

Mass Workforce Issuance

Workforce Issuance No. 13-70

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 Operations Manager

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: December 31, 2013

Subject: **cTORQ (Transferable Occupational Relationship Quotient) Software Training**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of cTORQ training sessions scheduled for January 23, 2014 (Boston) & January 28, 2014 (Worcester).

Background: The Reemployment Eligibility Assessment (REA) grant allowed the Department of Career Services to purchase Transferable Occupational Relationship Quotient (cTORQ), a product of Workforce Associates, Inc., software for use by all One-Stop Career Centers. cTORQ will allow career center staff to analyze transferability of job skills based on an analysis of previous work history in light of current labor market conditions. The software assists workers to move between occupations efficiently and to identify potential new employment options, based on the transferability of their knowledge, skills and abilities. The analysis provides a fit to compatible jobs based on O*NET skill sets and allows real-time matches to several internet job search engines. Massachusetts specific labor market information has already been uploaded to cTORQ. The LMI team will be conducting cTORQ training in January of 2014.

Training

Description: The cTORQ training sessions will introduce the cTORQ tool as a valuable labor market information (LMI) tool and will include some discussion on the LMI features of cTORQ. Concepts such as knowledge, skills, and abilities (KSA's), transferrable skills, skills gap, and identifying opportunities to bridging the skills gap will also be discussed in these sessions.

The cTORQ training is divided into two sessions.

Session I: Introduction to cTORQ. This session is a hands-on introduction to the cTORQ tool and is intended for Career Center staff who are unfamiliar with cTORQ or who have not used cTORQ for some time.

Session II: Train-the-Trainer Session. This session is a train-the-trainer session that guides attendees through the cTORQ tool. The train-the-trainer session will teach attendees how to conduct a hands-on TORQ training session. This class is intended for Career Center staff that will facilitate the cTORQ Workshops. *Pre-requisite required.

***The pre-requisite for the Session II (Train-the-Trainer Session):** prior training in or experience with the cTORQ tool. Note that this pre-requisite can be met by attending the morning session. There is no pre-requisite for the morning session.

cTORQ January Training Schedule

Date	Class title	Time	Location	Special instructions
01/23/14	<i>Session I Introduction to cTORQ</i>	9:00 a.m. - 12:00 p.m.	Boston Hurley Building (Room 612 A/B) 19 Staniford St.	Be prepared to present photo ID at the security guard station in the lobby.
	<i>Session II Train-the-Trainer Session: cTORQ</i>	1:00 p.m. - 4:00 p.m.		
01/28/14	<i>Session I Introduction to cTORQ</i>	9:00 a.m. - 12:00 p.m.	Worcester Workforce Central Computer Lab (7 th Floor) 44 Front St.	Please check in at the 6th floor reception desk.
	<i>Session II Train-the-Trainer Session: cTORQ</i>	1:00 p.m. - 4:00 p.m.		

Note: Seating is limited to 12 participants per session. Because space is limited it is recommended that you register early as seating is on a first come first serve basis. Refreshments will not be provided.

Inclement Weather Policy

- In case of inclement weather please call the Adverse Weather number 617-626-6277. If the agency is closed, then training will be canceled.
- If public schools in the city or town where the training is being held is cancelled, then the training is cancelled and will be rescheduled. In that instance please report to your regular assigned Career Center unless otherwise directed by the Adverse Weather line instructions.

Action

Required: Please disseminate this information and assure that all appropriate staff registers for their choice of training sessions. **The deadline for registration is January 10, 2014.**

Registration

Information: Please complete the attached Registration Form (*use the attached form only*) and return to jgallop@detma.org

Inquiries: Questions regarding this training should be directed to Joseph Gallop at jgallop@detma.org or 617-626-6105.