ADMINISTRATIVE STATISTICS ON RETRAINING

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The purpose of this paper is to describe the types of data gathered as a part of the administration of retraining projects authorized under the Manpower Development and Training Act, the system developed to collect and process the data, and to relate these statistics to the needs of the administrator and researcher. No attempt has been made to develop a statistical description of program activity.

The basis for the administrative statistics related to the retraining program is Section 309 (a) of the MDTA, which directs the Secretary of Labor to make a report to the Congress by April 1st of each year containing an evaluation of the retraining programs conducted with funds appropriated in accordance with the provisions of the Act. Section 309 (a) specifies that the report shall include "...the number of persons trained and the numbers and types of training activities under this Act, the number of unemployed or underemployed who have secured full-time employment as a result of such training and the nature of such employment...". Throughout Title II of the Act, the Congress specified various categories of workers who are to receive priority in referral to training, payment of allowances while in a training status, or who are eligible for the various services that can be furnished in an effort to increase their current employability. In addition to describing the manner in which these groups are served, proper evaluation of program achievement must be related to the findings of Congress and purpose of the Act which are set forth in Title I.

Therefore, reporting and evaluation of the conduct of the training program must take into account many factors. For convenience, I will discuss them from three main points of view, the administrator, the evaluator, and the researcher. While collection of information based upon the total number of trainees and gross amount of funds obligated or expended can be used to describe the broad general scope of the program, these data alone are insufficient for the needs of the administrator and the evaluator. In addition to these aggregates, the administrator needs to know the what, where, when, and how of the program as well as the number of persons that are expected to be trained, and the cost in terms of allowance payments and education expense. He needs information on the expectation of future employment for persons in the occupation for which training will be given. For on-going projects, he requires data on the number that complete training and the number that drop out prior to completion. For the latter group, he also needs to know the reasons that trainees find it necessary to drop out. The administrator is also interested in determining the number of completers who obtain employment as a result of the training, as well as the number that obtain full-time employment.

The evaluator and the researcher are interested in going behind the administrative data requirements in order to present a comprehensive picture of program fulfillment, shortcomings, or problem areas. For these purposes, summaries of individual trainee data which can be related to specific projects, occupations, and geographic areas become essential. This information includes the basic demographic descriptors such as age, sex, race, marital status, education, physical condition (whether or not handicapped) and the number of dependents. Economic data, such as the individual's former industrial attachment and earnings, his labor force status at the time the training was offered, his experience in the labor force (gainful employment), his status with respect to receiving unemployment compensation and public assistance, are important complementary items to the basic enrollee demographic data previously mentioned. Then, for the post-training period there is a need for information concerning the total number of weeks that the trainee worked after completing his scheduled course of instruction, the number of jobs he has held, and the number on which he was able to utilize his training, his reasons for leaving a permanent job, and his current labor force status. For those who are employed, data that will identify the industry in which the job is situated, the number of hours he worked on that job, his earnings, the relationship of the current job to his training occupation, and the likelihood that the job is permanent (over 30 days duration), are also important.

Social data important to the researcher and evaluator include such items as the trainee's primary occupation as well as the occupation in which he last found regular employment, the length of time that he worked in his primary occupation, and the time that has passed since his last employment in that line of work, his post-training occupation, his willingness to accept a job outside his immediate commuting area, and the location of his post-training employment.

The categories mentioned represent the most important elements of data concerning trainees that lend themselves to collection and analysis on a recurring basis. Other types of information concerning program conduct and accomplishment require different approaches; generally that of a case study. At the present time, our collection of information concerning program operations and results are carried out through one of the three following methods:

1. Routine collection of data from program operations through use of specially designed reporting forms;

2. Special investigations by the evaluation staff; and

3. Contractual studies by outside investigators.

I do not intend to discuss the latter two programs at any length in this paper. However, I will mention them later to illustrate how they fit into the overall scheme of program evaluation and information.

Routine Data From Program Operations

Source

Perhaps the best way to introduce a discussion of the system for collecting and processing the program data which arise from operations would be to outline the steps that are involved in the approval and conduct of the retraining projects. As the major source of training to date has been the institutional training program, that is the one I will discuss. However, the on-the-job training project development follows a generally similar path. The major difference being that of involvement of the local Bureau of Apprenticeship and Training representative in the initial and approval stages rather than the local employment service office. A flow-chart relating report forms to the steps involved in the approval and subsequent conduct of retraining projects for training under public education or other institutional agencies is given in Chart 1. Copies of the forms are attached as an appendix.

