

W O R K F O R C E

E D U C A T I O N

Workforce Education/Training Record Layout

HEADER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	01
Data Type		3	1	N
College Fice Code		4	6	000001 - 999999
Academic Year		10	4	YYYY
Spaces		14	2	pad with 2 spaces

DATA RECORD: (ONCE FOR EACH STUDENT)

Field Name	db Name	Field #	Length	Valid Choices
Record Header		1	2	02
Record Type		3	1	N
Term	term	4	1	0 - 3
Unique Course Sequence Number	sequence	5	6	000000 - 999999
Course Title	title	11	20	N A
Course Program-Level Cip Code	cip_2010_code	31	2	00-52, 99
Course Detail-Level Cip	cip_2010_detail	33	4	0000-9999
Course Type	course_type	37	1	1, 2, 3
Course Method	course_method	38	2	01, 02, 03, 07, 10, 14, 20, 98
Technology Type	tech_type	40	2	00, 10-13, 20-25, 41, 42, 44, 50, 52
Course Credit Hours	cr_hrs	42	2	00 - 99
Instructor Social Security Number	ssn_id	44	9	See Page xx for valid ssn's.
Workforce Students Completing Course	enrollment	53	3	001 - 999
CEU	ceu	56	5	0000v0 – 9999v9
Filler		61	5	pad with 5 spaces
Department Code	department	66	4	N A
Receiving Course Location	recv_locn	70	2	00, 01, 02, 03, 04, 06, 08, 09, 10, 77, 98
County Code	county_code	72	3	001 – 075
Non-Traditional Site	non_trad_site	75	30	

TRAILER RECORD: (ONCE PER FILE)

Field Name		Field #	Length	Valid Choices
Record Type		1	2	99
Data Type		3	1	N

FILENAME:

School Abbreviation + YY + Term Code .WRK

YY = two-digit actual year that the term occurred

Workforce Education/Training File Definitions

Workforce files are submitted on a term basis and should be reported in the term **following** that in which the class ended *regardless* of when the class began.

The file should be named with reference to the term in which the class was last held and NOT the term the file is submitted.

Only data for the specific term in question should be submitted in a term work force file.

For example:

The workforce file for the fall of the previous year is due in the spring of the next year.

Assume the **data** is for the fall term of 2008 and is submitted in the spring of 2009.

The file should be named <school abbrev>**081**.wrk; **NOT** <school abbrev>**092**.wrk.

The name of the file is dependent on the time covered in the data file and not when the file is submitted.

Calculations Using Non-Credit Workforce/Training Data

The primary non-credit workforce/training data that are incorporated into the funding formula for each two-year institution is the **total number of contact hours**. **Total contact hours** are calculated using two data elements from the Workforce/Training Data files. The data elements that are used in this calculation are **CEU** and **enrollment** for each non-credit course.

Contact hours are calculated for each non-credit course, then contact hours are summed to obtain the **total non-credit contact hours** for the institution for the semester/term. The formula used to calculate contact hours for each course is:

$$\text{Contact Hours} = \text{Enrollment} \times \text{CEU} \times 10$$

Examples:

Data from the file:			Contact Hours (Calculated) Enrollment X CEU X 10
Course Title	Enrollment	CEU	
COURSE1	17	1.5	255
COURSE2	15	3.0	450
COURSE3	7	5.2	364

The **total number of contact hours** generated by these three courses is: 1,069.

Workforce Education/Training File Definitions

Name	#	Length	Description
Record Header	1	2	Enter 02 for detail record.
Record Type	3	1	Enter N for business and industry training course record
Course Term (term)	4	1	Enter the term when this course was offered. On-Schedule Terms 0 = Summer 2 1 = Fall 2 = Spring 3 = Summer 1
Unique Course Sequence Number (sequence)	5	6	Enter a unique sequence number to identify each course record. Unique course sequence numbers must be different for each record that is submitted in the same file. Credit-hour courses also reported in the Credit Course File <u>and</u> also offered as non-credit-hour courses should have the same Course Sequence Number if possible.
Course Title (title)	11	20	Enter the title of the course. Examples: Elementary Statistics Manufacturing Processes
Course Program- Level CIP Code (cip_2010_code)	31	2	Enter the program-level CIP code (first 2 digits) for this course. This must be a valid cip code. See the NCES publication <i>Classification of Instructional Programs, 2010 Edition</i> .
Course Detail-Level CIP Code (cip_2010_detail)	33	4	Enter the detail-level CIP code (last 4 digits) for this course. This must be a valid cip detail. See the <i>Classification of Instructional Programs, 2010 Edition</i> .
Course Type (course_type)	37	1	Enter the type of course (see definitions below). 1=Pre-employment training 2=Existing-employee training 3=Both

