

ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Workforce Investment Act

SKILL ATTAINMENT RECORD – BASIC EDUCATION SKILLS

PARTICIPANT'S NAME					SOC. SEC. NO.		REGISTRATION DATE				
TRAINING SITE						GOAL/TYPE OF EXPECTED OUTCOME <input type="checkbox"/> Literacy <input type="checkbox"/> Required Education <input type="checkbox"/> ESOL					
GOAL	NAME OF ASSESSMENT	(1) PROFICIENCY REQUIREMENT	PRE-TEST SCORE	DATE GOAL SET ON ISS	IN NEED OF TRAINING		(2) TRAINING PROVIDED	POST-TEST SCORE	DATE GOAL ACHIEVED	SKILL ATTAINED	
					Yes	No				Yes	No
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
TOTAL IN NEED OF TRAINING							TOTAL SKILLS ATTAINED				

(1) Enter LWIA-approved level of achievement (*benchmark*) for each basic skill.
 (2) Enter the program activity(ies) where training occurred.

If youth is determined to be basic skills deficient, one of the goals must be a Basic Skills goal.

GOAL NO. ATTAINED

LEVEL ATTAINED

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SKILL ATTAINMENT RECORD – WORK READINESS EDUCATION SKILLS

PARTICIPANT'S NAME					SOC. SEC. NO.		REGISTRATION DATE				
TRAINING SITE (Skills 1-6)				TRAINING SITE (Skills 7-12)							
POINT OF DETERMINATION (Skills 1-6) (1)				POINT OF DETERMINATION (Skills 7-12) (1)							
SKILL	NAME OF ASSESSMENT	(2) PROFICIENCY REQUIREMENT	PRE-TEST SCORE	DATE GOAL SET ON ISS	IN NEED OF TRAINING		(3) TRAINING PROVIDED	POST-TEST SCORE	DATE GOAL ACHIEVED	(4) SKILL ATTAINED	
					Yes	No				Yes	No
1. Making Career Decisions											
2. Using Labor Market Information											
3. Preparing Resumes											
4. Completing Applications											
5. Interviews/Writing Follow-up Letters											
6. Survival/Daily Living Skills											
7. Maintaining Regular Attendance											
8. Being Consistently Punctual											
9. Exhibiting Appropriate Attitude/Behaviors											
10. Presenting Appropriate Appearance											
11. Demonstrating Good Interpersonal Relations											
12. Completing Tasks Effectively											
13.											
14.											
TOTAL IN NEED OF TRAINING <i>(Minimum 5 of 12 Core Skills needed for attainment of Youth Work Readiness Skill)</i>							TOTAL SKILLS ATTAINED <i>(100% Requirement)</i>				

(1) Enter the stage in the process where the pre-assessment was made (*intake, assessment, orientation, etc.*)

(2) Enter LWIA-approved level of achievement (*benchmark*) for each skill.

(3) Enter the program activity(ies) where training occurred.

(4) Participant must demonstrate proficiency at the required benchmark in all Work Readiness Skills

**LEVEL
ATTAINED**

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SKILL ATTAINMENT RECORD – OCCUPATIONAL SKILLS

PARTICIPANT'S NAME		SOC. SEC. NO.	REGISTRATION DATE
JOB TITLE	TRAINING SITE	SOURCE OF SKILL REQUISITES (1)	
TYPE OF TRAINING <input type="checkbox"/> Classroom <input type="checkbox"/> On-Site		NUMBER OF SKILLS NEEDED FOR POSSIBLE SKILL ATTAINMENT	

GOAL	NAME OF ASSESSMENT	(2) PROFICIENCY REQUIREMENT	PRE-TEST SCORE	DATE GOAL SET ON ISS	IN NEED OF TRAINING		(3) TRAINING PROVIDED	POST-TEST SCORE	DATE GOAL ACHIEVED	SKILL ATTAINED	
					Yes	No				Yes	No
TOTAL IN NEED OF TRAINING						TOTAL SKILLS ACHIEVED					

- (1) Enter the source of skills listed (employer survey, vocational / proprietary school, licensing board, accreditation committee, etc.).
- (2) Enter LWIA-approved level of achievement (benchmark) for each occupational skill.
- (3) Enter the type of training approach (lecture, observation, hands-on, independent assignment, etc.)

GOALS ATTAINED

Y	N
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