Retraining projects can be undertaken only in those instances where a need for workers has been demonstrated and there is a reasonable expectation of employment for the enrollees. For the purpose of obtaining information concerning the need for training, the BES has developed procedures for the local offices of the various State Employment Services to follow in conducting surveys for the purpose of establishing the need for training courses. These procedures are designed only for the purpose of formulating training projects and do not follow scientific sampling procedures. Thus, the data developed by the surveys do not describe the total needs for the occupation in the area surveyed; neither do they provide suitable estimates of shortages in specific occupations. For this reason, the State agencies have been cautioned to use the data only in a form that would indicate the survey showed an unmet need for workers in the occupations studied, or that a shortage of qualified workers existed.

Following establishment by the local office that there is a need for a training course in order to meet the demand for specific occupations, that there is a trainable supply of workers available, and that there is a reasonable expectation that the trainees will find subsequent employment, the local office completes a Notification of Occupational Training Needs, Form MT-1. The Notification is sent to the State Employment Service Office and to the State Vocational Education Agency. If the State office approves the local office's recommendation for establishment of a training project, the Notification is used by the vocational officials as a basis for development of a training plan. Additional copies of the Notification are furnished the members of the local area Coordinating Committee and to members of the local advisory committee for advice and assistance in the development of an appropriate training proposal. The Notification and its statistical supplement contain data on such items as the number of workers required in the occupation, the number of individuals available for training, the wage rates or range of rates at which trainees are expected to be employed, and a certification that the wage rates, hours and conditions of work in the jobs which the trainees are expected to fill, will conform with existing standards found in area employment. Because of its nature as a planning document, the Notification is not used as a source document for entry into the basic data system. However, a copy of the form is included in the project file maintained in the National offices of the Manpower Administration. For various internal evaluations and for limited research by other Bureaus, the information has some value. (For example, the BLS has found the entry wage rate information useful in preparing their occupational outlook publications.)

Following establishment of the need for a training project and the concurrence of the State officials that the need is one that should be met through MDTA funds, a formal application for project approval is originated jointly by the local employment service office and the local vocational education facility. The Application Form. Form MT-2, identifies the area from which trainees are to be selected for training, the occupation for which training will be given, the number of trainees and estimates as to the allowance payments and training costs that will be incurred. This form is the basis for project approval. Attached to the Application Form is a justification for training - the previously described Notification and its supporting documentation, a detailed training budget, Form OE-4000, which is prepared by the local training agency and indicates the detailed cost estimates for classroom instruction; the training plan, (Form OE-4014) which is submitted by the training facility to outline the enrollment requirements (educational and experience), curricula, instructor qualifications, equipment availability, and finally a summary of the State agency administrative costs which will be incurred during the selection and allowance payment process.

Upon approval of the project proposal, selection and referral of trainees starts in the local office. Local office files of applicants are searched to identify likely candidates for the training course. Notice is given through the local communication media in order to attract other eligible candidates. Following a review of the file of job applicants in the local office including, where appropriate, specific aptitude tests, selection of potential trainees is made. At the time of selection, a report on the Characteristics of Trainees, Form MT-101, is completed. 1/ This form is the basic report used to obtain information concerning individual trainees. When training has started, trainees who are eligible for allowances file a weekly claim that is endorsed by the training facility to indicate satisfactory attendance and progress. This latter report is purely an operational form that does not enter into the basic national statistical system. However, the State agencies summarize the allowance payments for each project on a monthly basis and submit the project summaries to Washington on Forms ES-149.

Another report which is made during the conduct of the training course is the Trainee Termination Report, Form MT-102. This report is completed by the training facility whenever an enrollee is terminated. For our purpose here, the word termination includes graduation or completion, reaching a level of competence acceptable to an employer, or other terminations prior to the end of the course.