Workforce Education/Training File Definitions

Name	#	Length	Description
Course Method (course_method)	38	2	<p>Report the type of delivery method that best characterizes this course. Use the term that reflects your institution's description of the method.</p> <p>01 = Lecture 02 = Lecture/Laboratory (lecture course which includes a lab component as part of the same course registration) 03 = Laboratory (credit-bearing or zero credit lab which requires a registration separate from the lecture component of the course) 07 = Apprenticeship/Externship 10 = Special Topics 14 = Self-paced 20 = Telecommunications 98 = Other</p> <p>NOTE: 1.Use code 20 in this field only if the course is offered via telecommunications. 2.If a code other than 20 is reported, enter 00 in field 40.</p>

Workforce Education/Training File Definitions

Name	#	Length	Description
Technology Type (tech_type)	40	2	For all courses that use telecommunications to deliver 50% or more of the course content, please use the following codes to designate the type of technology used. Note that this is not the technology used to support instruction in the classroom but is technology used to deliver the course content.

00 = Not Applicable, course method is not telecommunications

WB = Web-Based

SS = Site-to-Site

OT = Other

NOTE: Use codes WB, SS, or OT only if delv_method field is coded as 20.

SREB Definition: Web-Based (WB) – courses delivered over the Internet (Web delivery); Site-to-Site (SS) – courses delivered through special facilities for site-to-site two-way audio-video (compressed video); and Other (OT) – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc.

The previous codes used in the SISDB would cross-walk to the new codes as follows.

Glossary changes:

Technology Types: For all courses that use telecommunications to deliver 50% or more of the course content, please use the following codes to designate the type of technology used. Note that this is not the technology used to support instruction in the classroom but is technology used to deliver the course content.

Web-Based (WB) – courses delivered over the Internet (Web delivery).

Site-to-Site (SS) – courses delivered through special facilities for site-to-site two-way audio-video (compressed video).

Other (OT) – courses delivered via satellite, cable TV, broadcast TV/radio, closed-circuit, video tape, CD ROMS, DVDs, e-mail, etc.

The old technology type definitions are deleted.

Workforce Education/Training File Definitions

Current Code/Description	Web Based (WB)	Site-to-Site (SS)	Other (OT)
00 = Not applicable--course method is not telecommunications			
10 = One Way Real-Time (immediate) Technology			X
11 = Broadcast Television			X
12 = Cable Television			X
13 = Radio			X
19 = Other			X
20 = Two Way Real-Time (immediate) Technology		X	
21 = Videoconferencing (including freeze frame, compressed, and full-motion video systems)		X	
22 = CuSeeMe (compressed digital video over the web)		X	
23 = Interactive satellite (uplink/downlink)			X
24 = Conference calls/audio teleconferencing			X
25 = Audiographic conferencing			X
26 = One-to-one telephone			X
27 = Real-time e-mail chat			X
39 = Other			X
40 = One Way Asynchronous (delayed) Technology			X
41 = HTML web sites	X		
42 = Web sites without web boards	X		
43 = Video and audio tapes (via mail)			X
44 = CD-ROMs			X
49 = Other			X
50 = Two Way Asynchronous (delayed) Technology		X	
51 = One-to-one e-mail			X
52 = Electronic group discussion/computer mediated communication which includes ListServ / bulletin and web boards	X		
98 = Other			X
99 = Unknown			X

Workforce Education/Training File Definitions

Name	#	Length	Description
Course Credit Hours (cr_hrs)	42	2	Enter 0 if the course is non-credit; otherwise enter the credit-hour value of the course.
Instructor Social Security Number (ssn_id)	44	9	Enter the instructor's social security number. This entry is numeric. See Page xx for valid ssn's.
Workforce Students Completing Course (enrollment)	53	3	Enter the number of workforce students completing the course, whether the course is a credit-hour course or a non-credit hour course. This will either be the same as or less than the enrollment reported for the course in the Credit Course File.
CEU (ceu)	56	5	Enter the total number of Instruction Hours awarded for <u>NON-CREDIT</u> courses rounded to the tenths position. The decimal is implied; therefore, do NOT enter the decimal in this field. Definition: One CEU = Ten (10) contact hours of participation in organized education/training experience under responsible, qualified direction and instruction. (one contact hour = 60 minutes of instruction) Every 1-credit-hour college course = 15 contact hrs., unless more hours are required. So, a 3-credit-hour course = 45 contact hours or 4.5 CEUs (report as 00045).
Filler	61	5	Pad field with 5 spaces.
Department Code (department)	66	4	Enter the department code for this course from the list of valid codes for your institution. If course is team taught, enter the code for the unit budgeted for this course.

