



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

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Workforce Investment Act Memorandum Number E&WD 07-32

Topic: Detecting a participant's skill deficiencies

Subject: Using various assessment tools to determine WIA Title I customers needs

Purpose: To ensure that the placement and training determinations for WIA customers are made by using appropriate assessment instruments.

Background: An accurate assessment of a participant's skill deficiencies is an important part of determining an effective career strategy for WIA customers and an important part of assisting our partners to meet program requirements (such as Trade Adjustment Assistance--TAA). Such assessments are especially important for youth with skill deficiencies. Without thoroughly understanding a participant's needs, the case manager is not able to draw conclusions or able to develop effective plans to correct the deficiencies.

This policy is not intended to diminish the importance of interviewing techniques, to detract from the need to review a participant's self-attested deficiencies, or to place an undue burden on those who, without a skills assessment, already have sufficient skills to enter the labor market. Therefore, the decision as to which customer needs an assessment should be determined by local service providers.

It is essential that local service providers are flexible in deciding who and who does not need these assessments. Referring customers to employment without ensuring that they are meeting a set of specific skills requirements could diminish the employer's confidence in the career center system.

The determination for training must also be based on a quantifiable skills-assessment outcome. These outcomes should guarantee that the customer gains basic skill set requirements concerning the specific job for which the customer receives training.

The state recognizes that one type of assessment tool will not fit the needs of every customer. For this reason, the particular type of assessment tool needed for each customer should be determined by the service provider.

Instructions: The state requires all LWIAs to adopt nationally recognized assessment instruments. These tools must address the reading, language comprehension and numerical skill aptitudes of WIA Title I participants. At minimum, these instruments must be used to determine job placement needs or training services. The state will not select the type of assessment instruments LWIAs will use. This selection is left to the discretion of each local board. However, local boards must ensure that such instruments measure the reading, language comprehension and numerical skill aptitudes of customers.

In addition, the state requires that assessment results, as well as information about actions resulting from these assessments, be inserted in the participant's file folder for data validation purposes.

Contact: For questions regarding this policy, please contact Susan Cowden, Director for Employment and Workforce Development, at 741-1031.

Effective Date: Immediately

Expiration Date: Indefinite

SC:RT:RK

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