

POLICY

TITLE:	Assessment Policy	PROGRAM:	Adult/DLW/Youth/Discretionary Grants
EFFECTIVE DATE:	May 15, 2021	REVISIONS:	March 25, 2022

Background

In order to ensure the highest level of successful completion of program participation, the NR/MR WDB is implementing this policy to establish the types of assessments that can be used and minimum education and basic skill level requirements for participants to be offered specific program services and/or training. This policy is replacing the Basic Skills – Functioning Level Policy.

During the enrollment process, individuals must be assessed to determine the best way for them to be guided towards an employment goal. Assessments should be holistic and analyzed to provide guidance in determining action steps and services to be included in the Employment Plan. From the assessment results, partners and services should be identified to provide coordinated referrals to partner agencies functioning as part of an Integrated Resource Team. Assessment results must be explained to the individual jobseeker.

The WDB also believes that a participant will be unlikely to successfully complete training and secure related employment leading to economic self-sufficiency without first obtaining a high school diploma or equivalent. It is recommended that all participants seek this minimum level of education.

Initial Assessment

The initial assessment is part of the overall assessment process in helping guide individuals toward their employment goals. Through various ways, including discussions, alternative forms of assessment, and standardized assessments, the following is determined:

- Strengths
- Workplace skills
- Career interests and aptitudes
- Work values
- Prior work history
- Family situation
- Service needs

Objective Assessment

Objective Assessments include a further analysis of the Initial Assessment results and formal testing as it applies to the Employment Plan, helping to ensure that the individual can benefit from occupational skills training.

Formalized assessments, along with acceptable score ranges include:

- CareerScope Aptitude screening in the average range (between 80 and 120) for:
 - General Learning Ability

- Verbal Aptitude
- Numerical Aptitude
- Spatial Aptitude
- Form Perception
- Clerical Perception
- ACT® WorkKeys®- minimum level 4 for:
 - Graphic Literacy
 - Applied Mathematics
 - Workplace Documents
- ACT® WorkKeys® Curriculum™ Placement Quizzes- minimum level 4 for
 - Graphic Literacy
 - Applied Mathematics
 - Workplace Documents
- The Test Adult Basic Education (TABE) 11/12: Minimum Scale Score levels for:
 - Reading: 576
 - Mathematics: 596
- ATI Test of Essential Academic Skills (TEAS)- Proficient or higher: 58.7% – 77.3%
 - Composite score
 - Reading
 - Math
 - Science
 - English
- Virginia Placement Test (for community college curricular students)
 - English and Math- satisfactory placement in curricular courses
- SAT
 - Reading and Writing- 500
 - Math- 520
- ACT
 - Reading and Writing- 18
 - Math- 22
- A postsecondary credential (diploma, certificate, or degree)

Additional objective assessments that may benefit the jobseeker include:

- Financial Empowerment
- Digital Literacy
- Personal Effectiveness/Professional Soft Skills

The results of an Objective Assessment assist in the development of the individual's Employment Plan. Formal assessment results within the last six months, provided by the participant or a partner agency, are acceptable to use. Individuals who do not meet the score benchmark on the formal assessment provided are considered basic skill deficient and, depending on the training, may not be successful in the training program. Some postsecondary programs may be suitable (e.g. Integrated Education and Training programs like PluggedInVA or those that are mostly hands-on training). Case Managers may request a waiver by submitting the request with documentation to prove "likely to benefit and/or succeed in the training" to the Executive Director.

Exemption: OJT participants are exempt from score level requirements of listed assessments as long as the Career Scope shows an interest and aptitude for the occupation that the OJT is supporting.