

ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
Workforce Investment Act

**SKILL ATTAINMENT RECORD – BASIC EDUCATION SKILLS**

PARTICIPANT'S NAME	SOC. SEC. NO.	REGISTRATION DATE
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TRAINING SITE	GOAL/TYPE OF EXPECTED OUTCOME <input type="checkbox"/> Literacy <input type="checkbox"/> Required Education <input type="checkbox"/> ESOL
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GOAL	NAME OF ASSESSMENT	(1) PROFICIENCY REQUIREMENT	PRE-TEST SCORE	DATE GOAL SET ON ISS	IN NEED OF TRAINING		(2) TRAINING PROVIDED	POST-TEST SCORE	DATE GOAL ACHIEVED	SKILL ATTAINED		
					Yes	No				Yes	No	
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
					<b>TOTAL IN NEED OF TRAINING</b>							<b>TOTAL SKILLS ATTAINED</b>

(1) Enter LWIA-approved level of achievement (*benchmark*) for each basic skill.  
 (2) Enter the program activity(ies) where training occurred.

**If youth is determined to be basic skills deficient, one of the goals must be a Basic Skills goal.**

**GOAL NO. ATTAINED**

**LEVEL ATTAINED**

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**SKILL ATTAINMENT RECORD – WORK READINESS EDUCATION SKILLS**

PARTICIPANT'S NAME	SOC. SEC. NO.	REGISTRATION DATE
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TRAINING SITE <i>(Skills 1-6)</i>	TRAINING SITE <i>(Skills 7-12)</i>
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POINT OF DETERMINATION <i>(Skills 1-6)</i> (1)	POINT OF DETERMINATION <i>(Skills 7-12)</i> (1)
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SKILL	NAME OF ASSESSMENT	(2) PROFICIENCY REQUIREMENT	PRE-TEST SCORE	DATE GOAL SET ON ISS	IN NEED OF TRAINING		(3) TRAINING PROVIDED	POST-TEST SCORE	DATE GOAL ACHIEVED	(4) SKILL ATTAINED	
					Yes	No				Yes	No
1. Making Career Decisions											
2. Using Labor Market Information											
3. Preparing Resumes											
4. Completing Applications											
5. Interviews/Writing Follow-up Letters											
6. Survival/Daily Living Skills											
7. Maintaining Regular Attendance											
8. Being Consistently Punctual											
9. Exhibiting Appropriate Attitude/Behaviors											
10. Presenting Appropriate Appearance											
11. Demonstrating Good Interpersonal Relations											
12. Completing Tasks Effectively											
13.											
14.											
<b>TOTAL IN NEED OF TRAINING</b> <i>(Minimum 5 of 12 Core Skills needed for attainment of Youth Work Readiness Skill)</i>							<b>TOTAL SKILLS ATTAINED</b> <i>(100% Requirement)</i>				

- (1) Enter the stage in the process where the pre-assessment was made (*intake, assessment, orientation, etc.*)
- (2) Enter LWIA-approved level of achievement (*benchmark*) for each skill.
- (3) Enter the program activity(ies) where training occurred.
- (4) Participant must demonstrate proficiency at the required benchmark in all Work Readiness Skills

**LEVEL ATTAINED**

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**SKILL ATTAINMENT RECORD – OCCUPATIONAL SKILLS**

PARTICIPANT'S NAME		SOC. SEC. NO.	REGISTRATION DATE
JOB TITLE	TRAINING SITE	SOURCE OF SKILL REQUISITES (1)	
TYPE OF TRAINING <input type="checkbox"/> Classroom <input type="checkbox"/> On-Site		NUMBER OF SKILLS NEEDED FOR POSSIBLE SKILL ATTAINMENT	

GOAL	NAME OF ASSESSMENT	(2) PROFICIENCY REQUIREMENT	PRE-TEST SCORE	DATE GOAL SET ON ISS	IN NEED OF TRAINING		(3) TRAINING PROVIDED	POST-TEST SCORE	DATE GOAL ACHIEVED	SKILL ATTAINED	
					Yes	No				Yes	No
<b>TOTAL IN NEED OF TRAINING</b>						<b>TOTAL SKILLS ACHIEVED</b>					

- (1) Enter the source of skills listed (employer survey, vocational / proprietary school, licensing board, accreditation committee, etc. ).
- (2) Enter LWIA-approved level of achievement (benchmark) for each occupational skill.
- (3) Enter the type of training approach (lecture, observation, hands-on, independent assignment, etc.)

**GOALS ATTAINED**

Y	N
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