

Measurable Skill Gains Guide

Adult, Dislocated Worker, and Youth Programs

What is the measurable skill gains (MSG) indicator?

The MSG performance indicator measures **documented progress** of participants enrolled in **education or training** leading to a recognized postsecondary credential or employment.

Only **one MSG** per participant, per period of participation, per program year is included in the measure. However, *when appropriate*, **all relevant MSG should be recorded** in the Arizona Job Connection (AJC) system for a participant in a given program year.

What is a “recognized postsecondary credential” under WIOA¹?

- An industry-recognized certificate or certification
- A certificate of completion of an apprenticeship
- A license recognized by the State or federal government
- An associate or baccalaureate degree

Note: Master’s and other graduate degrees are excluded from the definition.

The [Post Secondary Credential Attainment Tool](#) may also help determine if a credential is a recognized postsecondary credential.

Who are the participants included in the MSG indicator?

Adult and Dislocated Worker Participants

- Those who are in a training program leading to a recognized postsecondary credential or employment and funded by --
 - The Adult or Dislocated Worker program
 - Other DOL² partner program that shares a common exit with the Adult or Dislocated Worker program (Youth, Trade Adjustment Assistance, National Dislocated Worker Grant)
- **On-the-job training (OJT) and customized training** participants are included

¹ Workforce Innovation and Opportunity Act

² Department of Labor

in the measure.

Youth Participants

- All in-school youth
- Out-of-school youth in the following:
 - Program element occupational skills training
 - Program element education offered concurrently with workforce preparation and training for a specific occupation
 - Secondary education or postsecondary education
 - Title II-funded adult education
 - YouthBuild
 - Job Corps

Note: Youth participants in OJT and other work experience are **not included** in the measure.

What are the types of MSG?

- [Educational functioning level \(EFL\) gain](#)
- [Attainment of secondary school diploma or equivalent](#)
- [Receipt of secondary or postsecondary transcript or report card](#)
- [Progress towards training milestones](#)
- [Exam passage \(skills progression\)](#)

EFL Gain

This MSG type applies to participants receiving **instruction below the postsecondary-education level** and may be measured by:

- Enrollment in postsecondary education or training during the program year (for participants who were enrolled in and exited a basic education program); or
- Comparison of initial EFL and current EFL based on a test used in the [National Reporting System for Adult Education](#)³.

Test scores must show **achievement of at least one EFL**. For example:

³ Linked document publication date 9/23/22. Please refer to the most recent publication.

TABE 11/12 Pretest

Reading Score: 570
Grade Level 6-8
EFL: High
Intermediate Basic
Education



TABE 11/12 Posttest

Reading Score: 576
Grade Level 9-10
EFL: Low Adult
Secondary Education



Posttest score places
participant **one
educational
functioning level up**
= MSG

Attainment of Secondary School Diploma or Equivalent

MSG may be documented when the participant obtains one of the following:

- A high school diploma; or
- A high school equivalency (HSE) diploma through [the GED Pathway, the College Credit Pathway, or the HSE PLUS Career Readiness Pathway](#).

Receipt of Secondary or Postsecondary Transcript/Report Card

The secondary or postsecondary transcript or report card must be for a sufficient number of credit hours that shows a participant is meeting Arizona's academic standards.

- The **secondary school transcript or report card**:
 - May be for one semester; and
 - Must meet academic standards (D- or above in all classes).
- The **postsecondary school transcript or report card**:
 - Must be for at least 12 hours per semester (or equivalent) or 12 hours over two semesters for students enrolled part time (or equivalent); and
 - Must meet academic standards (D- or above in all classes).

Progress Towards Training Milestones

This MSG is documented by a participant's satisfactory progress report (or better) towards established milestones.

- Progress reports must be from the employer or training provider.
- Progress reports must document the participant's substantive **skill development or gain**.
- An **established milestone** should be *established* in advance of the education or training program, or in advance of the program year being measured.
- Acceptable Source Documentation:
 - Documentation of a skill gained through OJT or Registered Apprenticeship

- Contract and/or evaluation from employer or training provider documenting a skill gain
- Progress report from employer documenting a skill gain

Example below:

On-the-Job Training (OJT) Participant Progress Report				
Participant: Jane Doe				
Job: Sewing Machine Operator				
Skills/Competencies <i>(Established in OJT Contract and Training Plan)</i>	Skill Level Prior to Training	Training Hours Completed	Date Completed	Skill Level After Training
Ability to operate industrial sewing machine	<input checked="" type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	40 hours	10/31/22	<input type="checkbox"/> Limited/Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Proficient
Ability to sew garments according to specifications	<input checked="" type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient	40 hours	10/31/22	<input type="checkbox"/> Limited/Beginning <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Proficient
Ability to maintain industrial sewing machine	<input type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient			<input type="checkbox"/> Limited/Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient

Exam Passage (Skills Progression)

This MSG is recorded when the participant successfully completed an exam that is required for a particular occupation or demonstrated progress in attaining technical or occupational skills, as evidenced by trade-related benchmarks such as knowledge-based exams.

Acceptable Source Documentation:

- Results of knowledge-based exam or certification of completion
 - Example: result of unit exam in a certified nursing assistant (CNA) program
- Documentation demonstrating progress in attaining technical or occupational skills through an exam or benchmark attainment
- Copy of a credential that is required for a particular occupation and only is earned after the passage of an exam
 - Example: copy of the commercial driver's license

References

[20 C.F.R. § 677.155](#); [TEGL 10-16, Change 2](#); [TEGL 23-19, Change 2](#); [Test Benchmarks for NRS Educational Functioning Levels \(EFL\)](#)

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