CASAS for Basic Skill Assessment Procedure

Effective Date: January 23, 2012

Reference: State Policy #1011 and Local One Stop Guidance 10-03

PURPOSE: Comprehensive Adult Student Assessment System (CASAS), Employability Competency Series (ECS) is used to assess customers for basic academic skills. The CASAS Appraisal Test 130 is used as the first step in determinining Basic Skills Deficiency.

PROCEDURE:

- WorkSource Central Basin customers seeking employment and training services that require basic academic skills as a foundation for futher training, such as vocational or technical training may be assigned to attend Assessment for Career/Employment (ACE). Referrals will be made using the WorkSource Central Basin Center's Referral Card (attached).
- Customers are administered the ECS Appraisal and Diagnostic e-test 130R (Reading) and 130M (Math).
- Customers scoring 235 or below on the Reading and/or Math assessments are determined basic skills deficient.

TRAINING:

SkillSource staff administering assessment for basic academic skills are trained on procedures by managers and/or supervisors using the following:

- State Policy #1011
- Local One Stop Guidance Log #10-03
- CASAS test training material and guidance provided by CASAS

Managers and/or supervisors will document staff trainings with meeting agenda and minutes indicating staff members present at training.

WorkSource Central Basin

REFERRAL FORM

NAME:_____ BIRTH DATE:_____/_____/_____

SKIES ID#:_____ OR SS#: _____/_____/_____

ADDRESS: _____ PHONE #:_____

CITY: _____ STATE: _____ ZIP: _____

☐ Orientation DATE: _____

☐ ACE/Career Planning Workshop DATE: _____

☐ Digital Literacy: (Modules I & II) DATE: _____

☐ CASAS Basic Skills Assessment DATE: _____

☐ CAT/TB Workshop DATE: _____

Referred By: _____ (Please take card to front desk for workshop registration)

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