Setting up Training Services in TEAMS

A. Purpose of this Desk Aid is to:

- assist Grantees with accurately reporting IETs in TEAMS and
- ensure IET enrollments are captured in monthly performance reports.

B. Objective:

- Training services in TEAMS represent the occupational training being provided for the IET.
- Workforce Training is one of the three (3) core components of an IET. The three (3) core components of an IET are 1) AEL Activities 2) Workforce Preparation Activities and 3) Workforce Training. For an IET under 243, you may have a fourth component, "Civics."
- If a Training Service is not created in TEAMS for an IET, coursework and classes for the IET will not be reported in TEAMS as an IET.

C. Pre-Activity:

Answer the following questions:

I. **Who is providing the Occupational Training service? [ex- Karol Community College]**

II. **Is the entity in the AEL TEAMS system as an AEL provider?**

(Complete a Provider Search for the entity in TEAMS via the Statewide List of Providers. Select 'Statewide List of Providers' in the main menu.)

- **If "Yes": Is the entity attached to you (the AEL Grantee) as a Provider under your AEL Grantee record?**
  - If "Yes" skip to page 2, Part 1: FORM A.
  - If "No" follow step 2 below.

- **If "No":**
  1. Add the entity to the TEAMS AEL Statewide List of Providers.
     - Scroll to the bottom and enter entity's name and provider type.
     - Click on 'Add' button.
  2. Assign the entity to your AEL Grantee record.
     - Select 'Assign Provider to Grant Recipient' in main menu.
     - Click on 'Assign New Provider' button (Do not use 'Search').
     - Enter Provider information and click 'Save' button.
     - Proceed to page 2, Part 1: FORM A.

PART 1: FORM A
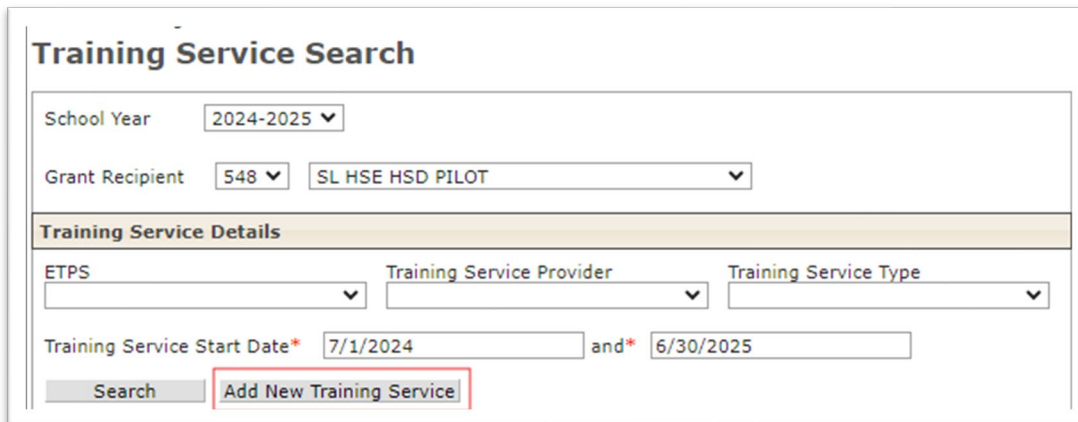## 10 Steps to Setting Up a Training Service in TEAMS

Step 1

Select "Training Services" from the TEAMS left Menu bar.

Step 2

Select "Add New Training Service."

Step 3

Enter the Start Date of the Training. If you have two identical trainings starting on different dates, you will need a separate Training Service record for each. ==(For monitoring purposes, the start date of your training service should be the start date of your Workforce Training class start date.)==

Step 4

Is the training entity on the Eligible Training Provider List (ETPL)?

- **Until further notice – you MUST Select "No." The TWC ETPL database is aligned to Eligible Training Providers who deliver services for participants enrolled under Title I Training Accounts. At the present time, no IET programs are listed in the ETP catalogue. You must select "No."** (If you have submitted your IET Program to your local Workforce Board for approval for Title I services, contact your Program Specialist for guidance.)
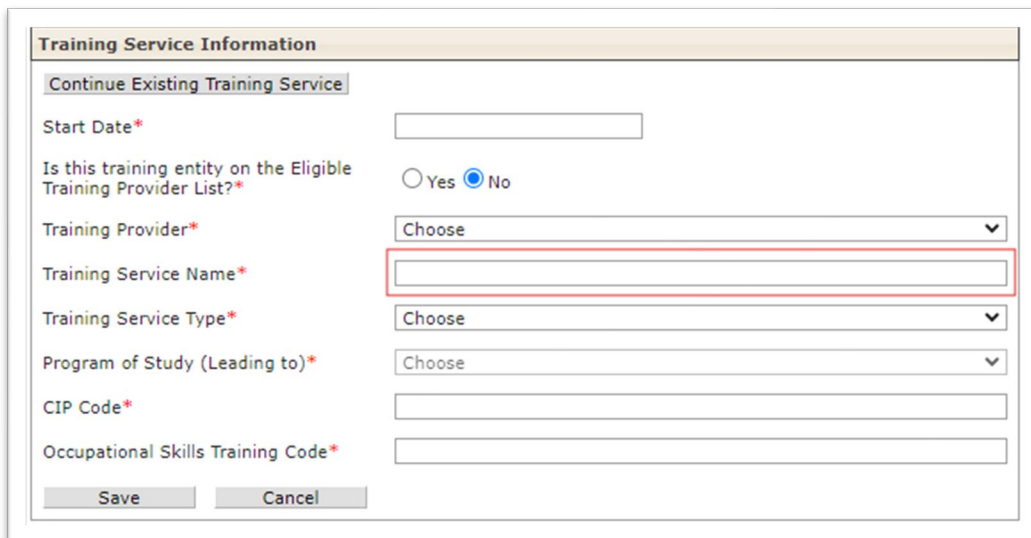
Step 5