Workforce Education/Training File Definitions

Name	#	Length	Description
Receiving Course Location (rcv_locn)	70	2	<p>Enter the location where this course is received (i.e., location of students).</p> <p>00 = On-campus 01 = Branch campus 02 = University center / Other Arkansas higher education institution 03 = Elementary or high school or other public school 04 = Business/industry site 05 = Clinic / Hospital 06 = Public library/community-based organization 08 = Out-of-state/country site 09 = Military base 10 = Correctional institution 11 = Secondary Area Center – On-campus 12 = Secondary Area Center – Off-campus 77 = Student’s home 98 = Other</p>
County Code (county_code)	72	3	<p>Complete this data element for courses only if <i>ALL</i> of the following apply:</p> <ul style="list-style-type: none"> - Receiving Course Location is greater than 00 - Course Type = 1 - The Course Method is NOT = 20. <p>Enter the 3-digit County Code (Arkansas counties only, range = 001 through 075, see Appendix B) identifying the county where an off-campus course meets.</p>

Workforce Education/Training File Definitions

Name	#	Length	Description
Non-traditional Sites (Non_trad_site)	75	30	<p>If Receiving Location (Field 70) = 00, On-campus Then Non-traditional Site (Field 75) =Blank spaces</p> <p>If Receiving Location (Field 70) = 01-02, 04-10, or 98, offered at a non-traditional site Then Non-traditional Site (Field 75) = Name of specific site</p> <p>If Receiving Location (Field 70) = 03, at an Arkansas public high school Then Non-traditional Site (Field 75) = High school code</p> <p>If Receiving Location (Field 70)= 77, Student's home Then Non-traditional Site (Field 75) = "Student's Home"</p> <p>If Receiving Location (Field 70) = 11 or 12, Secondary Area Center Then Non-traditional Site (Field 75) = Secondary Area Center See Appendix E.</p> <p>If Course Method (Field 38) = 20, Telecommunications Then Non-traditional Site (Field 75) = Name of specific site</p> <p>Ex: Name of the specific site: ASU-Beebe, Springdale High School, Little Rock Air Force Base, Baptist School of Nursing, International Paper, Baldor Electric, etc.</p> <p>DO NOT ENTER ROOM NUMBERS OR BUILDING NAMES.</p> <p>If the specific site is unavailable, enter the city and state where the course is held.</p>

Workforce Education/Training

Revision to AHEIS Manual: June 16, 2008

Arkansas Association of Two-Year Colleges Workforce Education, Training, and Service Policy and Procedures Revision to AHEIS Manual: June 16, 2008

Workforce Defined

Workforce Education/Training is defined as any postsecondary (primarily non-credit) education or training activity (seminar, workshop, course, customized training, etc.) that is specifically used for developing/enhancing the skills of existing employees or members of any business or industry, and any training provided to individuals, whether employed or unemployed, that is designed to meet the employment needs of the student and/or employer by enhancing occupational, technical, and/or soft (communication, computational, and interpersonal) skills.

Workforce Instructional Types

- Non-Credit (Continuing Education Unit – CEU) – Described under the section Guiding Principles for Non-Credit Workforce Training in which CEU's may be awarded.
- Credit courses – Description and identification of credit courses for general reporting are listed under the section Guiding Principles for Identification of Workforce Credit Courses.

Guiding Principles for Non-Credit (CEU) Workforce Training

Workforce activity is recorded by using the following method:

Individual Continuing Education Units (CEU's)

An individual Continuing Education Unit (CEU) may be awarded to students completing a learning activity that meets the established criteria for a CEU and is recorded as such.

An electronic transcript (or permanent) is maintained for all students completing a CEU course resulting in a CEU award.

CEU's may be awarded for any activity meeting the criteria.

