Integrated Education & Training and Student Training Reporting
Data Entry Policies and Procedures

Integrated Education & Training Class Form

Integrated Education & Training (IET) is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.

Prior to entering an Integrated Education & Training (IET) class into Georgia Adult Learners Information System (GALIS), all Adult Education providers must first submit a completed IET Class Form to their Grant Program Support Coordinator (GPSC) for approval. Once the GPSC approves the information in the IET Class Form, the Adult Education provider can create the class in GALIS and begin enrolling students. An asterisk denotes required data on the IET Class Form and in GALIS.

General Class Information

Follow the same guidelines for entering any class into GALIS. Required elements include:

- **Class Title**
  - For IET classes, the Class Title should be similar to the Training Title/Course, but should include some additional qualifier to help distinguish between different classes for the same IET (such as site, time of day, etc.). For example, “Welding2Work AM”.

- **Class Site**
- **Instructor**
- **Delivery**
  - Although this is not a data entry field in GALIS, this information will assist the Office of Adult Education in monitoring IET program delivery models. Indicate whether the IET class is delivered through face-to-face instruction, distance education, or hybrid (combination of face-to-face instruction and distance education).

- **Program**
  - If the IET class student population represents multiple programs, select the primary program that best describes the IET class student population.
    - The only exception is if an IET class contains IELCE and non-IELCE students. In this case, make the IET two separate classes to correctly identify IELCE IET students and non-IELCE IET students. For the non-IELCE class, select the primary program that best describes the non-IELCE IET class student population.
Consider the following notes when selecting the primary program:

- **ABE/ASE** – students’ entry educational functioning levels are ABE.
- **Correctional Facility** – includes prisons, jails, reformatories, work farms, detention centers, halfway houses, rehabilitation centers, or any other institution designed to rehabilitate criminal offenders.
- **Community Corrections** – includes probation, parole, or a specialized court program, such as an accountability court.
- **Institutional Setting** – examples include facilities operated by a state mental health agency or individuals in civil confinement institutions.
- **ELA/ESL** – students’ entry educational functioning levels are ESL and class is not funded through IELCE (Section 243).
- **Family Literacy** – family literacy program should be approved by OAE. Refer to the Policy and Procedure manual for additional information.
- **IELCE** – class is funded through IELCE (Section 243) funds. If the IET is funded through IELCE (Section 243) funds, the program code must be IELCE. If an IET class contains IELCE and non-IELCE students, make the IET two separate classes to correctly identify IELCE IET students and non-IELCE IET students. For the non-IELCE class, select the primary program that best describes the non-IELCE IET class student population.
- **Workplace Literacy** - adult education and literacy activities offered by an eligible provider in collaboration with an employer or employee organization at a workplace or an off-site location that is designed to improve the productivity of the workforce.
- **Contract** – class is funded through another grant outside of WIOA and student population are not also IELCE or corrections. If students are IELCE or corrections, select either IELCE or corrections as the primary program code.

- **Start Date**
- **End Date**

**Note:** When entering class days and times in GALIS for IET classes, only enter times when the Adult Education program is providing service. Do not include times for training provided outside of the Adult Education classroom in the IET class information.
IET Information

The IET Information section of the IET Class Form includes the required data elements after selecting the IET checkbox when entering a class in GALIS. These required elements provide specific information on the IET. In GALIS, the IET Information entered will display in the Student Training Reporting module for any student enrolled in the IET.

- **Career Cluster**: a group of jobs and industries that are related by skills or products that were established by the States’ Career Clusters Initiative and are recognizable across the U.S. Within each cluster, there are cluster pathways that correspond to a collection of courses and training opportunities to prepare someone for a given career. There are 16 career clusters in the National Career Clusters Framework, which are listed below.

Instructions: Select the career cluster that best represents the industry needs addressed by the IET.

Note: Education & Training should only be selected for IETs that address the Education & Training industry, such as Early Childhood Education.

