



**Subject: Required Assessment Prior to Training Policy**

**Policy No: 2015-09**

**Effective Date: 8/31/2017**

**Revised: 09/29/17, 3/13/19, 07/02/19, 01/3/2020**

### **1. Purpose:**

The purpose of this policy is to provide guidance on the use of assessments for adults, dislocated workers and youth participating in Workforce Innovation and Opportunity Act (WIOA) Title I training activities.

### **2. Background:**

An assessment provides both the participant and WIOA contracted staff with valuable information in determining work readiness and to identify skill gaps where training programs are necessary to build competency levels. Utilization of assessments helps to assure that limited program training funds are targeted for the best outcomes for participants.

## **Operational Procedure**

### **A. Required Assessment Prior to Training**

Prior to the expenditure of training funds, enrolled adult, dislocated worker and out-of-school youth (16-24) participants shall receive a standardized basic skills assessment such as WorkKeys, ACCUPLACER, CASAS, etc. When a participant requests an Individual Training Account (ITA), the assessment shall be included as part of the ITA request. Valid and appropriate assessment instruments shall be approved by the Benton-Franklin Workforce Development Council (BFWDC) prior to implementation.

Assessment results will be discussed with the participant and documented in case notes and/or ITA contract. If the participant does not attain the minimum required assessment score, indicating they do not have the academic readiness skills to successfully complete training, WIOA contracted staff will provide remediation to increase the participants proficiency in the areas identified as needing improvement. Participants may retake an assessment at any time.

### **B. Use of Previous Assessments**

To avoid duplication of services, WIOA allows the use of previous assessment results from other education or training programs if the assessment has been conducted within the past six months. Results of the assessment shall indicate the participant's ability to successfully complete training. The assessment instruments used by other education and training programs shall be approved by the BFWDC. Assessment documentation shall be obtained from the certified site and placed in the participant's file.

### **C. Testing Accommodations for Participants with Disabilities or Other Special Needs**

- WIOA contracted staff are responsible for providing fully accessible services and reasonable accommodations for participants with documented disabilities.
- For participants who do not have disability documentation, or who choose to not disclose their disability, testing aids may be utilized when and where appropriate. These test-taking aids do not affect the administration of the test. Test aids include:
  1. Magnifying glasses/lenses/sheet
  2. Clear and/or colored overlays
  3. Straight-edge
  4. Adhesive notes/flags
  5. Highlighters
  6. Visor
  7. Earplugs
- WIOA contracted staff shall ensure that all Adult Basic Education (ABE), Adult Secondary Education (ASE), and English Language Learner (ELL) participants with disabilities have equal access to test accommodations, have equal opportunities to test, and receive equal treatment in testing situations. WIOA contracted staff shall follow the Americans with Disabilities Act (ADA) processes

and procedures set forth at their organization in determining how to best serve participants with documented disabilities. However, participants are *not required* to reveal their disability and may elect to participate in a program without special accommodations.

## **E. Exceptions**

Exceptions for not administering an assessment prior to training include:

- Short-Term Pre-Vocational Services lasting less than 40 instructional hours or costing of \$500 or less.
- On-the-Job Training or Work Experience opportunities as the purpose is to develop soft skills and job-specific skills.
- The participant provides transcripts showing satisfactory grades in classes completed in the requested training (or in directly related training) for the occupation they choose.
- The participant is currently in school for the same occupational training and provides transcripts showing satisfactory progress.
- The participant has earned a post-secondary degree or higher and provides a transcript or other academic documentation. If the participant's previous post-secondary degree supports occupations that are currently in-demand, WIOA contracted staff shall explain the need for additional training in case notes.

WIOA contracted staff shall case note the reason an assessment was not administered prior to awarding an ITA.

## **F. Waiver Requests**

If a special circumstance arises the WIOA Program Manager may submit a waiver request for consideration to the BFWDC. The request shall be emailed to BFWDC Contract Manager explaining the participant's circumstances. A reply will be given within 2 business days to ensure the participant's training opportunity is not delayed.