# Career and Technical Education and Workforce Training Data Collection



July 2016

#### **Presentation Overview**

- 1. Defining Career and Technical Education (CTE) and Workforce Training
- 2. Data Collection Process
- 3. Student Roster (Tab I)
- 4. Course Completion (Tab II)
- 5. Work-Based Learning (Tab III)
- 6. Industry Certification (Tab IV)
- 7. Program Maps
- 8. Closing

## Defining Career and Technical Education and Workforce Training

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## **Defining CTE and Workforce Training**

- CTE programs include schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, cutting-edge technologies, and career preparation.
- These programs offer both academic and careeroriented courses, and many provide students with the opportunity to gain work experience through internships, job shadowing, on-the-job training, and industry certification and degree opportunities.

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- OSSE is required to collect enrollment, course, and completion data from all LEAs whose students enrolled in workforce and CTE programs during the 2015-16 school year.
- OSSE uses the CTE data collection in three different reports.

 Although the Perkins Consolidated Annual Report (CAR) is only for schools that receive Perkins funding, the information is also needed for required ED*Facts* and CTE Task Force reporting, which are required whether the LEA receives Perkins funds or not.

- Webinar Training
  - Tuesday, July 26 from 1-2:30 p.m., or
  - Wednesday, July 27 from 10-11:30 a.m.
- Data Collection Window
  - Aug. 1, 2016 through Sept. 16, 2016.

All data should be submitted through OSSE's secure upload website by 5 p.m., Sept. 16, 2016.

#### Each LEA will submit two Excel files:

- 1. Student-Level Data: A roster of students who have taken CTE courses at your LEA, a list of all CTE courses taken by students on the roster, other relevant information about certifications, and dual enrollment participation. There are four tabs for LEAs to input student-level information and one tab with reference information.
- 2. Program Map: A list of all CTE courses grouped by CTE program and career cluster. Program maps include courses offered starting as early as the 2011-12 school year through the 2015-16 school year. There is one tab for LEAs to input all courses and programs offered.

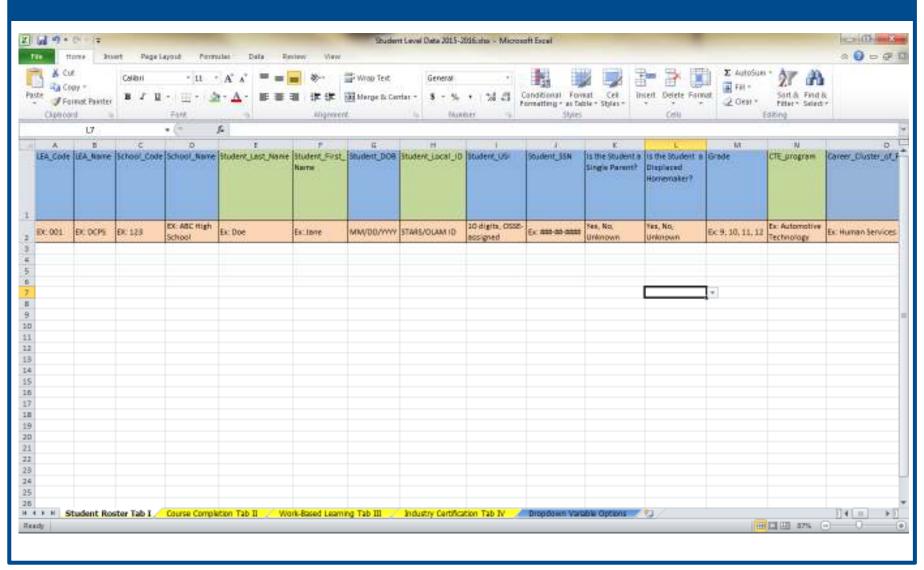
## **Student Roster (Tab I)**

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## Student Roster (Tab I): Data Elements

- LEA Code\*
- LEA Name\*
- School Code\*
- School Name\*
- Student Last Name
- Student First Name
- Student DOB\*\*
- Student Local ID
- Student USI\*\*
- Student SSN\*\*
- Is the Student a Single Parent?\*
- Is the Student a Displaced Homemaker?\*
- Grade\*
- CTE Program
- Career Cluster of Program\*
- Is the Student Dually-enrolled at a Postsecondary Institution?\*
- Did the student receive a certificate of completion from the LEA?\*
- Did the student take an industry-recognized certification exam during the school year?\*
- Did the student attain an industry-recognized certification during the school year?\*
- Did the student participate in work-based learning during the school year?\*

## Student Roster (Tab I)



## **Student Roster (Tab I): FAQs**

- "Is the Student a Single Parent" refers to whether the **student** is a single parent or is pregnant and will become a single parent. This does not refer to whether or not the CTE student's parent or guardian is a single parent. (This is a federal reporting requirement.)
- The CTE program should be assigned by the LEA and should be consistent with the program maps submitted by the LEA.
- For several elements, LEAs have the option to mark Yes, No, or Unknown (indicated on row two in the student roster tab).
- If an LEA is unsure about a student's status, the LEA should mark "Unknown."

