

Performance Measure Definition:

Satisfactory progress is the amount of progress determined by the local board to be reasonable for substantiation of achievement of program goals for the recording of measurable skills gain for individuals enrolled in training activities (other than ITA Occupational Skills training). The requirements for substantiation and documentation of “satisfactory progress” are specified in this TAG in the area that corresponds to the appropriate training population.

1. Measurable skills gain is documented academic, technical, occupational or other form of progress toward the credential or employment. It is calculated as the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skills gain (progress) toward such a credential or employment. This is to be measured for every program year that the participant receives services in.

There are five measures of documented progress:

- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
- Documented attainment of a secondary school diploma or its recognized equivalent;
- Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is achieving the State unit’s academic standards;
- Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of 1 year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
- Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

OJTs that do not complete prior to July 1

The measurable skills gain performance indicator is calculated based on progress as of June 30 regardless of when the OJT begins. Therefore, progress must be entered no later than July 29 for the June 30 training period and dated with the June 30 date. The OJT training plan progress reports signed off by the employer as achieving satisfactory training progress are required and must be linked to the entry. To enter the skills gain follow the steps below. When the OJT is successfully completed the steps I – iv above must be completed to record completion for the measurable skills gain for the following program year.

Youth or adults attending secondary school or adult education type training for basic skills instruction, GED or HSE.

For training in one of the areas above satisfactory progress is defined as:

- Documented achievement of at least one educational functioning level (EFL);
- Documented attainment of a secondary school diploma or its equivalent (diploma);

- Secondary transcript or report card for a sufficient number of credits to show participant is achieving the State unit's academic standards (report card) or (Transcript) as appropriate;
- Satisfactory or better progress report, towards established milestones, such as completion of 1 year of apprenticeship program or similar milestones from an employer or training provider who is providing training (progress report);
- Successful passage of a practice exam indicating the individual is prepared to undergo formal testing for certification (practice exam); and
- Documentation by an instructor or partner program that reflects satisfactory progress toward goals and milestones based on an internal progress assessment (internal assessment).