# **Vocational Rehabilitation Services Manual A-500: Measurable Skill Gains**

Revised April 1, 2022

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## **A-504: Types of Documented Progress for Measurable Skill Gains**

The Workforce Innovation and Opportunity Act identifies the following five types of documented progress for Measurable Skill Gains (MSGs):

1. Achievement of at least one educational functioning level (EFL) by a participant who is receiving instruction below the postsecondary education level. An EFL gain is advancement of an educational level by making measurable improvement in educational attainment as measured by a pretest and posttest or by enrollment in a postsecondary education or training program after completion of a secondary school program.

An example of an EFL would be moving from a 9th grade reading level to a 10th grade reading level. The tests typically used for this include the Test of Adult Basic Education (TABE) and the Basic English Skills Test (BEST).

Examples of documentation to confirm an EFL MSG include:

* results from a TABE or BEST pretest and posttest showing skills gains or academic improvement;
* an adult high school transcript showing an EFL gain through the awarding of credits; or
* postsecondary education or training enrollment substantiated by file documentation with program notes from post-secondary or training enrollment materials after completion of a secondary school program.
1. Attainment of a secondary school diploma or its recognized equivalent.

An example of attainment of a secondary diploma would be graduating from high school or obtaining a GED. Examples of documentation to confirm this MSG would include a:

* high school transcript;
* high school diploma or its recognized equivalent; or
* report card.
1. Secondary or postsecondary progress toward a recognized credential.

An example of secondary or postsecondary progress toward a recognized credential would be successfully completing a semester of academic training. Examples of documentation to confirm this MSG would include a:

* transcript; or
* report card.

Note: There must be a sufficient number of credit hours documented to show that the customer is meeting standards identified in the customer's Individualized Plan for Employment.

1. Satisfactory or better progress toward established milestones.

An example of satisfactory progress towards established milestones would be completion of On-the-Job-Training (OJT) or completion of one year of an apprenticeship program or similar milestones. Examples of documentation to confirm this MSG would include:

* progress reports or evaluations from an employer or training provider documenting satisfactory or better progress toward established milestones; or
* satisfactory completion of a training period.
1. Successfully passing an exam that is required for an occupation or progress in attaining technical or occupational skills.

An example of successfully passing an exam that is required for an occupation or progress in attaining technical or occupational skills would be attaining a plumbing apprentice license or some other occupational license or certification. Examples of documentation to confirm this MSG would include:

* trade-related exam results;
* documentation from the employer or training provider demonstrating progress in attaining technical or occupational skills;
* occupational license or certification; or
* online confirmation of license or certificate.

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