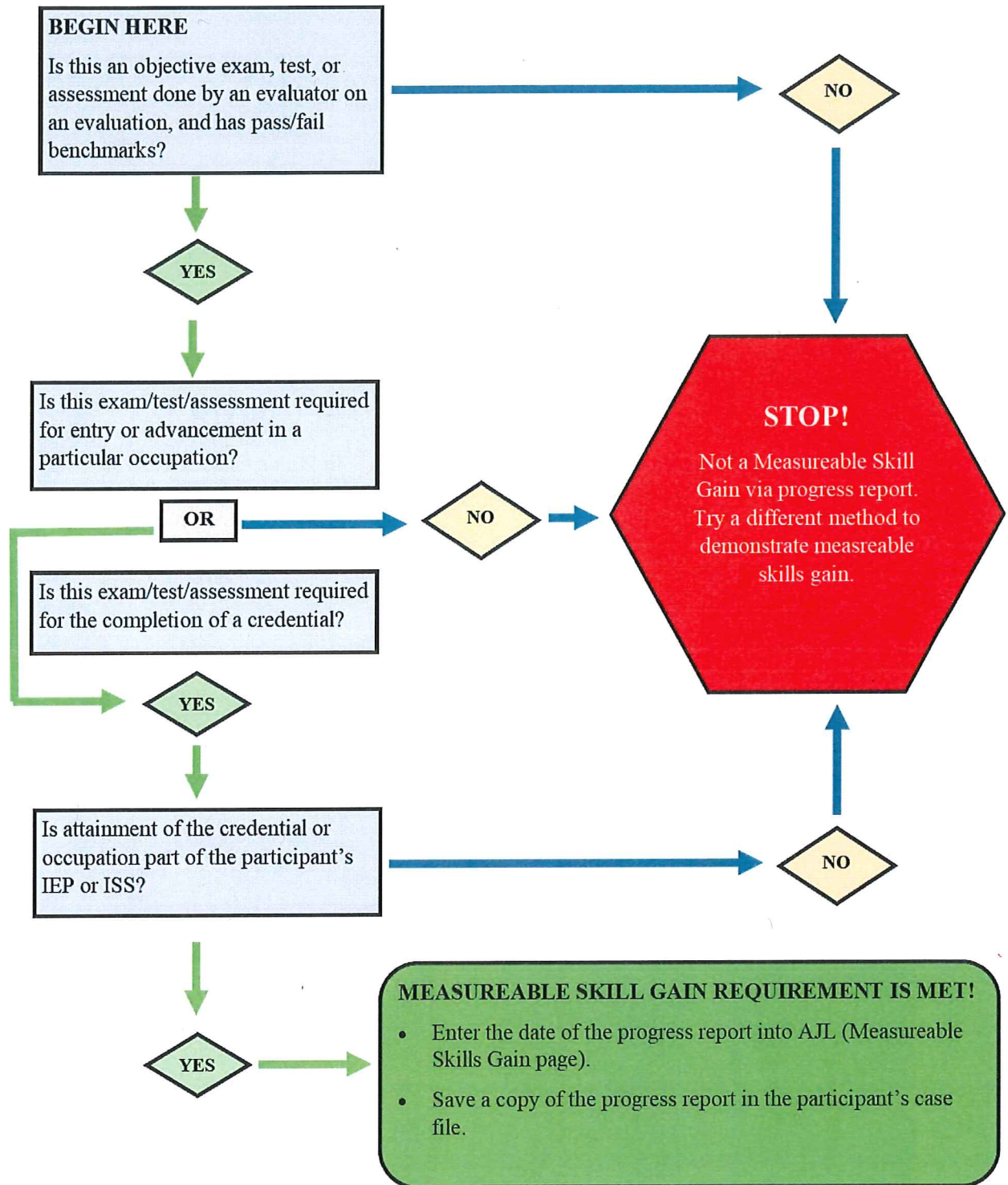


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Measurable Skill Gain Method #5, Logic Chart shows the flow of progression to meet this MSG.



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12-12-19
Date

Approved on: 12-12-19

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