- a) Agriculture, Food, & Natural Resources
- b) Architecture & Construction
- c) Arts, A/V Technology & Communications
- d) Business Management & Administration
- e) Education & Training
- f) Finance
- g) Government & Public Administration
- h) Health Science
- i) Hospitality & Tourism
- j) Human Services
- k) Information Technology
- l) Law, Public Safety, Corrections & Security
- m) Manufacturing
- n) Marketing
- o) Science, Technology, Engineering & Mathematics
- p) Transportation, Distribution & Logistics

- **Training Title/Course**: the name of the training course.

Instructions: The Training Title should reflect the Class Title and refer to the IET’s name and/or training focus (e.g., Home Health Aide, OSHA 10/Forklift, Phlebotomy, Welding, etc.)

- **Training Provider**: a public or private entity, such as an institution of higher learning (community or technical college, university, etc.), a local or national community-based organization, or other agency that provides training.

Instructions: Do not list the instructor as the training provider; instead, list the entity affiliated with the instructor. If the training provider is affiliated with a technical college, specify the training provider’s department (e.g. TCSG Economic Development).
Training Type (select one)

- **Apprenticeship** - a workforce development strategy that trains a worker for a specific occupation using a structured combination of paid on-the-job training and related instruction.

- **Customized Training** - Customized Training is training that:
  - is designed to meet the specific requirements of an employer (including a group of employers);
  - is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
  - for which the employer pays-
    - a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
    - in case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate. (WIOA)

- **Dual Enrollment (postsecondary credit)** - an educational program that allows students to be enrolled in two separate, educational programs. Generally, it refers to secondary students taking postsecondary courses for college credit.

- **Economic Development/Continuing Education** - non-college credit courses or certificates offered by an institution of higher learning in order to facilitate life-long learning of individuals or to meet the training needs of the local business community.

- **Employer Sponsored** - training available through an employer that may be provided by the employer or through another entity, such as a postsecondary institution. Employers can bear all of the cost of the training or share the cost with employees.

- **Job Readiness** - a training service that prepares individuals to seek or obtain employment, usually through skills training.

- **Private Sector Training** - a training service that is provided by an organization run by private individuals or groups (usually for-profit), and not controlled by the state.
Sources of Funding (select all that apply)

- Local Workforce Development Board - an entity comprised of local representatives as described in the Workforce Innovation and Opportunity Act. The LWDB works to oversee the delivery of workforce services relevant to local residents and businesses. Critical to their charge is oversight of the local One-Stop Career Centers.
- Local Funding - funding provided by other sources within the local organization, college, or non-profit agency (e.g. college foundation).
- Adult Education Grant - funding provided by Section 231 (adult literacy services), Section 225 (correctional education), Section 243 (Integrated English Literacy and Civics Education), or state matching funds of the Workforce Innovation and Opportunity Act of 2014. Use of these funds exceeding $8000 requires prior approval from the TCSG/Office of Adult Education.
  - If selecting this option, indicate the specific funding source under the adult education grant by highlighting or circling the appropriate option.
- Ability to Benefit - a postsecondary education program for students who have sufficient competency to benefit from postsecondary education, but do not have a high school diploma or high school equivalency.
- High Demand Career Initiative (HDCI) - a state of Georgia education grant for students who enroll in select majors specifically aligned with industries in which there are more jobs available in Georgia than there are skilled workers to fill them. These industries have been identified as strategically important to the state’s economic growth. Also known as HOPE Career Grant.
- Other Grants - other sources of grant-based funding such as private foundations. Examples: United Way, Goodwill, Dollar General Foundation, local community non-profit agency (like CLCP), local labor union.
- Other - any other funding source that is not listed. Examples: student-paid, family member-paid.

College Credit

- Credit - a course or class that leads to a diploma or degree.
- Non-Credit - a course or class that does not lead to a diploma or degree, and generally is non-transferrable.

Instructions: If the IET is non-credit, include a description of the non-credit training.
Eligible Certificates (Credentials) Conferred

List all of the potential industry-recognized credentials a student can earn during the IET class. When submitting the IET Class Form for review, include a sample of the eligible credentials students can earn for review and approval. See the “Credentials” section for additional guidance on acceptable credentials.
Non-IET Student Training

If an Adult Education student is participating in workforce training that is not through an IET program, the Adult Education program must enter the student’s non-IET student training information in the Student Data module in GALIS.

