



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

**BASIC SKILL REQUIREMENTS FOR TRAINING AND/OR REFERRAL TO EMPLOYERS**

EDD Revision Date: n/a

WDB Review Date: 09/27/07; 12/20/07; 9/24/09; 6/21/12; 12/17/15, 12/15/16

**EXECUTIVE SUMMARY:**

The Workforce Development Board of Madera County is committed to the preparation of a quality workforce which possesses the skills and abilities required by local employers and needed for entry into high-wage, high-skill employment in targeted demand occupations. Local employers consistently cite the need for strong basic skills as a necessary requirement for success in the workplace, and as a key skill set for access to long-term growth and upward mobility for employees. In order to respond to the needs of local employers, while insuring that job seekers have the skills needed for success, the Workforce Development Board of Madera County has established this policy to delineate specific basic skill requirements for access to occupational skills training, on-the-job training (OJT) and employment referrals.

**Purpose:**

The Workforce Development Board of Madera County has established minimum basic skills requirements for WIOA customers who are seeking WIOA-sponsored training services or referrals to employment from the Business Services Unit of the Madera County Workforce Investment Corporation or from any other service provider funded by the Board.

No individual customer will be referred to an occupational skills training activity beyond academic remediation or GED/HiSET preparation unless they have:

- A High School diploma, GED, or the equivalent;
- TABE or other equivalent, recent assessment scores in Reading and Mathematics at the minimum grade level required by the training provider or employer, based on occupational requirements;
- Successfully passed any entrance exam required by the training provider; and
- The minimum WorkKeys practice test scores designated by ACT as necessary for success in the specific occupation sought.

No individual customer will be referred to an employer for an on-the-job training or direct placement unless they have:

- A High School diploma, GED, or the equivalent;
- TABE or other equivalent, recent assessment scores in Reading and Mathematics at the minimum acceptable grade level designated by the employer; and

- The minimum WorkKeys test scores designated by ACT as necessary for success in the specific occupation sought, as evidenced by the issuance of a Central Valley Work Readiness Certificate.

**Scope:**

This policy applies to all WIOA program participants who are requesting assistance with employment or OJT referrals from staff members of all local WIOA-funded programs and to participants who are requesting assistance with post-secondary vocational training sponsorship directly from Madera County Workforce Investment Corporation staff or from another service provider funded by the Board.

**Effective Date:**

This policy is effective on the date of approval by the Workforce Development Board of Madera County.

**REFERENCES:**

None.

**STATE-IMPOSED REQUIREMENTS:**

None.

**FILING INSTRUCTIONS:**

This policy replaces the previous version approved by the Board on June 21, 2012, and will remain in effect until further notice. Please keep this document on file.

**BACKGROUND:**

Labor market shifts and changes in workforce supply and demographics are placing an increasing strain on employers who need access to skilled workers. Employers consistently cite the need for employees at all levels to have strong basic skills. The traditional tool for documenting competence in basic academic skills is a High School Diploma or its equivalent. In addition to such a document, individuals will be assessed (tested) to determine their approximate functioning levels in the core academic areas of Math and Reading. While employers frequently ask for documentation of the completion of a course of study equivalent to a HS diploma, assessment results may be used to document the academic skill levels of an individual for those employers who do not require a high school credential. Using both of these methods will result in insuring that the candidate for employment or training has the academic skill requirements to perform the job or succeed in the training program, but does not preclude the requirement for a High School diploma, GED, or its equivalent for local participants in WIOA-funded training programs.

**POLICY AND PROCEDURES:**

All WIOA program participants will be initially assessed at program entry, and will be notified of their assessment results by a Career Specialist. Any participant who scores below the 9<sup>th</sup> grade level in Reading and/or Math on the initial basic skills assessment will be provided with information and resources regarding basic skill remediation and will be expected to participate in services specific to improving their basic skill levels to promote their potential for career advancement. The individual may continue to receive other career or training services concurrently with their participation in remediation activities. In addition, participants with a high school diploma, GED or equivalent will be required to achieve appropriate industry WorkKeys scores in order to obtain the Central Valley Work Readiness Certificate. For employers who place job orders and **do not** require a high school diploma or equivalent, staff will refer interested participants. This will include referrals for job/career fairs.

Exceptions to the requirement for a GED or HS Diploma prior to referral for training, or for concurrent vocational training with a GED program, may be made on a case-by-case basis, for specific grants or special projects, with the approval of the Executive Director.

**ACTION:**

Retain this policy until further notice.

**INQUIRIES:**

If you have questions, please contact the Executive Director or designee at (559) 662-4500.