Following the conclusion of the course, a series of Post-Training Reports, Form MT-103, are received. These reports contain information concerning the employment status and experience of completers during three reference weeks at 3, 6 and 12 month periods following the completion of the project. This information is obtained either from a personal contact with the completer by a representative of the selection and referral office, or through a mailed questionnaire (Form MT-103a). Also, at the end of the training project, a final training cost report is submitted to the Office of Education on the Form OE-4000. All of the forms cited above except for the Notification (MT-1) and Training Plan Outline (OE-4014) provide data for subsequent compilation.

Compiling System

In the preceding discussion, we have presented an outline of the types of information concerning trainees necessary to describe and evaluate the retraining program as well as the sources for the data. With this background, we will now turn to a discussion of the system that has been developed for tying these data together and summarizing them into meaningful statistics and information. Our system is really two major and nearly independent systems bound together with a common thread. The two major systems are: First, one which has been developed for processing the financial data relating to program approvals and expenditures; and second, the system which has been developed for processing the data related to individual trainees. The data relating to both financial and trainee information are recorded on magnetic tape, identified by a standard identification code and processed through electronic computers. Thus, an analyst is able to call upon the data stored in either or both systems to aid his analysis.

Upon approval of a training project, a copy of the approval document, the Application Form (MT-2) is transmitted to the Office of Financial and Management Services of the Manpower Administration. Codes to identify the areas from which trainees will be drawn, the county in which the training facility is located and its congressional districts, the nature of the training to be given (OJT, Institutional, Prevocational, Basic Education, Experimental or Demonstration, etc.), and occupation for which the trainees are being prepared are entered on the form, and the form is sent to the Data Processing Office for translation into punch cards and magnetic tape. The financial record in machine form has been established.

Just as the Labor Department's Washington offices receive copies of the MT-2 Form, the Office of Education's National office receives copies of the training budget, Form OE-4000. Upon receipt, an office record is established on a Typetronic machine that creates a paper tape containing the project identification information and narrative description of the training facility along with the detailed budget data. At the end of each month, the paper tape records are used to create input to the Manpower Administration's magnetic tape file of financial records. The tape record is up-dated with the budget information from the Office of Education, so that shortly after project approval information has reached Washington, a record in machine language has been created which captures all estimated budget amounts.

During the course of the project, expenditure data relating to the payment of allowances are received by the Bureau of Employment Security. These data are reported to the Manpower Administration through the medium of punch cards and are entered on the magnetic tape record for the project. Subsequent revisions to the original estimates are also received and used to up-date the financial records. Upon completion of a project, the actual training costs are received from the Office of Education and these figures are also entered into the project record.

While these financial reports are being processed, the local offices of the Employment Service are selecting and referring unemployed persons for enrollment in the training course. For each individual offered training, an MT-101 Characteristics Report is completed. A copy of the form is sent to the training facility in order to eliminate as much duplication of reporting as possible. The original is sent to the Bureau of Labor Statistics' Office of Data Processing which serves as a data-processing service Bureau for the Department of Labor. A clerical review is made of the reports and where necessary appropriate editing is done to facilitate the key-punching. We are currently exploring the possibility of having the key-punching done in the States and receiving duplicate sets of cards or magnetic tape in lieu of the report forms.

After key-punching, the reports are converted to magnetic tape and processed through an editing and screening program to check upon internal consistency and usability. The screening program utilizes the financial records which have previously been established to eliminate the need for reporting identical data. Information such as duration and geographic coding which appear on the financial records are transferred to the trainee records thus establishing a uniformity of common data between systems. The screening operations utilize the financial data by comparing the training occupation reported for a trainee against the occupation authorized in the approval document for the designated project. For this match, the occupation is considered as the same if it has been coded with the same three-digit DOT code. Reports which do not agree with the information on the approval tape, or which appear to have internal consistency errors, are removed from the main stream of reports for review and decision as to their validity. Items of internal inconsistency which will result in removal from the main stream are non-valid social security numbers and dates of birth which appear questionable (enrollees who have been reported as born in years whose last two digits fall between 48 and 99; or in more easily understood terms, those less than 16 or more than 64 years of age). Because of the small number (less than 5% of the total reports) that have been screened out by this check, we have not referred them back to the State agencies for verification, but rather have awaited receipt of the termination notice and post-training report which contain the social security numbers and dates of birth in an effort to utilize the electronic computer to the greatest degree possible in eliminating tiresome clerical operations. The termination and post-training reports will be matched against the file of screened reports on a basis of project and name. Where a match is made, the social security number or date of birth will be taken from the latest report. Another screening of the "corrected" reports will be made to insure that the latest data do not themselves contain questionable items.

