

Career Services Quarterly Report

The Career Services Quarterly Report aims to collect critical metrics and data related to career and transition services for Adult Education students in Georgia.

You are able to edit your responses until you click "Submit" at the end of the report. If you would like to save your entries as you complete the report, you will need to print each page after it is completed.

Career Services Quarterly Report

Section 1: Program Information

* 1. Career Services Specialist Contact Information

Name

Email Address

* 2. Adult Education Program Name

* 3. Quarter

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Section 2: Career Services and Training Services Costs

Please provide a breakdown of the Title II AEFLA federal funds, including any applicable IELCE funds, spent this reporting quarter on the following categories. (Enter information as XXXX.XX. Do not type dollar sign. Only include federal funds, not state funds.)

4. Career Services Specialist Salary/Benefits (for reporting quarter)

(Do not type dollar sign. Only include federal funds.)

5. Career Services Specialist Mileage/Travel (for reporting quarter)

(Do not type dollar sign. Only include federal funds.)

6. Intake Assessment Costs (for reporting quarter)

(Do not type dollar sign. Only include federal funds. Approved intake assessments for Georgia include TABE 11/12, TABE CLAS-E, Best Plus 2.0, and Best Literacy.)

7. Other Staff Salary/Benefits for Intake and/or Orientation (for reporting quarter)

(This excludes the Career Services Specialist. Do not type dollar sign. Only include federal funds.)

8. Special Initiative and/or Event Costs (for reporting quarter)

(Do not type dollar sign. Include initiatives for outreach to promote Adult Education and other supportive services, such as career fairs, recruiting events, community events, etc. Only include federal funds.)

9. IET Training Costs (for reporting quarter)

(Do not type dollar sign. If none, type 0. Only include **training-associated IET costs** that were paid through **federal** Title II AEFLA funds. Training costs include: training provider costs, required equipment (e.g. helmets, goggles, etc.), certification test costs, etc. If your IET is funded through a source other than your TCSG-administered federal funds, do not include those costs.)

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Section 3: Career Services Outcomes

If there are no students, type "0". Enter the total number of outcomes achieved for the years of this quarter. These values should reflect your year-to-date total for each outcome metric.

* 10. Outcome Metrics (for reporting quarter)

Number of Students Referred from WIOA Partner Agency (must have documentation that student started at another agency, like one-stop or WorkSource, before being referred to Adult Education)

Number of Students Referred to Career + HSE Program

Number of Students Enrolled in Career + HSE Program

Number of Students Dually Enrolled in Postsecondary (excluding Career + HSE students; students must be receiving *postsecondary credit*)

Number of Students with Individual Training Account (ITA) Funding

Number of Students Obtaining High School Equivalency

Number of Meetings between Adult Education Program and One-Stop/WIOA Partner, Local Workforce Board

Number of Students Referred to Supportive Services (community-wide agencies, housing, childcare, transportation, etc.)

11. If students were referred to more than one supportive service, please list the services and the associated service provider below.

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Section 4: Integrated Education and Training (IET) Programs

Enter the name of each IET program your site has offered as of this quarter, even if the IET has ended. Report each individual IET program, even if the program consists of multiple IETs. For example, if you have multiple ManufactuReady IETs, you should only enter ManufactuReady once on this page.

* 12. Program Name

13. Program Name

14. Program Name

15. Program Name

16. Program Name

17. Program Name

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Section 5: IET Program Enrollment

For each IET program you listed on the previous page, enter the total number of students enrolled in each IET program as of this quarter. These values should reflect your year-to-date total IET enrollment by program.

* 18. Integrated Education and Training (IET) Enrollment

{{ Q12 }}	<input type="text"/>
{{ Q13 }}	<input type="text"/>
{{ Q14 }}	<input type="text"/>
{{ Q15 }}	<input type="text"/>
{{ Q16 }}	<input type="text"/>
{{ Q17 }}	<input type="text"/>

* 19. For each IET program you listed on the previous page, list the associated industry-recognized stackable credentials students can earn through the IET (ex: CNA, LPN, A+ certificate, forklift, etc.). An industry-recognized stackable credential is one that can be accumulated over time to build up an individual's qualifications and help them move along a career pathway or up a career ladder to a different and potentially higher-paying job.

{{ Q12 }}	<input type="text"/>
{{ Q13 }}	<input type="text"/>
{{ Q14 }}	<input type="text"/>
{{ Q15 }}	<input type="text"/>
{{ Q16 }}	<input type="text"/>
{{ Q17 }}	<input type="text"/>

Section 6: Industry-Recognized Stackable Credentials

Enter the names of each industry-recognized stackable credential your students have attained as of this quarter, even if it was attained in an earlier quarter. An industry-recognized stackable credential is one that can be accumulated over time to build up an individual's qualifications and help them move along a career pathway or up a career ladder to a different and potentially higher-paying job. Students can earn industry-recognized stackable credentials through IET, dual enrollment, or other pathways.

20. Credential Name

21. Credential Name

22. Credential Name

23. Credential Name

24. Credential Name

25. Credential Name

26. Credential Name

27. Credential Name

28. Credential Name

29. Credential Name

30. Credential Name

31. Credential Name

32. Credential Name

33. Credential Name

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Section 7: Credentials Attained

For each credential you entered on the previous page, enter the number of students who attained that credential as of this quarter. These values should reflect your year-to-date total number of students earning stackable credentials. If there are no students, type "0".

* 34. Credential Attainment Count

{{ Q20 }}

{{ Q21 }}

{{ Q22 }}

{{ Q23 }}

{{ Q24 }}

{{ Q25 }}

{{ Q26 }}

{{ Q27 }}

{{ Q28 }}

{{ Q29 }}

{{ Q30 }}

{{ Q31 }}

{{ Q32 }}

{{ Q33 }}

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Section 8: Career Services Updates

Provide narratives of this reporting quarter's results for each of the following categories.

35. Engagement with One-Stop Locations

(This should include visits, activities, communication, etc. Ex: "I visited the one-stop location once a month. I provided flyers and recruitment materials. I provided a training with one-stop employees on our wraparound services for students.")

36. Workshops

(This includes a description of any workshops you have held this quarter. Ex: "I held a workshop on soft skills that directly relate to our IET trainer's needs for 10 IET students.")

37. Identifying Transition Barriers

(This includes any barriers you have discovered, how you discovered them, and how you are addressing them. Ex: "I identified three students who need housing assistance through individual counseling sessions. I contacted the local homeless shelter who has open beds available for these students as they search for permanent housing.")

38. Local Workforce Board Participation

(This includes any involvement with your local workforce board, such as meetings, communication, etc. Ex: "I attended the local workforce board meeting last month. I also invited a local workforce board member to come and speak with IET students about ITA funding during a class.")

39. I need additional support assistance with providing career services.

Yes

No

If yes, please indicate the assistance needed.

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Certification

* 40. I certify that the information provided is true and correct. The Program Administrator has also reviewed and approved the information in this report.

Yes

No