



Successful Completer and Entered Employment Definitions Arkansas Energy Sector Partnership (AESP) Accountability Document (Performance Reporting via RAD)

Successful Completion of Education/Job Training Activities

A student/participant is determined to be a “**successful completer**” under the AESP when they have ended their education/training activity (as identified in the training providers scope of work sub-award) with satisfactory results (as evidenced by supporting documentation such as a copy of the certificate of completion, etc.). The primary training providers for the AESP have identified the training programs to be included within their respective sub-awards. Students/participants can only be reported as completing an education/job training activity once.

The USDOL definition:

Number completed education/job training activities (data element D.1 on Performance Report – 9153) – “The total number of participants who completed one or more industry and/or occupational skills education and job training activities during the reporting period. This data element should only include participants who successfully complete and education/job training activity. Participants can only be noted as completing an education/job training activity once.” (*Performance Reporting Glossary and Guide for ARRA High Growth and Emerging Industries (HGEI) Grantees*, OMB 1205-0478, expires 11-30-2013).

RAD Process for Reporting Successful Completion

Within the RAD System, in order to indicate whether a student/participant has “successfully completed” education/job training activities (which appears under the *Program* tab in RAD), the student/participant must be assigned a training program “end date” (which appears under the *Education or Job Training* tab in RAD).

Entered Employment (after completing training)

The AESP grant includes training opportunities for new job seekers, incumbent workers, dislocated workers, and disadvantaged populations. A student/participant is determined to have “**entered employment**” by either of the following ways:

- 1) After completing training, starting a new job whether that job is related to training or not
OR
- 2) After completing training, an incumbent worker (with pre-existing employment prior to training) is retained with new skills that can lead to advancement for the employee or promote increased employer efficiency and effectiveness, thus contributing to employer stability and fiscal sustainability.

The USDOL definition:

Number entered employment (data element D.1c on Performance Report – 9153) – “Of those who completed industry and/or occupational skills education and job training activities, the total number of individuals who entered unsubsidized employment. This element applies to participants who complete education/job training activities and who obtain unsubsidized employment. This includes individuals who are employed when they begin training and enter a new position of employment after program completion, even if the new position is with the same employer, as long as the individuals utilize the competency or competencies they acquired through education/training in their new position.” (*Performance Reporting Glossary and Guide for ARRA High Growth and Emerging Industries (HGEI) Grantees*, OMB 1205-0478, expires 11-30-2013).

RAD Process for Reporting Entered Employment

Within the RAD System, the student/participant has to be identified as “successfully completing” education/job training activities (*Program* tab in RAD) before the “entered employment” (*Employment and Follow-up* tab in RAD) data element can be completed.