

The NSWG call, held on September 11, 2014, began at 2:00 PM EDT.

Welcome | Steve Klein

Facilitator Steve Klein reviewed the call agenda and reminded callers that all materials referenced on the call can be accessed on the Perkins Collaborative Resource Network (PCRN) website cte.ed.gov/newsandevents. Also on the website are the 2014–15 call topics the NSWG planning team identified. He shared that information on the Workforce Innovation and Opportunity Act will be addressed on a future call.

OCTAE Updates | John Haigh

John Haigh provided the following updates:

- Andrala Walker has joined OCTAE. She previously worked at the U.S. Department of Labor as a Workforce Analyst, and for the Louisiana Department of Education in student support programs. She will be serving as a Regional Accountability Specialist for Guam, Idaho, Iowa, Montana, New York, Oklahoma, Palau, South Dakota, and Wisconsin. The support of states, as she makes her transition, is greatly appreciated.
- The NASDCTEc fall 2014 meeting will be held October 20th–22nd in Baltimore, Maryland.
 - OCTAE staff will hold office hours throughout the day on October 20th. States can schedule times for consultation using the PCRN website. Check the “Mark Your Calendars” section on the home page. Contact Robin Utz at 202-245-7767 if you have questions.
- OCTAE staff is looking forward to conducting a monitoring visit to Oklahoma.

Employability Skills Toolkit | North Carolina

Frank Scuiletti and Bob Witchger of the North Carolina Community College System described the employability skills toolkit the state developed in collaboration with the Center for Occupational Research and Development (CORD).

The toolkit and a wealth of other teaching resources are located on North Carolina’s professional development website: nc-net.info. The site also contains materials on nontraditional careers. Materials are free and available for download, adaptation, and use.

- Toolkit materials were developed based on local, national, and international research studies and include input from over 1,000 employers in North Carolina (see *Closing the Gap: 2012 Survey of North Carolina Employers*).
- The employability skills toolkit encompasses eight employability competencies, each with standardized content that includes an overview of the competency, presentation materials, teaching resources, assessment tools and strategies, and links to online resources and videos.
- The toolkit is intended to fill a soft-skills gap and to do so in a way that standardizes content and helps reduce the need for individual instructors to develop their own curricula.
- Presenters noted that they are using existing, proprietary assessments, and referenced SkillsUSA (workforcereadysystem.org) and NOCTI (nocti.org).
- Upgrades/updates to the state’s employability standards will be handled by CORD. Questions and suggestions can be sent to Ann-Claire Anderson (anderson@cord.org).

OCTAE-DATE Liaisons

John Haigh

John.Haigh@ed.gov

Sharon Head

sharon.head@ed.gov

Host

Steve Klein

sklein@rti.org

Employability Skills Framework | Steve Klein

Steve Klein displayed the OCTAE Employability Skills Framework, which can be found at cte.ed.gov/employabilityskills. The website offers a rationale for why the framework was developed and profiles employability skills that fall into three broad areas: applied knowledge, workplace skills, and effective relationships.

Users can click on the interactive framework to see individual employability skills components and to learn more about resources associated with each. There also are presentations and short videos linked to some resources. The site has been updated to allow users to access information based on whether they are an educator, employer, or policymaker (navigation located in the bottom right-hand corner of the site). The interactive contents are tailored to each role.

Since the Department of Education can't endorse any specific assessment, the site does not provide details on specific tests. However, users may select from the employability skills identified within the framework to build an assessment comparison worksheet, which can be used to rate different assessments. The site also provides examples of innovative state, local, and employer-led initiatives that highlight how the skills described in the Employability Skills Framework may be taught and assessed.

Consolidated Annual Reporting | OCTAE

Sharon Head and John Haigh discussed the data submission process for the Consolidated Annual Report (CAR).

An email from Lisa Harvey was sent out soliciting volunteers for CAR beta testing. Dates for the testing have not yet been set; if you are interested, please send your name and email address to Sharon.Head@ed.gov.

Dates for the CAR training sessions have been established:

- October 27th 10am–11am EDT
- October 30th 2pm–3pm EDT

The training agenda will be available on the PCRN website on or before October 24th. If the user guide is not available by then, email a request to Sharon.Head@ed.gov.

The CAR reporting window will open November 1st and close December 31st. OCTAE understands that this window is shorter than normal. This change allows time for OCTAE to add clarifying language to the technical skills and improvement plan sections.

Individuals should contact their state EDEN/EDFacts representative to ensure state secondary data are entered by December 20th so that these data can be uploaded to the CAR and reviewed before the December 31st submission deadline.

- OCTAE will provide information on whether printing of CAR data will be feasible this year.
- The earliest that states can submit their EDEN/EDFacts and CAR data is October 24th. While early submissions are welcome, the contractor charges each time data is pulled from EDEN/EDFacts for entry into the CAR. Therefore, data transfers occur only at discrete times. This means that state data entered into EDEN/EDFacts may not be populated into the CAR immediately following its submission.
- States are encouraged to back up their data in case there are any errors, especially if they are operating under an improvement plan.
- Although states may prefer to submit their improvement plans in January, this is not feasible because reports are due 90 days after the conclusion of the fiscal year.

Wrap-up | Steve Klein

Steve ended the call and thanked everyone for their participation. He and John thanked Frank Scuietti and Bob Witchger for their presentation of the North Carolina Employability Skills Toolkit. The next call is scheduled for November 13, 2014.

NEXT CALL:

November 13, 2014