One of the important demographic characteristics needed to describe program achievement in reaching the hard-core unemployed is data on the racial composition of those trained. Because of various State laws and the regulations of the Department with respect to the maintenance of such records in the local offices, it was not deemed feasible to request this information on the characteristics report form. However, through use of the computer, we are able to communicate effectively with the Social Security Administration for the interchange of information in machine language. The confidentiality of this information is maintained and only statistical summaries are available in connection with any of the data received from the SSA. (In fulfilling requests from State agencies for magnetic tape copies of the trainee records, the information acquired from SSA is deleted).

When termination and post-training reports (Forms MT-102 and 103) are received, they are key-punched and prepared for entry into the system. The narrative reasons for termination are classified into meaningful categories and an appropriate grouping code is used for summarization purposes. Using the State identification, trainee's name and social security number as the means for identification, the termination and post-training follow-up data are matched against the file of enrollees and a new tape record containing the additional information is created. Thus, for those reports for which the identification on the MT-101, 102 and 103 forms is identical, we have captured on magnetic tape the trainee's personal characteristics, his reason for leaving the program and for completers who were located by the selection and referral office at the time of the three follow-ups, his labor force status and employment experience at three, six and twelve-month intervals after the training course is completed.

This, then, is the theoretical design of the system. How do we actually stand today? A relatively small number of enrollee reports were lost during the first six months of operation of retraining projects while the details of the reporting program were worked out. Summary data for these projects are available through the means of an interim reporting program operated by the BES. For the balance of the institutional training program, enrollee characteristics reporting appears to be quite good. Using administrative data as a baseline, the receipt of MT-101 forms appears to be within the range expected when the time lag for reporting and key-punching is taken into consideration. We are currently working on a control program that will utilize OE reports on starting enrollment to alert us to differences between enrollment reports from the selection and referral offices and those from the training facilities.

We have a slightly different picture with respect to enrollee reporting in the OJT program. Reports that have passed through our screening program are considerably under the number that administrative data indicate have enrolled. However, our latest listing of screened reports indicates a substantial number of individuals with occupation codes that did not agree with those indicated on the approval record for the designated project. Investigation has revealed that many of these reports are for trainees in OJT projects which were incorrectly transcribed as institutional. Clerical review of these screening tapes is currently underway. Some slippage is built into the OJT program, for although the selection and referral of trainees for on-the-job training is generally done by the local employment service office, many of the trainees are already on the folls of the establishment and the purpose of the training is to upgrade the skills of the present work force.

Reporting on the termination report has left room for improvement also. Because of the need for translating the termination reason into a machinable classification system, we have had some processing delays in Washington. In addition, we have encountered some communication difficulties. In checking out one serious case of delinquent reports, we learned that the training facilities in the State has been completing the reports and sending the copy that was ultimately expected to end up in our data-processing office to the local employment service office for transmittal to Washington instead of using the Office of Education channels. This would have been fine as it is being done in several other States, however, in this instance the word never got to the local offices that the schools were expecting them to send the reports to Washington. Result - no reports in Washington.

Three steps are being taken to remedy the problems with respect to the termination notice. First, the report form is being revised to eliminate the need for narrative reporting of the reason for termination by placing the groupings on the form and asking the instructor to check those that are applicable and to independently indicate the major reason. Secondly, with the change in program that was authorized in the last Congress, a trainee may be given several different services - such as basic educational training, pre-vocational counseling and testing, institutional or on-the-job training, etc. These services may be given simultaneously and they may be consecutive. If they are consecutive, a report that the trainee has completed one phase of his training will result in the machine record indicating that he has completed training even though he may still be enrolled in another aspect of the training program which is being given by a different training facility. As the selection and referral office is the only source of information as to the status of a trainee with respect to the total program, a revision in the form that will enable the local office to indicate the trainee's current status with respect to the overall program is also in the works. And, as a third step, a computer program has been developed to screen the enrollment reports for delinquent termination reports based on reported starting dates and duration of training.