## **Course Completion (Tab II)**

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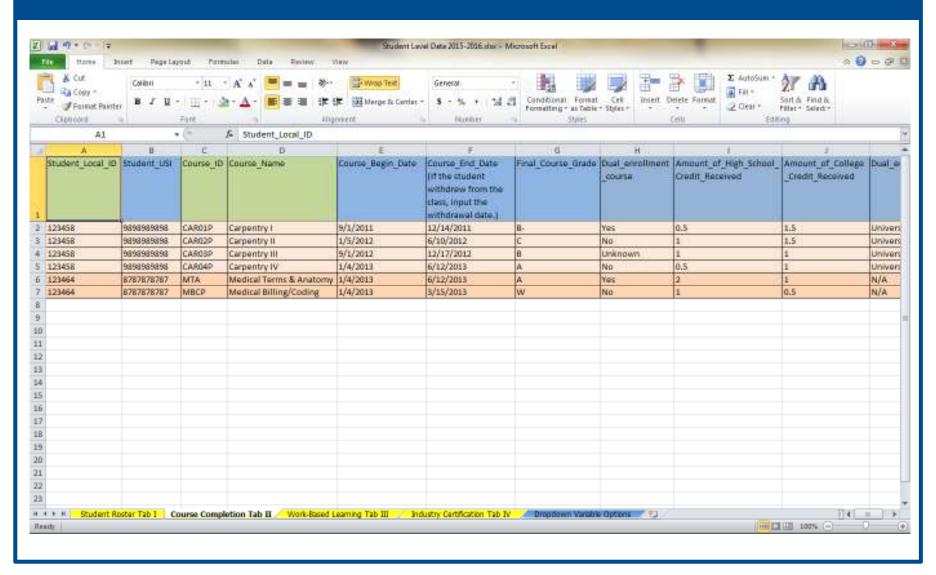
## **Course Completion (Tab II)**

- OSSE requires historical information on CTE students to classify them and determine their progress in the CTE program.
- LEA should provide all CTE classes ever taken by a given student in high school starting as early as the 2011-12 school year through the 2015-16 school year.

### **Course Completion (Tab II): Data Elements**

- Student Local ID
- Student USI\*\*
- Course\_ID
- Course\_Name
- Course Begin Date\*\*
- Course End Date\*\*
- Final\_Course\_Grade\*
- Dual enrollment course\*
- Amount\_of\_High\_School\_Credit\_Received\*
- Amount of College Credit Received\*
- Dual\_enrollment\_institution\_name\*

## **Course Completion (Tab II)**



## **Course Completion (Tab II)**

- Dual-Enrollment in Postsecondary Programs
  - Instances when students enroll in postsecondary-level courses while still in high school.
  - Programs provide students the opportunity to earn college credit.
  - Students may also have the opportunity to concurrently earn high school credit.
- Data Elements Required
  - If Dual-enrollment course indicator = YES
    - HS credits earned (0-3)
    - College credits earned (0-3)
    - Dual Enrollment Institution Name

## **Course Completion (Tab II): FAQs**

- Why do you require information about courses taken in the past? I thought this collection was only for 2015-16 school year?
  - In addition to information about courses taken in 2015-16 school year, OSSE requires historical information on CTE students to classify them and track their progress.
  - This collection will cover CTE classes offered as early as the 2011-12 school year through the 2015-16 school year.

## Work-Based Learning (Tab III)

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#### Work-Based Learning (Tab III): Overview

- Types of Work-Based Learning
  - Internships
  - Job placement
  - Job shadowing
  - Mentorship
  - Registered apprenticeships
  - Career-oriented external industry/business site visits

#### Work-Based Learning (Tab III): Internships

- Culmination of high school career preparation activities.
- Allow students to apply work-readiness and academic skills and learn specific occupational skills in a workplace setting.
- Can be unpaid or paid (or offer some form of compensation to students).
- Typically occur during the summer between grade 11 and 12; however, they may also take place during the school year, particularly during grade 12.

#### Work-Based Learning (Tab III): Job Placement

 Job placement is the term used to describe the process schools use to help their students find employment.

