

**Region 4 Workforce Board
Assessment Instruments Policy-Adult**

PURPOSE: To provide participant assessment/instrument processes which comply with federal law and state policy.

REFERENCES: The Workforce Innovation and Opportunity Act (WIOA); DWD Policy 2017-09; DWD Policy 2017-13

CONTENT: This policy outlines standards for delivering initial and comprehensive assessments

I. Assessment

An assessment process collects and evaluates various data elements concerning an individual. Assessment may include, among other things; a combination of standardized tests, inventory of participants' interests, skills assessment, and/or career exploration and should align with available labor market information. Through assessment, an individual and a WorkOne Team Member can develop together a plan of activities and services needed. Assessment results are to be recorded in Indiana Career Connect (ICC). To be eligible for training services, the local area must determine whether or not training services are appropriate for WIOA participants. Determination of appropriateness must be done by completion of an interview, evaluation or assessment, and career planning. A formal assessment tool, such as TABE may not be necessary. Examples of when a formal assessment tool may not be needed include, but are not limited to, the following:

1. Customers who have a high school diploma or HSE may present their transcript or attest a level of success that the staff member may determine that the customer does not need to take the TABE based on their grades.
2. Customers who already have college credit and who intend to return to the same post-secondary institution may present their transcripts to a staff member who may determine that the customer does not need to take the TABE.
3. Customers who are entering WIOA On-the-Job Training do not need to be TABE tested.
4. If the WorkOne is working with an employer for on-site incumbent worker training, employees are not required to take the TABE.
5. Customers who either have successfully earned their HSE certificate or who have assessed at an Adult Education program with a TABE score sufficient to enter an occupational training program should not be required to retake the TABE assessment.

The Department of Workforce Development has procured four assessments for statewide use: Tests of Adult Basic Education (TABE) is the assessment for educational attainment; Indiana Career Explorer is the career interest, aptitude, and values inventory; Transferable Occupational Relationship Quotient (TORQ); and WorkKeys is the workplace skills assessment. Each assessment should be used for customers, as appropriate, following the guidelines outline below.

TABE as the Ability to Benefit Assessment

Educational Functioning Level (EFL)

The state of Indiana has chosen the Tests of Adult Basic Education (TABE) Version 11-12 as its approved assessment for measuring and reporting EFLs, and is the only test to be used for this purpose.

- TABE versions 11-12 may be given prior to customers enrolling in occupational skills training based upon the case managers review of individuals education level or prior assessments or for referral to Adult Education.
 - In most cases, a customer's score should be 11-12.9 before such a referral; however, staff member providing academic and career counseling should be allowed the discretion to decide whether an individual is ready to sit for an entrance or placement exam.

- If the customer takes an entrance or placement exam and does not score high enough to enter non-developmental or non-remedial courses the individual should be referred to an Adult Education provider for remediation
- Ability to benefit scores on the TABE should be determined by a staff member providing counseling for pre-post-secondary study, such as HSE, Certified Nurse Aide (CNA), or Commercial Drivers Licenses (CDL) programs.
 - If an individual has already taken WorkKeys, a WorkOne staff member could also utilize an individual's WorkKeys scores to determine if an individual is prepared to enter occupational training. The individual should not be required to take WorkKeys in lieu of taking TABE as the ability to benefit test.

TABE Administration

Tests for Adult Basic Education TABE 11 & 12 is the DWD approved assessment for all students in the state adult program beginning July 1, 2018. TABE 11 & 12 measures EFLs in three subjects: math, reading, and language. TABE consists of five test levels (literacy, easy, medium, difficult, and advanced), two test forms (11 & 12), and a locator test. WorkOne: For valid reporting of EFLs, eligible test candidates should complete the entire test suite (reading, language, and math) as a pre-test. Testing should be completed within eight (8) consecutive calendar days. The test suite (reading, language, and math) should be completed within eight (8) consecutive calendar days. Individuals who have not made contact for more than ninety (90) consecutive calendar days should be administered a new pre-test; otherwise, with regular contact, the TABE pre-test results can be used by WorkOne office staff for six (6) months to gauge readiness for training. Please refer to DWD Policy 2017-13 for greater detail on administering the TABE.