Finally, we have the post-training employment report. This report did not become operational until September 1964. Prior to its institution, the BES received summary reports for a project and post-training employment status is available from that report according to a limited number of characteristics' summarizations. No earnings or hours worked data are available from the summary report. Because of the lateness in getting the follow-up report into operation, we were faced with the possibility of having serious voids in our data. In an attempt to limit the void as much as possible, we have requested follow-up reports beyond the 12-month period for trainees who completed during the period March 1963 - August 1963. This has meant a great deal of work for many of the State agencies, but the reports are coming in from most of them and we hope that the first tabulations based on MT-103 reports will be off the computer next month.

Other Data

In addition to the data from program operations, there are two other means of obtaining information concerning program activity. The first is information obtained by our program evaluation staff through interviews with individuals who have been either directly or indirectly connected with the training program. During these discussions, the program staff obtain narrative information and opinions with respect to: (1) various selection and referral criteria for evaluation of the effectiveness of the selection process and the realism present in the development of training prerequisites; (2) identification of problem areas such as time lag, lack of training facilities, etc.; (3) effectiveness in meeting employer's needs both on an overall basis and in relation to specific occupations; and (4) similar types of investigations. The results of these inquiries require evaluation of the opinions expressed and background knowledge picked up in the field. Where interviews with trainees are involved, the evaluation staff uses randomly-selected samples from the trainee universe in the data file.

We also have had contractual relations with outside research organizations to study specific areas and develop evaluations based on their findings. Michigan State University has been studying the economic effects of retraining and hopes to come up with an answer to the frequently asked question - What is the net cost or benefit derived from retraining? Another university is studying the changes in attitudes engendered by the interest shown in trainees and upgrading of their skills.

The data collected in our administrative statistical program describes only those individuals who were selected for training. Mass or even sample reporting of those not selected for training presents nearly impossible problems of definition. If a card in the applicant file was turned over, was the individual considered or not? Would your answer be different if the next card in the file represented an applicant who was selected? We reached a decision early in our program that examination of the selection process with respect to those who were not selected for training would be the type of information best gathered through depth studies. A research project in New Jersey has been established to determine what happens to the non-selectee in specified local offices.

Analysis of the administrative data described in this report can at best result only in a superficial, broad, brush examination of the program. These data can, however, point out areas in which more detailed examinations would be fruitful and also can serve as the sampling universe for these depth studies. Two studies are currently being made by contractors to obtain in depth information concerning two problems which our administrative data can only touch lightly. The first is an analysis of the cause for leaving training prior to completion, and the second is a study of the effectiveness of MDTA training from the point of view of the trainee and also his employer.

Utilization of Data

Through use of computer programming, characteristic summaries are prepared in various arrays--State, region, occupation, etc., and cross-tabulation of various types, such as last regular occupation by the training occupation, are obtained. With the existence of a complete record for each trainee on magnetic tape, the sole restraints upon the variety of sequences and combinations of cross-tabulations are those imposed by imagination and the computer-programming time.

The system lends itself to a form of informational release, too. For example, we are currently establishing two indices which will convert numeric codes into narratives of location and standardized, short, occupational titles. When these indices are established, we expect to be able to produce machine listings of project approvals by State and area on a monthly basis. These listings will be suitable for photo-copy reproduction. Based on actual financial-data records, accuracy is assured.

Depending upon time and staff availability, the reporting system should be capable of meeting the needs of the administrator, evaluator, and researcher. Typical investigations that can be made by the administrator are cost and duration differences involved in identical training between areas; and the effectiveness of local office procedure in the selection process based on analysis of non-completion rates and ability to get training-related jobs. The economist should be able to trace the extent to which the program is providing the means for meeting the changes taking place in America's industrial profile by studying the movement between employing industries and changes in worker's occupations; and he should also be able to relate program achievement in the solution of critical worker shortages and reduction of employment among the hard-core unemployed. Sociologists will find fertile ground for examining the short and long-term effect on trainees' ability to attain employment stability or growth; the general improvement in the skill-level of the working population; and the degree to which the benefits of training are reaching the more disadvantaged groups in our society.