#### Work-Based Learning (Tab III): Job Shadowing

- Work experience option is where students learn about a job by walking through the work day as a shadow to a competent worker.
- Work experience is temporary, unpaid exposure to the workplace in an occupational area of interest to the student.
- Students are able to witness firsthand the work environment, employability and occupational skills in practice, the value of professional training and potential career options.
- Work-based learning is designed to increase career awareness, help model job site behavior for students through examples and reinforce the link between classroom learning and work requirements.

#### Work-Based Learning (Tab III): Mentorship

- A mentorship is a deliberate pairing of a more-skilled or experienced person with a lesser-skilled or inexperienced learner with the agreed upon goal of having the lesser-skilled learner (mentee) grow and develop specific occupational competencies.
- The individualized approach to teaching and learning affords a self-motivated learner opportunity to excel and to become proficient in many skills. The mentor, guided by the learner's teacher coordinator, follows an agreed-upon training plan.

## Work-Based Learning (Tab III): Registered Apprenticeships

- Training is distinguished from other types of workplace training by several factors:
  - (1) participants who are newly hired (or already employed) earn wages from employers during training;
  - (2) programs must meet national standards for registration with the U.S. Department of Labor (or federally recognized State Apprenticeship Agencies);
  - (3) programs provide on-the-job learning and job-related technical instruction;
  - (4) on-the-job learning is conducted in the work setting under the direction of one or more of the employer's personnel; and
  - 5) training results in an industry-recognized credential.

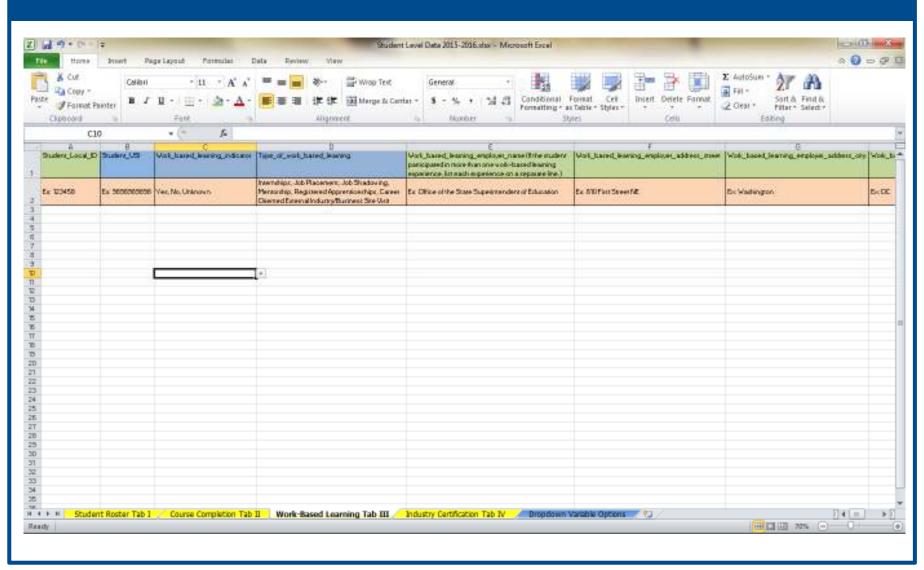
## Work-Based Learning (Tab III): Career-Oriented Site Visits

Trips that provide students diverse
opportunities to explore career opportunities
(e.g., offsite guest speakers, guided tours of a
worksite/company, etc.)

#### Work-Based Learning (Tab III): Data Elements

- Student\_Local\_ID
- Student USI\*\*
- Work\_based\_learning\_indicator\*
- Type\_of\_work\_based\_learning\*
- Work\_based\_learning\_employer\_name
- Work\_based\_learning\_employer\_address\_street
- Work\_based\_learning\_employer\_address\_city
- Work\_based\_learning\_\_employer\_address\_state
- Work\_based\_learning\_employer\_address\_zip
- Work\_based\_learning\_industry
- Work\_based\_learning\_paid\*
- Work based learning hours\*\*
- Work\_based\_learning\_hours\_frequency\*

