

Attachment K

Tools for Training Justification

A justification that supports the need for training services must be determined through an interview, evaluation, or assessment, and career planning that is informed by labor market information, or through career services received. Where appropriate a previous interview, evaluation or assessment completed within 6 months of training determination may be used. Interviews, evaluations, and assessments from Partner agencies may also be used for training justification. The job seeker case file in MOSES must contain documentation of the determination of the need for training.

The following is a list of tools that may be used for the purpose of training justification. Local Boards are encouraged to review the list of labor market, career interest, and placement tools to ensure tools used to justify training are valid, reliable and maintain a level of consistency throughout the MassHire Career Center system. Please note the following list is informational and not intended to be limiting:

- Burning Glass - Burning Glass Technologies delivers job market analytics that provide information for employers, workers, and educators to make labor market data-driven decisions.
- CareerOneStop – CareerOneStop provides workforce information and resources that help job seekers, students, and workers develop their capacity to make sound decisions about career opportunities. CareerOneStop also provides assessment tools to match careers to skills and interest.
- WorkKeys Curriculum –WorkKeys Curriculum helps individuals build the essential career-relevant skills needed for learning, personal development and effective job performance. The courses are delivered via a personalized, mobile-based learning management system. It is accessible from computers and mobile devices. The platform delivers a meaningful learning experience and provides users with a customized study schedule and detailed instructional content in areas including social emotional learning, workplace observation, applied technology, and business writing.

Administer the Placement Quizzes from the three main courses, Workplace Documents, Applied Math, and Graphic Literacy to identify job-readiness and basic computational and literacy skills. ONLY these three courses may be used as training justification tools. The other subjects are not eligible.

Note: these Placement Quizzes act as practice for the WorkKeys Exam, which is comprised of three assessments in the same topic areas. The WorkKeys Exam can be used for the same purpose, but it is a high-stakes, timed exam which requires the use of a testing voucher obtained through EOLWD.

- MASSCIS - Massachusetts Career Information System is designed to provide occupational and educational information to help people make better-informed career and school choices.
- TORQ – Transferable Occupational Relationship Quotient is used to identify and match transferrable skills to related occupation and industries to expand and target customer job search opportunities.
- Academic Assessment Tools – Please see Attachment F – *Source Documentation* for a list of tools used to assess English, writing, or computation skills.