

Mass Workforce Issuance

Workforce Issuance No. 08-11

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Nancy Snyder, President
Commonwealth Corporation

Date: May 1, 2008

Subject: **WIA Youth Literacy / Numeracy Toolkit**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators, and other local workforce investment partners of tools and scheduled training sessions related to the guidance concerning the literacy/numeracy requirements of Common Measures.

Background: Training and Employment Guidance Letter (TEGL) No.17-05 (2/17/2006) and TEGL 17-05 Change 1 (8/13/ 2007) provided guidance with respect to requirements for meeting the literacy/numeracy performance measure as it applies to out of school youth under Common Measures.

To assist local practitioners to meet youth performance requirements outlined in the TEGLs referenced above, the Commonwealth has developed the following resources that offer supplemental instruction:

- “Literacy Numeracy Gains in WIA Youth Programs”
- “The Massachusetts Online Labor Market and Occupational Outlook Resource Guide for WIA Youth Programs”

Both instructional supplements can be downloaded from Commonwealth Corporation's website under the heading Massachusetts Toolkit:

<http://www.commcorp.org/wia/resources.html>.

To expand the resources available to youth providers, Commonwealth Corporation is also introducing a series of webinar workgroup sessions dedicated to the examination of how the Literacy / Numeracy Common Measure can best be implemented across the Commonwealth. The webinar provides a highly interactive information sharing experience. No special software is needed for participation beyond an internet connection.

The purpose of the initial workgroup is to bring together field practitioners, career center staff and other stakeholders in the youth workforce development system to explore issues and share ideas related to teaching literacy / numeracy skills in a non-classroom setting:

- Literacy / Numeracy Webinar: Wednesday, May 14th, 10am to 11am

Tentative agenda items to be covered as part of the webinar include:

- orientation to the webinar screens;
- exploration of the online TABE test (allowing you to see the screens and learn about the benefits of using the online version);
- challenges and successes around literacy / numeracy gains in local areas;
- establishing workgroup operational parameters.

Future agenda items for these quarterly sessions will be shaped by input given by field partners.

Additionally, two classroom training sessions are also being scheduled:

- Literacy / Numeracy Training: Friday, May 23rd, 9am to 1pm
- Literacy / Numeracy Training: Friday, June 13th, 9am to 1pm

Both classroom training sessions will be held at the Hoagland Pincus Center, 222 Maple Ave, Shrewsbury, MA. Directions can be found at this link:

http://www.umassgreeninfo.org/resources/directions_pdfs/hoagland.pdf

Registration information for all three events can be found at the Commonwealth Corporation's website: <http://www.commcorp.org/youth/Events.html>

Required

Action:

Please communicate the contents of this issuance to all Title I WIA youth practitioners including career center staff and sub-recipients (vendors) as well as local board staff. Any persons who have not previously attended the Literacy / Numeracy training are strongly urged to do so.

Inquiries:

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