## Work-Based Learning (Tab III)



## **Industry Certification (Tab IV)**

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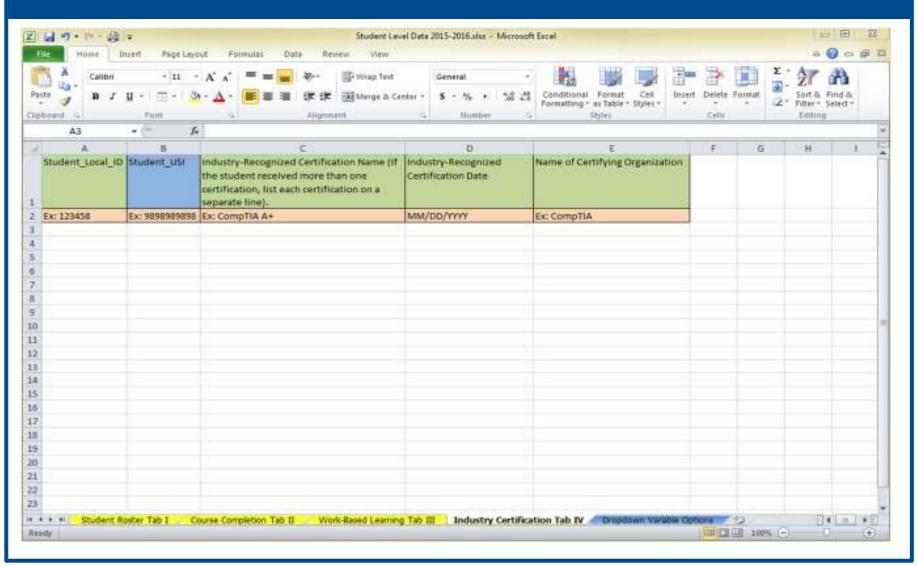
## **Industry Certification (Tab IV)**

- Indicate mastery of or competency in specific knowledge, skills, or processes that can be measured against a set of accepted standards.
- These are not tied to a specific educational program, but are typically awarded through assessment and validation of skills in cooperation with a business, trade association, or other industry group.
- After attaining a certification, individuals often must meet ongoing requirements to maintain the currency of the certification.

#### **Industry Certification (Tab IV): Data Elements**

- Student\_Local\_ID
- Student\_USI
- Industry-Recognized Certification Name
- Industry-Recognized Certification Date
- Name of Certifying Organization

## **Industry Certification (Tab IV)**



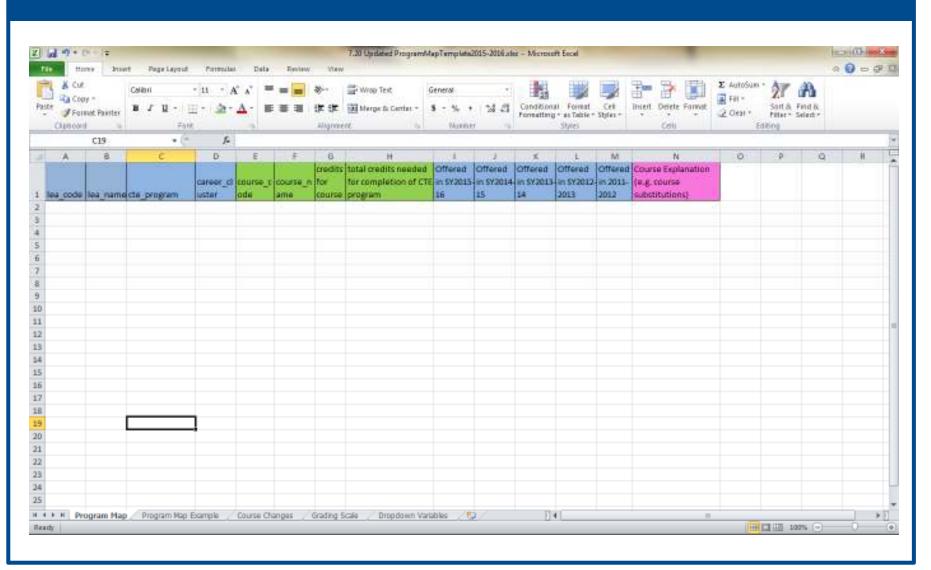
### **Program Maps**

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### **Program Maps**

- A list of all CTE courses grouped by CTE program and career cluster. Program maps include courses offered starting as early as the 2011-12 school year through the 2015-16 school year.
- To determine a student's progress in the CTE program, OSSE requires program maps that link each course to the relevant CTE program.
- OSSE will contact each LEA directly to provide individualized assistance on the program map.

## **Program Maps**



## Closing

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## **Changes in Reporting**

- CTE program of study is now CTE program
- OSSE CTE Program team is supporting LEAs in creating or reviewing program maps
- Grading scale replaces CTE GPA calculation
- Submissions accepted via secure upload, only please be aware that:
  - OSSE is cleaning and restructuring the site.
  - LEAs will receive credentials and a slide deck with instructions by Aug. 5.

## Closing/Questions?

If your LEA has questions about required participation, data requirements, or the CTE program, please contact <a href="https://osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/osse.com/os