Workforce CEU's are identified by the prefix of WFE. These are FOR CREDIT awards meeting CEU criteria.

Workforce Education courses must meet Individual CEU criteria and be recorded as such to be reported for inclusion in State formula funding.

The instructor of a Workforce Course Education class that is included in the ADHE count must be an approved faculty member of the college (permanent, adjunct, volunteer, or consultant) and under the control and direction of the appropriate instructional dean and workforce director.

When an institution works with an industry through an agreement to certify or validate CEU's for a company's own in-house training/workforce activity, the CEU's for this activity shall not be included in the ADHE count and shall not be assigned a "WFE" prefix.

"Non-Credit Distance Education (ITV, On-Line, Video Tapes, etc.) are considered workforce classes if they meet the criteria for CEU's.

Clarification regarding instructor – Distance classes must be instructor led, i.e. they must meet the same instructor requirements as with an on-campus class and the instructor must interact with the students in a distance teaching-learning methodology. (A self-paced non-instructor involved course

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should not be included in this area. Do not include Ed2Go classes as the instructors are not under college control or supervision.

On-line or video course contact hours shall be as defined in the learning outcomes (syllabus) required in the development of a CEU course. If the instructor uses a commercially prepared course, the product-recommended hours may be included in the syllabus as the contact hours necessary for completion. If a student takes more hours than designated in the syllabus as required for completion of the course – only count the hours as designated required in the Syllabus. If a student takes less time than the hours designated as required for completion – only count the hours as designated required in the syllabus. In all complete cases the number of hours will be the same and will be those as identified in the syllabus or learning outcomes as required for completion of the class.

CEU Criteria For Workforce

CRITERIA FOR AWARDING A WORKFORCE CEU WERE ESTABLISHED TO:

- Provide a standard unit of measure,
- Quantify Workforce education and training activities, and
- Serve the diversity of providers, activities, and purposes in Workforce education.
- CEU criteria represent national quality training standards for Arkansas to follow

DEFINITION:

- One CEU = Ten (10) contact hours of participation in organized education/training experience under responsible, qualified direction and instruction. (1 contact hour = 60 minutes)
- Short courses of 1 contact hour or more may be counted for reporting (0.1 CEU)

TEN CRITERIA FOR AWARDING THE CEU FOR WORKFORCE:

ORGANIZATION: The institution must have an identifiable workforce education or training unit or group with assigned responsibility for administering workforce education and/or training events.

RESPONSIBILITY AND CONTROL: The institution, through its training unit, ensures that criteria are followed.

SYSTEM FOR AWARDING THE CEU: The institution has a system in place to identify learners who meet requirements for satisfactory completion. The provider maintains a complete, permanent record of each learner's participation, and can provide a copy of that record upon request.

LEARNING ENVIRONMENTAL AND SUPPORT SYSTEMS: A learning environment and support services, appropriate to the Workforce education or training goals and learning outcomes, are provided.

NEEDS IDENTIFICATION: Each learning event is planned in response to the identified needs of a target audience.

LEARNING OUTCOMES: The institution has clear and concise written statements of intended learning outcomes (e.g., behavioral or performance objectives) based on identified needs for each Workforce education and training event.

PLANNING AND INSTRUCTIONAL PERSONNEL: Qualified personnel are involved in planning and conducting each learning event.

CONTENT AND INSTRUCTIONAL METHODS: Content and instructional methods are appropriate for the learning outcomes of each event.

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ASSESSMENT OF LEARNING OUTCOMES: Procedures established during event planning are used to assess student achievement of the learning outcomes.

POST-EVENT EVALUATION: Each learning event is evaluated by the students and the training unit.

Reference for quoted information (criteria for awarding CEU's) is from the IACET website (<http://www.iacet.org>) and with terminology changes to reflect workforce only.

Guiding Principles for Identification of Workforce Credit Courses

There are instances where credit courses are offered as workforce training. Those courses are reported as a part of the college's regular semester credit report. **They are not duplicated for the purpose of funding decisions.**

To provide a comprehensive report to the state and community as to the effectiveness of the colleges in responding to and developing the state's workforce, each college is to identify a section number that will only be used for workforce **credit classes** – WF# (two alphas and one numeral) is suggested if your system allows for three places (note: because of the differences in institution computer systems and the existing institution data coding systems, it is anticipated that a section number used across all colleges would present difficulty for some – thus the above is suggested – but each institution should identify a consistent section code for Workforce credit classes.

