



BASIC SKILL REQUIREMENTS FOR TRAINING AND/OR REFERRAL TO EMPLOYERS

EDD Revision Date: n/a

WIB Review Date: 09/27/07, 12/20/07

EXECUTIVE SUMMARY:

The Madera County Workforce Investment Board is committed to the preparation of a quality workforce which possesses the skills and abilities required by local employers and needed for entry into high-wage, high-skill employment in targeted demand occupations. Local employers consistently cite the need for strong basic skills in Math and Reading as a necessary requirement for success in the workplace, and as a key skill set for access to long-term growth and upward mobility for employees. In order to respond to the needs of local employers, while insuring that job seekers have the skills needed for success, the Madera County Workforce Investment Board has established this policy to delineate specific basic skill requirements for access to vocational training and employment referrals.

Purpose:

The Madera County Workforce Investment Board has established the minimum basic skills requirements for WIA customers who are seeking WIA-sponsored training services or referrals to employment from the Business Services Unit of the Workforce Development Office. No individual customer will be referred to an employer or to a training activity unless they have:

1. A High School Diploma, GED, or the equivalent; or
2. Basic skill scores in Math and Reading of no less than grade 9.0.

Scope:

This policy applies to all WIA program participants who are requesting assistance with employment referrals or with access to post-secondary vocational training directly from Workforce Development Office staff.

Effective Date:

This policy is effective on the date of approval by the Madera County Workforce Investment Board.

REFERENCES:

None.

STATE-IMPOSED REQUIREMENTS:

None.

FILING INSTRUCTIONS:

This policy will remain in effect until further notice. Please keep this document on file.

BACKGROUND:

Labor market shifts and changes in workforce supply and demographics are placing an increasing strain on employers who need access to skilled workers. Employers consistently cite the need for employees at all levels to have strong basic skills. The traditional tool for documenting competence in basic academic skills is a High School Diploma or its equivalent. In lieu of such a document, individuals can be assessed (tested) to determine their approximate functioning levels in the core academic areas of Math and Reading. While employers frequently ask for documentation of the completion of a course of study equivalent to a HS diploma, assessment results may be used to document the approximate academic skill levels of an individual. Using either of these methods will result in insuring that the candidate for employment or training has the academic skill requirements to perform the job or succeed in the training program.

POLICY AND PROCEDURES:

All WIA program participants will be initially assessed at program entry, and will be notified of their assessment results by a Vocational & Career Specialist. Any participant who scores below the 9th grade level in Reading and/or Math on the Initial Assessment will be provided with information and resources regarding basic skill remediation and development services. The individual may continue to receive other universal, staff-assisted, and/or intensive services concurrently with their participation in remediation activities. When the remediation activity is completed, the individual may request a reassessment of their skill levels to determine if they have achieved the minimum required levels for training or employment referrals. Individuals who choose to take the GED exam, or who complete a course of study for a High School Diploma or equivalent, may provide documentation of these items to establish their readiness to proceed to training or employment referrals.