Interpretation of TABE

- TABE must be interpreted for customers.
- TABE should only be interpreted by staff that are trained to do so.
- TABE should be interpreted in a one-on-one setting.

Indiana Career Explorer

Indiana Career Explorer is available for use by all Indiana residents 11 years old and older. It provides three assessments on career interests, skills, and values. Some customers may choose to use the tool as a way to explore their career interests and opportunities. Customers who require the results to be explained and interpreted for them should be provided with the opportunity to speak to a staff member who is trained appropriately. Customers who wish to enter training may take all three components of Indiana Career Explorer and have them included in an Individual Employment Plan.

Administration of Indiana Career Explorer

- The system includes three assessments: Kuder Career Search with Person Match; Kuder Skills Assessment; Super's Work Values Inventory-revised, each of which can be taken separately.
- Although it is not required by the test publisher that the staff be trained to administer the assessments, training will be provided through the DWD and is strongly encouraged.
- Though the assessments are self-guided, staff should provide guidance when necessary.
 - Individuals who require significant guidance in using the system or understanding the results should be provided with the opportunity to receive case management and/or academic and career counseling services.

Audience for Indiana Career Explorer

- Any customer who is interested in pursuing occupational training and/or post-secondary education may take all three components.
- Any customer who is interested in conducting career exploration and development may take any combination of the assessments and should not be required to take all three.

Interpretation of Indiana Career Explorer

- Although it is not required by the test publisher that the staff be trained to interpret the assessments, training will be provided through the DWD and is strongly encouraged.
- It is not necessary for a staff member to interpret the assessments, but trained staff should provide guidance when necessary or requested.
- Any outcomes and guidance that result from Indiana Career Explorer should be included in a customer's Individual Employment Plan, when available.

Transferable Occupational Relationship Quotient (TORQ)

- TORQ helps people build career plans in one easy process. Based on the knowledge, skills, and abilities from previous jobs and education, TORQ recommends occupations, training programs, and jobs matched to each individual. TORQ works for all types of workforce clients: youth, dislocated workers, TANF or SNAP recipients, Veterans, individuals with disabilities, and more.
- TORQ is especially helpful for job seekers who are uncertain about their career goals or employment options.

WorkKeys

Appropriate use of WorkKeys includes:

- Assessment for the National Career Readiness Certificate (NCRC) if required by the employer.
- Customers who are applying to an employer who requires WorkKeys need to take an assessment for job matching purposes.
- Interpretation and recommendations for remediation or referral to adult education based on scores.
- Verification of foundational skills for appropriateness to enter training.

Administration of Work Keys

- WorkKeys assessments must be proctored by staff that are trained in the WorkKeys administration procedures.
 - Proctors must have participated in one of the following training scenarios: an on-site assessor training session, completing the ACT -provided online test administrator modules, or have been trained by an experienced assessor to follow the procedures outlined in *WorkKeys Supervisors Manual*.
 - Proctors must complete the appropriate agreement(s):
 - Third Party Administrator Agreement for non-DWD staff
 - The Designated Entity form for the agency or supervisor of the third party assessor/administrator
 - Requirements for Administrator of Work Keys assessments form for DWD assessors/administrators
- WorkKeys assessments should be provided online preferably, although a paper/pencil version is available.

Audience for WorkKeys

Any customer who wishes to know or to prove his/her work readiness skills.

Interpretation of Work Keys

- WorkKeys Score Reports identify the skill level(s) achieved and provide descriptive information of the abilities of the level scored.
- If the score indicates that a customer might benefit from further assistance, appropriate guidance should be provided.

Additional Assessments

- Assessment instruments aside from the four procured and described above should not be used without Board approval.
- Effective Date: July 1, 2018