The following data elements are required:

- **Start Date**: the date the student started the training program.
- **End Date**: the date the student’s training program is scheduled to end.
- **Career Cluster**: a group of jobs and industries that are related by skills or products that were established by the States’ Career Clusters Initiative and are recognizable across the U.S. Within each cluster, there are cluster pathways that correspond to a collection of courses and training opportunities to prepare someone for a given career. There are 16 career clusters in the National Career Clusters Framework, which are listed below.

**Instructions**: Select the career cluster that best represents the industry needs addressed by the non-IET training.

**Note**: Education & Training should only be selected for training that addresses the Education & Training industry, such as Early Childhood Education.

- a) Agriculture, Food, & Natural Resources
- b) Architecture & Construction
- c) Arts, AV Technology & Communications
- d) Business Management & Administration
- e) Education & Training
- f) Finance
- g) Government & Public Administration
- h) Health Science
- i) Hospitality & Tourism
- j) Human Services
- k) Information Technology
- l) Law, Public Safety, Corrections & Security
- m) Manufacturing
- n) Marketing
- o) Science, Technology, Engineering & Mathematics
- p) Transportation, Distribution & Logistics
Training Title/Course: the name of the training course.

Instructions: The Training Title/Course should refer to the course name and/or training focus (e.g., Home Health Aide, OSHA 10/Forklift, Phlebotomy, Welding, etc.). If a student is participating in Dual Enrollment for postsecondary credit, the Training Title/Course should be the student’s major or program of study (e.g. Certified Nursing Assistant or Commercial Truck Driving).

Training Provider: a public or private entity, such as an institution of higher learning (community or technical college, university, etc.), a local or national community-based organization, or other agency that provides training.

Instructions: Do not list the instructor as the training provider; instead, list the entity affiliated with the instructor. If a student is participating in Dual Enrollment for postsecondary credit, the Training Provider should be the name of the postsecondary institution (e.g. name of the technical college).

Training Type (select one)

- Apprenticeship - a workforce development strategy that trains a worker for a specific occupation using a structured combination of paid on-the-job training and related instruction.

- Customized Training - Customized Training is training that:
  - is designed to meet the specific requirements of an employer (including a group of employers);
  - is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
  - for which the employer pays-
    - a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
    - in case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines to be appropriate. (WIOA)

- Dual Enrollment (postsecondary credit) - an educational program that allows students to be enrolled in two separate, educational programs.
Generally, it refers to secondary students taking postsecondary courses for college credit.

- **Economic Development/Continuing Education** - non-college credit courses or certificates offered by an institution of higher learning in order to facilitate life-long learning of individuals or to meet the training needs of the local business community.
- **Employer Sponsored** - training available through an employer that may be provided by the employer or through another entity, such as a postsecondary institution. Employers can bear all of the cost of the training or share the cost with employees.
- **Job Readiness** - a training service that prepares individuals to seek or obtain employment, usually through skills training.
- **Private Sector Training** - a training service that is provided by an organization run by private individuals or groups (usually for-profit), and not controlled by the state.

**Sources of Funding for Training** (select all that apply)

- **Local Workforce Development Board** - an entity comprised of local representatives as described in the Workforce Innovation and Opportunity Act. The LWDB works to oversee the delivery of workforce services relevant to local residents and businesses. Critical to their charge is oversight of the local One-Stop Career Centers.
- **Local Funding** - funding provided by other sources within the local organization, college, or non-profit agency (e.g. college foundation).
- **Adult Education Grant** - funding provided by Section 231 (adult literacy services), Section 225 (correctional education), Section 243 (Integrated English Literacy and Civics Education), or state matching funds of the Workforce Innovation and Opportunity Act of 2014. Use of these funds exceeding $8000 requires prior approval from the TCSG/Office of Adult Education.
  - If selecting this option, indicate the specific funding source under the adult education grant by highlighting or circling the appropriate option.
- **Ability to Benefit** - a postsecondary education program for students who have sufficient competency to benefit from postsecondary education, but do not have a high school diploma or high school equivalency.
- **High Demand Career Initiative (HDCI)** - a state of Georgia education grant for students who enroll in select majors specifically aligned with industries in which there are more jobs available in Georgia than there are skilled workers to fill them. These industries have been identified as strategically important to the state’s economic growth. Also known as HOPE Career Grant.
- **Other Grants** - other sources of grant-based funding such as private foundations. Examples: United Way, Goodwill, Dollar General Foundation, local community non-profit agency (like CLCP), local labor union.
o **Other** - any other funding source that is not listed. Examples: student-paid, family member-paid.