1/ The current form is a revision of the original. In the earlier edition, military status was limited to reporting of the administrative classification of veteran - that is, persons who were entitled to preferential treatment because of their prior military service. The revised form has an additional entry under current labor force status to report separately re-entrants. In addition, the revised form considered the effect of amendment by adding a breakout to indicate trainees with two years of gainful employment and to obtain a limited amount of data concerning the family background of the youth enrolled in projects.

Administrative Statistics on Retraining

Chart I

Action	Form Used
Local Office believes need is present	None
Training Needs Survey Conducted	None
Local Office Notifies State ES and Voc. Ed. of need	MT-1
Upon State Office Concurrence, Local Committees Notified	MT-1
Local Office and Local Training Facility Apply for Project	MT-2, OE-4000, OE-4014
Upon Approval, Trainees Selected and Referred	MT-101
Allowance Payment Report (Monthly)	ES-149
Trainee Terminated	MT-102
Project Completed Trainee Terminations Training Costs	MT-102 OE-4000
Post-training Employment Reports	MT-103

State of ______________________

U. S. DEPARTMENT OF LABOR
FORM MT-1
Bureau of the Budget No. 44-R-1201

NOTIFICATION OF OCCUPATIONAL TRAINING NEEDS UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962

Date: ______________________
MT-1 Number: ______________
MT-2 Number: ______________

Labor Market Area: ____
(Name) (Number) (County or Counties)

Local Office: ____
(Name) (Number)

1. Occupation: ____
(Title) (DOT Code)

   a. Description of occupation:

   b. Training objective:

   c. Performance requirements:

2. Estimated number of workers needed over the 12-month period: ______________

3. Estimated potential number of workers available for training: ______________

   a. Characteristics of applicant supply of potential trainees.

4. Wage rate or range of rates at which trainees are expected to be employed ______________________ per ______________________

The undersigned has determined that (1) wage rates, hours, and conditions of work in the jobs for which training is needed conform with standards in the area of employment; (2) the occupational shortage is not due to restrictive hiring practices; and (3) there is a reasonable expectation of suitable employment for __________ trained persons using skills acquired through training.

Recommended for Training Proposal: ______________________________
Signature, Local Office Manager

Approved: ______________________________
Signature, State Employment Security Agency Administrator

APPLICATION FOR OCCUPATIONAL TRAINING PROGRAM UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT: INSTITUTIONAL

USDL/USDHEW
Form MT-2 (November 1962)

OMAT Project No. ________

Labor Market Area: Name ________ No. ____ Date ____

Local ES Office: Name ________ No. ____ State ____

State ES Agency: Name ________

Training Agency: ________
Name Address State

Training Facility: ________
Name County Cong. Dist. State

1. A. Occupation ________ D.O.T. Code ____

B. There is reasonable expectation of employment for ____ trainees, of whom ____ are unemployed.

2. Training project information - Summary

A. Length of Course	Proposed	Approved
Total Number Hours		
Hours per Week		
Total Number Weeks		

B. Training Schedule						
Section Number	1	2	3	4	5	6
Beginning Date						
Completion Date						
Number trainees						

3. Estimated MDTA Share of Project Costs -- Summary

Item	Proposed			Project Approval			
	Number of Trnees 1	Cost: Avg.per Trainee 2	Cost: Total 3	Number of Trnees 4	Total Cost 5	Authorization FY 19-- 6	Contingent Next Fiscal Year 7
Total Estimated Cost	xxx	xxx		xxx			
A. Training (HEW Incl. A.I.)							
1. Local Supervision	xxx	xxx		xxx			
B. Allowances--Total							
1. Training							
a. Family Head							
b. Youth							
2. Subsistence							
3. Transportation							
C. ES Project Admin.	xxx	xxx		xxx			
1. Selection and Placement							
2. Allowance Payment							

4. Attachments (4) - The following attachments are part of the form.
   A. Justification of Training - Form MT-1 and supporting documentation.
   B. Training Budget - Form OE-4000.
   C. Training Plan - See Form OE-4014
   D. State ES agency Project Administrative Costs: Form ES-152

OE-4000 (REV. 7-64)

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

BUDGET BUREAU NO. 51-R400.1
APPROVAL EXPIRES: 8/15/66

COST OF OCCUPATIONAL TRAINING

PROJECT NO.