Select the Training Provider from the dropdown list. **(If your training provider is not listed in the drop down, follow the instructions in C. Pre-Activity on page 1)**

Step 6

Enter the "Training Service Name." This may be unique to the training, such as Fall 24_HVAC Tech I.

Step 7

Select the "Training Service Type" by selecting an item from the drop-down menu. The training service types are below. (See endnotes for definitions) Unless approved by TWC AEL office, the type of training selected should be "other occupational skills training." (For definitions of the following types of trainings, see TA Tool, "What is Workforce Training." Available 11/15/24).
IET designs are commonly entered as "Other occupational skills training."

- **On-the-job training[1]**

- **Skill upgrading**

- **Entrepreneurial training**

- **Customized training***

- **<u>Other occupational skills training</u>**

- **Prerequisite training**

- **Registered apprenticeship**

- **Youth Occupational Skills Training**

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[1] On-the-job-training is training by an employer that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job, is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training, and is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate (WIOA Sec. 3(44)).

Step 8

Program of Study. This item is inactive. No selection is required.

Step 9

Begin typing in the Classification of Instructional Programs (CIP) Code _name_ associated with the program. Once you begin typing the name, the list will begin to filter showing a variety of options. Select the CIP code that matches the program. (ex. Type "nursing")

Step 10

Begin typing in the Occupational Skills Training Code _name_ associated with the program. (Example "Nursing"). Once you begin typing the name, the list will begin to filter showing all options. See illustration below. (To understand more about Occupational Skills Training Codes, see multiple tools for exploring careers, understand the skills required and education for specific occupations, review the

ONET Resource Center at: <u>https://www.onetcenter.org</u>.)

Part 2:
Attaching IET Core Components (i.e. classes) to the Training Service

IET Core Components

An IET has three core components[2]:

1) **AEL Activities**
2) **Workforce Preparation**
3) **Workforce Training**

Most common structure for delivering an IET is a model where all three components are provided concurrently along the same timeline. This setup is represented as "Illustration #1."

Reach out to your TWC AEL Program Specialist if you have questions about your IET design and the structure for reporting in TEAMS. Illustration #1: IET Core Components delivered concurrently along the same timeline.
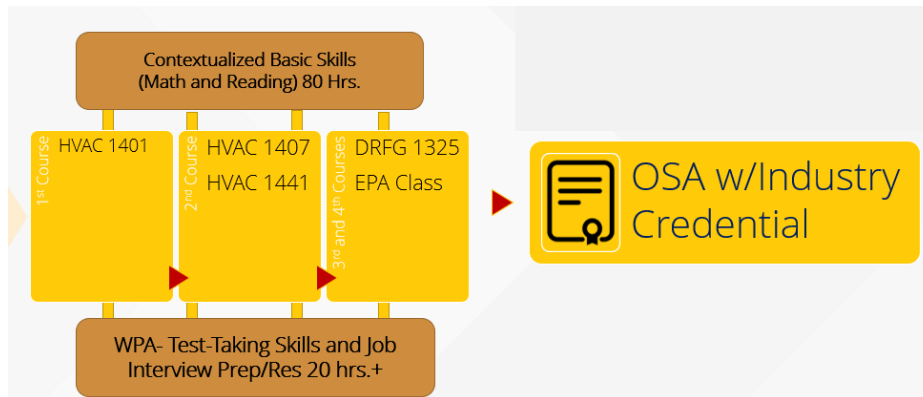

Illustration #1
[This IET had an on-ramp (bridge) to the IET that is not shown here.

This chart below is a sample schematic of an IET. There are many ways to organize instruction. For example, Workforce Preparation Activities can be integrated into AEL activities and reflected in the class syllabus and would then not need to be set up as a separate class. Check-in with your Program Specialist with any questions.

