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**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 16-11**

**Daryl E. Bassett, Director**

**February 28, 2017**

**TO:** All ADWS Employees  
Participating Arkansas Sector Partnership Grant (ASP)  
Local Workforce Development Boards/Service Providers

**SUBJECT:** Arkansas Sector Partnership Grant (ASP) Assessment Policy

- I. **Purpose:** The purpose of the Arkansas Sector Partnership (ASP) National Emergency Grant policy on pre-employment assessment is to ensure every participant receiving ASP Program funded services receives an assessment either as a part of their grant-funded designated training provider program or prior to entering training.
- II. **General Information:** The ASP grant provides employer-driven workforce training and includes both pre-employment and occupational based short-term trainings in the fields of advanced manufacturing, health care, information technology, and the skilled construction trades. To meet the needs of employers, ASP participants may undergo at least one method of pre-employment assessment. Pre-employment assessments include but are not limited to:
  - Career Readiness Certificate (CRC)
  - Transferable Occupation Relationship Quotient (TORQ)
  - Test of Basic Adult Education (TABE)
  - Employer pre-employment processes
  - Registered Apprenticeship pre-employment processes
  - Other online based assessment tools
  - Standardized Testing recognized by Community Colleges
  - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals in accordance with WIOA Individualized Career Services (TEGL 3-15).
- III. **Action Required:** Please communicate this information to the appropriate staff and partnerships involved in the Arkansas Sector Partnership (ASP).
- IV. **Inquiries:** Please direct any inquiries concerning this Issuance to ADWS Discretionary Grants Program Coordinator Lisa Ferrell at 501-371-1024 or [lisa.ferrell@arkansas.gov](mailto:lisa.ferrell@arkansas.gov).
- V. **Expiration Date:** June 30, 2017 (end of the grant)