STATE

(X one) ☐ MANPOWER DEVELOPMENT AND TRAINING ACT, P. L. 87-415 ☐ AREA REDEVELOPMENT ACT P. L. 87-27

NAME AND ADDRESS OF LOCAL PUBLIC TRAINING AGENCY RESPONSIBLE FOR THIS COURSE

NAME AND ADDRESS OF INSTITUTION OR AGENCY (SCHOOL) THAT WILL CARRY OUT THIS TRAINING COURSE

OCCUPATIONAL TITLE

DOT CODE NO.

(X one) ☐ BUDGET ESTIMATE ☐ BUDGET REVISION ☐ ACTUAL COST		(X one) ☐ INITIAL PROJECT ☐ REPEAT PROJECT Previous project No. ______	AMOUNT REQUESTED OR EXPENDED	(For State and Federal Use Only) AMOUNT APPROVED
1.	INSTRUCTIONAL SERVICES	TOTAL →	$	$
	A.	Instructional salaries only		
	B.	Instructional supplies, including shipping costs		
	C.	Rental of instructional equipment		
	D.	Local supervision (where applicable)		
	E.	Guidance and counseling salaries		
	F.	Other allowable items		
		Salaries included in item F above ($)		
2.	FIXED CHARGES	TOTAL →	$	$
	A.	Rental of nonpublic space		
	B.	Employer share of employee benefits		
	C.	Other fixed charges		
3.	EQUIPMENT MAINTENANCE AND REPAIR	TOTAL →	$	$
	A.	Repair and servicing of equipment		
	B.	Other maintenance and repairs		
4.	EQUIPMENT PURCHASE (PUBLIC FACILITIES ONLY)	TOTAL →	$	$
	A.	Initial purchase of instructional equipment		
	B.	Minor equipment, tools, and reference books		
	C.	Minor remodeling of school plant		
	D.	Other capital expenditures		
5.	OTHER COSTS NOT ELSEWHERE CLASSIFIED	TOTAL →	$	$
	A.	Utilities (including telephone)		
	B.	Custodial or janitorial salaries		
	C.	Tuition, fees, or other incidental student charges		
	D.	Trainee transportation		
	E.	Other miscellaneous costs		
6.	**COST OF THIS COURSE** (Lines 1 through 5)	TOTAL →	$	$
7.	AMOUNT OF FEDERAL FUNDS INCLUDED IN LINE 6		$	$
8.	AMOUNT OF STATE FUNDS INCLUDED IN LINE 6		$	$
9.	AMOUNT OF LOCAL FUNDS INCLUDED IN LINE 6		$	$
10.	ESTIMATED COST PER TRAINEE HOUR	$		
11.	TOTAL TRAINEES COMPLETING TRAINING	No.		

NAME AND ADDRESS OF LOCAL PUBLIC OFFICIAL RESPONSIBLE FOR ABOVE FUNDS

TITLE

SIGNATURE

COMMISSIONER'S REPRESENTATIVE	DATE	STATE DIRECTOR, VOC. ED.	DATE

OE-4014 (REV. 7-64)

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

BUDGET BUREAU NO. 51-R400.1
APPROVAL EXPIRES 8-15-66

TRAINING PLAN GUIDE

Manpower Development and Training Act (P.L. 87-415)
Area Redevelopment Act (Sec. 16, P.L. 87-27)

The following training plan outline constitutes the minimum information necessary to review the appropriateness of training proposed under the Manpower Development and Training Act or the Area Redevelopment Act. Use code below in preparing the training plan.

1 GENERAL INFORMATION

1.1 Occupational title(s) and DOT Code(s).
1.2 Identify trainees as unemployed or other and ratio, if mixed.
1.3 Total clock hours of training per week, section and project
1.4 Total number of sections.
1.5 Schedule of sections; beginning and ending dates of each; dates of school closures.
1.6 Name of agency to give immediate supervision to this project.
1.7 Name, location, and description of public space to be utilized for training. (When nonpublic space must be leased or rented, describe in budget explanation.)
1.8 List major equipment currently available; identify items previously purchased with MDTA or ARA funds.