- **College Credit**
  - **Credit** - a course or class that leads to a diploma or degree.
  - **Non-Credit** - a course or class that does not lead to a diploma or degree, and generally is non-transferable.

**Instructions:** If the training is non-credit, include a description of the non-credit training under Non-Credit Description.
Credentials

Credentials are industry-recognized certificates or postsecondary certificates awarded upon satisfactory completion of a training course or program. When students earn an industry-recognized credential, which includes postsecondary credentials, Adult Education programs must enter the credential information as well as upload supporting documentation into Georgia’s Adult Learners Information System (GALIS). Programs must follow the below guidelines when entering industry-recognized credentials into GALIS.

1. Prior to uploading credential information into GALIS, programs must obtain approval from the Office of Adult Education that the credential is industry-recognized.
   a. For credentials earned through an IET, programs must submit a representative sample of the credential documents students will earn as an attachment to the IET Class Form to their assigned Grant Program Support Coordinator (GPSC) for review and approval.
   b. For credentials earned through non-IET student training, programs must submit a representative sample of the credential documents to Kimberlee Bryant (kbtrenton@tcs.gov) and their assigned GPSC for review and approval.

2. If approved, programs can proceed with entering the credential information into GALIS for applicable students.
   a. Programs should enter information in the Student Training Reporting module in GALIS within 10 business days of receiving approval.
   b. Navigate to the “Student Training Reporting” module in GALIS and search for the student’s student training enrollment record using the search options.
   c. Programs must enter a Certificate Name, Conferred Date, and indicate whether the certificate was conferred (yes/no).
      i. Programs should select the Certificate Name that most closely aligns with the certificate being uploaded. If none of the Certificate Names are appropriate, email Rosaline Tio (rlo@tcs.gov).
   d. Programs must upload the approved supporting documentation for the credential for each applicable student.
      i. The certificate (credential) should be in Portable Document Form (PDF).
      ii. Select “Choose File” to navigate to where the document has been saved.
      iii. Select “Open” to attach the PDF to the student’s record.
      iv. Select “Save” to complete the record update.
e. Once saved, GALIS will insert the record into a summary table below the student record and the certificate fields are ready to upload an additional certificate or credential.

**What Should I Enter into GALIS?**

Industry-recognized or postsecondary credentials that are in-demand for the program's local workforce development area. Examples include:
- Certification cards issued by a certifying agency (i.e. First Aid/CPR/AED)
- Certificates issued by an approved institution
  - Approved institutions include national organizations, technical colleges, Office of Economic Development, Office of Continuing Education, etc.

If the student earned a certificate for the credential, the uploaded supporting documentation must clearly indicate the certificate information (certificate number, passing test score, etc.). If the approved credential is a completion certificate for an in-demand course, the certificate must include an official seal from the institution and be signed by the appropriate personnel.

Programs should **not** enter or upload multiple credentials for a student if the supporting documentation references the same credential. For example, if a student earned a credential and the program had two documents supporting this credential, the program should only enter the credential once in GALIS and upload a single file that includes at least one of the approved supporting documents for the credential.

**What Should I Not Enter into GALIS?**

Programs should not enter credentials that are not industry-recognized into GALIS. Examples include:
- Northstar Digital Literacy Assessments
- GeorgiaBEST
- Certificates created by Adult Education programs
- Completion certificates for the overall Integrated Education & Training (IET) course (i.e. ManufactuReady, Industry Ready)
- ACT WorkKeys