In the report of credit data each semester the workforce section number should be identified.

Each College Workforce Director in conjunction with the institutional IR person will submit to the AATYC Workforce Coordinator an annual (Summer II – summer 1 or July 1 – June 30) report by semester in July of unduplicated headcount credit workforce activity.

Since the counts from Workforce Education and Training data collection directly relate to the AATYC "2006 Mini-Model Funding Formula" for the reimbursement of previously non-State-funded expenses, data integrity is important and accuracy is needed to avoid any appearance of "double-dipping". Thus, do not count any For-Credit (or Non-Credit) courses that are "**regular**" offerings of college Technical/Technology Divisions or Academies, where the college already receives direct State funding subsidy support. Only off-schedule, customized, special section, and/or free For-Credit courses supervised and delivered via your training department should be counted in the WFE & T reports, and these are only to offer "recognition" to the college for extra community businesses and organizations outreach training support services upon-demand.

It is perfectly ok to report training counts where Companies/Clients receive direct State expense reimbursement grants themselves, like from the AEDC Existing Workforce Training Program (EWTP), the AWIB Incumbent Worker Training Program (IWTP), or other sources not sent directly to the college to pay for the training course expenses. Also, secondary Tech Prep instruction is not eligible for counting for possible formula reimbursement, while Apprenticeship program activities are ok to count. It may also be noted that when a for-credit course exceeds 15 clock hours of instruction per credit hour, as often happens in Apprenticeship or special lab classes, then it is ok to count and report the total number of clock hours delivered versus being limited to just 15 hours per one credit hour.

It is not necessary to calculate CEUs for workforce **credit** courses.

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Recording, Reporting, and Validating CEU Workforce Activity

A permanent course file shall be maintained on each course, documenting that the Ten CEU Criteria (page 71) were met. The file contents are to include a syllabus that addresses learning outcomes, action or content, and instructional method, as well as instructor and course evaluations. Also to be included are:

- Instructor vita

- Course planning document that addresses organization needs, identification and location of instruction and its environment for supporting learning

- Party (ies) responsible for developing number of hours and number of CEU's

- Course/program evaluation results (by instructor and/or client)

- Registration information

- Class roster

- Contract signed by business/industry representative, if applicable

An institutional listing of all courses shall be maintained by the training unit, and shall include:

- Course number

- Course title

- Course description

- CEU's (if awarded or not)

- Appropriate CIP

For Workforce courses to be included in formula funding, the course information must be a part of the College's computerized registration record. If an institution does not have student information software that will handle CEU's, the institution must implement a paper system of registration and record keeping that will allow the college to build an EXCEL document that can be converted into a test file in the ADHE-required reporting format for transmittal.

NOTE:

The word "course" as used in this text may be interpreted to mean an activity, workshop, seminar, etc., which is organized, meets the CEU criteria, and is for the purpose of learning.

The institution must maintain an electronic transcript of the student's work, if a CEU is awarded. Reporting shall be calculated and transmitted to ADHE by term with due dates the same as the other term files.

Validation shall include addition of CEU-type registration to state audit system as with credit registration.

Workforce Education and Training Reporting Requirements

See the ADHE Reporting Manual for further clarification and documentation.

The Workforce Education and Training Course File includes courses for which academic credit is generally NOT granted. This file is specifically intended to collect data about non-credit business and industry training courses. Directions are provided for identifying qualifying credit hour courses. Those courses are submitted through credit reporting but identified as listed in this report. This identification allows credit workforce effort to be identified as workforce initiatives for general reporting but maintains the integrity of identification of non-credit courses for funding purposes.

Specific directions follow for:

Workforce Education/Training Revision, Page 4 of 5

Arkansas Association of Two-Year Colleges

Workforce Education, Training, and Service
Policy and Procedures

Approved by Presidents/Chancellors June 11, 2003

Workforce Education/Training

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Non-Credit (Continuing Education Unit – CEU) – directions are listed under the section Guiding Principles for Non-Credit Workforce Training in which CEU's may be awarded.

Credit courses – directions for identification of credit courses for general reporting are listed under the section Guiding Principles for Identification of Workforce Credit courses.

This file is optional for four-year institutions to report.

The Workforce Education and Training Course File is a TERM FILE submission, due on the same dates as the other term files. All submissions are to be of completed courses, thus it is anticipated that the majority of submissions for a semester will be included on the 11 day report of the semester following course completion.