# of Classes in TEAMS	Activity Class Name	Start/End	Intensity
Class 1	**AEL Activities** Class Name: F24_AELR_Math_HVAC	7/1 to 12/6	60 hours MW 4-6 (ex. Online synchronous)
Class 2	**Workforce Preparation Activities** Class Name: F24_WPA_HVAC_WIT	11/15 to 12/6	10 hours MWF 9-10am (online or F2F)

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[2] **Three Core Components means the three required instructional and service activities of an IET program, including the following: 1) AEL Activities contextualized for Workforce Training 2) Workforce Preparation Activities and 3) Workforce Training for a specific in-demand or targeted occupation or occupational cluster, as determined by the Board.**

	Workforce Training (all classes)	7/15 to 12/1	240 hours
Class 3 of WFT	Class Name: HART1401F24	7/15 to 8/15	TTH 2pm-6pm
Class 4 of WFT	HART1441F24	8/20 to 9/25	
Class 5 of WFT	HART1407F24	9/30 to 11/10	
Class 6 of WFT	Drafting_1325_F24	11/10 to 12/6	
Class 7 of WFT	EPACertClassF24	11/15 (8 hrs.)	

For this example, there are numerous classes created to meet the goals of the IET. Each class should be set up following standard TEAMS class creation protocols. (See TRAIN PD, the PD Portal or your specific AEL Grantee for professional development trainings on setting up class protocols.)

When selecting coursework for the AEL Activities or Workforce Training, select "IET" as coursework from the dropdown menu. See illustration below. When Workforce Preparation Activities are delivered as a separate class, select "Workforce Prep Activities" from the menu of items.
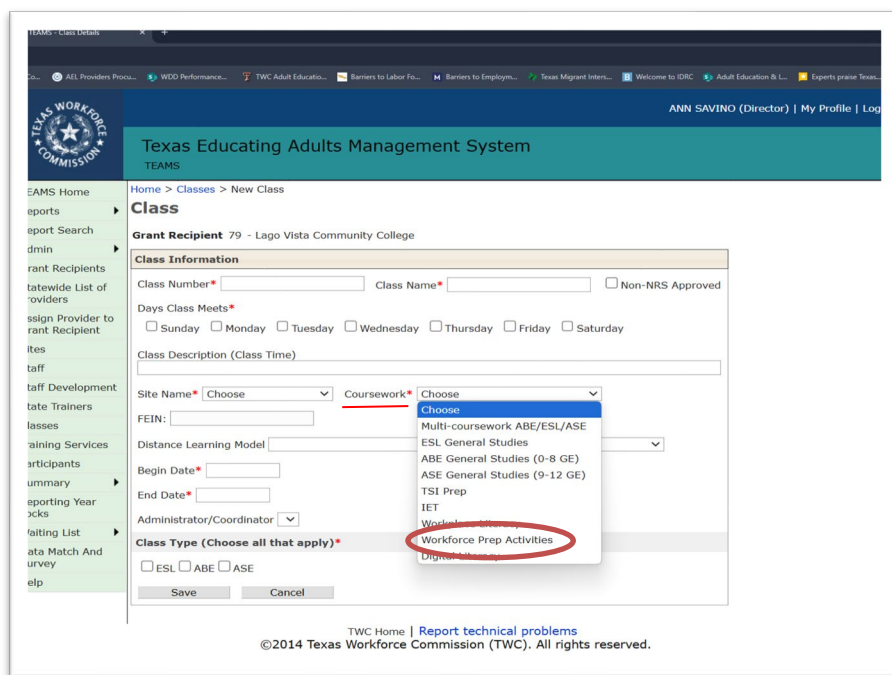
Step 1

Open "Training Services" from the left-hand menu. Locate the Training with the appropriate start date. Open the Training Service information by clicking on the Start Date active link (circled below).

Step 2

Click on "Assign Classes." (See red circle below.)

Another pop-up window will appear listing classes for the Provider. Select any or all that apply for this Training Service.

Select	Class Name	Class Number	Provider	Site	Begin Date
☑	F24_HART1324	WFT_FALL_24_335	Adult Ed Program	Buford Hall	7/15/2024
☑	F24_Reading Math_HVAC	Fall 2024_HVAC_	Adult Ed Program	Kyle Learning Center	7/15/2024
☑	F24_WPA_HVAC_WIT	F24_WPA_IET01	Adult Ed Program	Buford Hall	11/15/2024
☑	HART1324_F24	F24_HVAC_TRAINI	Adult Ed Program	Buford Hall	8/20/2024

Save   Cancel

Step 3

Review your work. Return to the lefthand menu item and select "Training Services." Open the Training Service that you just completed setting up in TEAMS. You should see all the classes that you have attached to this particular start date for the Training Service. If the classes do not appear as below, check your work and "re-attach" classes. (Hint: Check all your IETs and ensure you have a Training Service for each unique start date of the occupational training, and that the AEL, Training, and Workforce Preparation classes are attached appropriately. **Next step: Enroll and add students.**
Note on Credential denominator: <u>Any student that is flagged with an IET activity/fund code becomes part of your "Credential Denominator" affecting your credential performance outcomes.</u>