**IETWEI Measurable Skill Gain Guidance 2023 - 2024**

Adult education programs can show student progress by achieving measurable skill gains. These are achieved by: showing achievement in at least one educational functioning level (pre- and post-testing); attaining a HSED; or postsecondary enrollment. Adult Education programs with students enrolled in an IET, WEI, or IETWEI combination course have additional ways of attaining measurable skill gains (MSGs). An IETWEI combination course is a workforce education course that includes an IET curriculum where students get a certification. The alternative ways for students in IETs, WEIs, or IETWEIs to achieve MSGs are post-secondary transcript or report card, progress milestone, or skills progression. Below we will discuss each MSG and suggestions on documentation. Quotes will be taken from the U.S. Department of Education - Office of Career, Technical, and Adult Education (OCTAE) Program Memorandum 17-2. Additional guidance referenced is from the National Reporting Service (NRS) document, “NRS Tips: Reporting Measurable Skill Gains (MSG) Types 3, 4, and 5 by Adult Education Programs”. Further information about the MSGs are given on the NRS website including a webinar (<https://nrsweb.org/policy-data/Resources-for-Reporting>).

Post-Secondary Transcript or Report Card MSG

From the OCTAE memo a post-secondary MSGs is described as follows, “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… at least 12 hours per semester (or equivalent) or, for part-time students, a total of at least 12 hours over the course of two completed semesters (or equivalent) during a 12-month period”. Additionally, to take advantage of this skill gain, a student must be enrolled in an IET. From NRS, “The transcript type of MSG is applicable only to postsecondary transcripts for participants enrolled in an IET program provided in partnership, most often with a postsecondary institution. The postsecondary institution would be providing the training component of the IET, and a transcript may be provided as documentation that the participant is meeting the state’s academic standards for progress in the training course.”

For your program to achieve this MSG the adult education provider would have to document their student, enrolled in an IET, has remained in good academic standing and has taken the required amount of credit hours. This would be done with a report card or transcript. Students would have to do 12 credit hours per semester for a full-time student. Part-time students would need 12 credit hours in total over a 12-month period. Programs will have to indicate they intend to use this MSG in their IETWEI application package.

Skills Progression MSG

From the OCTAE memo a skills progression milestone is described as follows, “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… 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”. From the NRS, “Because this type of MSG measures demonstrated occupational progress, it is appropriate only for participants in IET programs, given that IET is the only service under the Adult Education and Family Literacy Act that allows occupational training.”

The skills progression MSG is equivalent to a student achieving an industry recognized certification. This MSG will automatically be counted when programs record in InTERS that a student certification has been achieved for IET students. To get this skill gain programs must have an approved IET or IETWEI combination course.

Progress Milestone MSG

From the OCTAE memo a progress milestone MSG is described as follows, “satisfactory or better progress report, towards established milestones, such as completion of OJT or completion…of an apprenticeship program or similar milestones, from an employer or training provider who is providing training”. Additionally, from OCTAE, “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”. From NRS guidance, “A progress report documenting sufficient or better progress toward an established milestone is typically well suited for workplace education programs. Workplace education and literacy services are provided in collaboration with an employer or employee organization at a workplace or an off-site location designed to improve the productivity of the workforce. Services tend to be customized to the needs of the employer. Progress milestones for employees should be set in collaboration with an employer when establishing the workplace literacy program.”

This MSG will only be counted for WEI courses. For programs to achieve the progress milestone MSG programs will first have to indicate they intend to use this MSG in their WEI application package. This MSG will have to be negotiated and agreed upon between the adult education provider, the employer, and the WEI coordinator. Documentation for this MSG will vary depending upon what is agreed upon. In the application package programs will have to include a description of the progress milestone and why it is critical to student success. For WEI courses that intend to include the progress milestone MSG they will have to include a course curriculum. The curriculum will have to demonstrate how the adult education activities are contextualized for the occupational cluster it is training for. The progress milestone will have to be described in detail and included with the course curriculum.

Discussion

The table below shows the types of measurable skill gains available based on the type of course being created. In InTERs, the most current measurable skill gain will be counted on Table 4. For example, in a CNA IET suppose a student got a measurable skill gain for improving their educational functioning level by post-testing. Once that same student gets their CNA certification and it is entered into InTERs the measurable skill gain will then become the certification. Programs will get a measurable skill gain for post-test **or** HSED **or** post-secondary **or** skills progression **or** progress milestone. Each may be recorded in InTERs but only one will be counted as a measurable skill gain.

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| CourseType | TABE Posttest | HSED attainment | Post-Secondary Transcript | Skills Progression (Certifications\*) | Progress Milestone |
| IET | Yes | Yes | Yes | Yes | No |
| WEI | Yes | Yes | No | No | Yes |
| \*Industry Recognized Certification must be pre-approved by DWD |