



Assessment Policy for Training

The use of assessments is an integral part in guiding individuals on the correct career path and to ensure successful completion of training. It is emphasized in the Workforce Innovation and Opportunity Act and through Issuances by the State of Missouri. It is the intent of the Ozark Region to utilize various assessments to assist our customers in this goal. Potential assessments include but are not limited to the following: National Career Readiness Certificate (NCRC), TABE, Prove It, Missouri Connections, OPAC, Talify, Career Ready 101, school entrance exam, SAT, ACT, previously completed higher education credits, certificate, or degree or another assessment as deemed necessary or appropriate by staff to show a client's interest level and/or competency to complete the training. The following policy has been developed to guide staff and to ensure consistency in use of assessments. Any deviation from this policy must be approved by the Supervisor or designee in writing.

I. ADULT/DISLOCATED

NCRC

Each customer, requesting assistance with tuition-based training, will be required to complete NCRC testing. If a customer scores low on their initial WorkKeys test that is completed within the Welcome process, they will be referred to remediation prior to taking the NCRC exam to better prepare for the test. This could be waived if there are extenuating circumstances that would prevent a client from being able to complete the NCRC.

Competency to Succeed in Training

Assessments that can be used to show a client's competency to succeed in training include the TABE, Prove It, Missouri Connections, OPAC, Talify, Career Ready 101, school entrance exam, SAT, ACT, previously completed higher education credits, certificate, or degree or another assessment as deemed necessary or appropriate by staff. For individuals seeking tuition-based training, staff will select an appropriate assessment beyond the NCRC based on length and level of tuition-based training to evaluate a client's competency to complete the training and/or interest level in selected training. For individuals seeking work related training, staff will have an assessment completed to ensure appropriate job matching with an employer. Work related training could include but is not limited to the following: On the Job Training (OJT), Pre-Apprenticeship, Registered Apprenticeship, Transitional Jobs, Incumbent Worker, Work Experience or Internship.



High School Diploma/HiSET

If required by the training institute, individuals must complete high school or the HiSET prior to establishment of an Individual Training Account (ITA). If it's not required by the training institute, the client will be encouraged to complete their education as part of a career pathway.

II. MWA Training

All clients that are put into Training must complete the short TABE or NCRC as an assessment tool, so they can be deemed an appropriate candidate for funding.

Subsidized

All individuals that are put into Subsidized Employment will have an assessment completed that staff deems necessary using methods such as NCRC, TABE, Talify, MO Connections or MERIC Online to ensure appropriate job matching with an employer.

III. YOUTH

Individual Service Strategy

The Individual Service Strategy (ISS) identifies appropriate career pathways that include education and employment goals, considers career planning and the results of the objective assessment, and includes achievement objectives and services for the youth. Training services must be supported by Individual Service Strategy goals and needs.

Basic Skills Assessments

All out-of-school youth shall be administered a TABE/NCRC/Other State or Nationally recognized assessment/tests to determine whether they are basic skills deficient. Any participant determined Basic Skills Deficient will be referred to complete education remediation to increase identified low skill areas.

High School Diploma/HiSET

Participants will be required to complete their High School Diploma/HiSET as part of a career pathway. Any exception will be reviewed on a case-by-case basis and approved by the Director of Workforce Development and/or designee.

General Assessments

Participants seeking training will be required to take additional assessments; such as, Prove It, Missouri Connections, O*Net Interest Profiler, Talify, or another assessments as deemed necessary/appropriate by staff. These assessments can also be used in conjunction with the other testing to show a client's aptitude/interest in training. General assessments are also necessary to identify suitable Career Pathway and Individual Service Strategy goals.

Approved by the WDB 6-5-19, by the CLEO 6-26-19.