2 COURSE INFORMATION

2.1 Topical outline of major units or divisions in course(s); clock hours devoted to each. (Include planned basic education and orientation).
2.2 Educational guidance and counseling services to be provided.
2.3 Instructional material, major texts and references to be used and currently available. (Materials to be purchased should be listed in the budget explanation only.)
2.4 Standards of performance or level of proficency expected at course completion.
2.5 Records to be kept in evaluating trainee progress and achievement.

3 INSTRUCTOR INFORMATION

3.1 Number and titles of instructional personnel, including counselors and full-time equivalency of each.
3.2 Minimum instructor qualifications.
3.3 Hours of employment per week for each instructional staff member.

4 AGREEMENTS

4.1 If articles are constructed during this project explain their disposition. (Such items become the property of the training agency and may be donated to publicly supported institutions but must not enter the commercial market.)
4.2 Verify that employment of personnel and purchase of goods and services will be conducted in accordance with all local, State and Federal laws, requirements, regulations, and policies.

5 BUDGET

5.1 Estimate minimum costs to be incurred in this project on Form OE-4000.

6 BUDGET EXPLANATION

6.1 Estimates of anticipated expenditures in budget are to be explained in detail.

PROGRAM:
MDTA — 1
ARA — 2
Other — 4

TYPE OF ACTIVITY:
Instit. — 1 Basic Ed. — 8
OJT — 2 Pre-Voc. — 16
E&D — 4 Other — 32

CHARACTERISTICS OF TRAINEES
Under the MDTA and the ARA

D/L-D/HEW MT-101 (Rev. 7-64)
Form approved.
Budget Bureau No. 44-R1202.1.

A. 1. State ______ (Code) 2. L.O. ______ (No.) 3. Project No. ______ Section No. ______

4. Occupation ______ D.O.T. Code ______

5. Name ______ (Last) ______ (First) ______ (Initial) 6. SSA No. ______

7. County of residence ______ ______ (Code)

8. Date of birth: ______ (Mo. and year)

9. Sex: Male — 1 Female — 2

10. Handicapped: Yes — 1 No — 2

11. Prior military status:
Veteran — 1
Peacetime service — 2
Rejectee — 3
Other nonvet — 4
Not known — 5

12. Marital status:
Single — 1
Married — 2
Other — 4

13. Primary wage earner: Yes — 1 No — 2

14. Family status: Head of family *or* Head of household: Yes — 1 No — 2

15. Number of dependents:
— 0 — 2 — 4
— 1 — 3 — 5 and over

B. 1. Highest grade completed:

Code	0	1	2	3	4	5	6
Grade	0	1 2 3 4	5	6 7	8	9 10 11	12

Code College:	7	8	9
Year	1 2 3	4	4+

2. Primary occupation ______ D.O.T. Code ______
How long worked in *(Months)* ______ When last worked in *(Month and year)* ______

C. 1. Did applicant express willingness to accept job out of area? Yes — 1 No — 2

2. Referral to training or services: Accepted — 1 Refused — 2

3. Enrolled: Yes — 1 No — 2

4. Reason for refusal of referral or failure to enroll:
Obtained employment — 1
Moved from area — 2
Illness (include preg.) — 3
Not interested — 4
Poor location or hours of training — 5
Insufficient allowance for training — 6
Not available (in school, Armed Forces) — 7
No one to look after family — 9
Reason not known — 0
Other *(Specify)* ______ — 8

5. Was reason considered: For good cause — 1 Not for good cause — 2

D. 1. At time training offered, applicant was:
a. Underemployed — 0
35–39 hours per week and less than full time — 1
Less than 35 hours per week — 2
Under skill level — 4
Impending technological layoff — 8
b. Reentrant to labor force — 64
c. Unemployed — 16
Weeks unemployed:
Less than 5 — 1
5–14 — 2
15–26 — 3
27–52 — 4
Over 52 — 5
d. Farm worker — 32

2. Years of gainful employment: Under 2 — 0 2 — 1 3–9 — 2 10 or more — 3

3. Unemployment insurance status: Claimant — 1 Nonclaimant — 2

4. Public assistance status: Recipient — 1 Nonrecipient — 2

5. As defined for reimbursement of training costs, applicant is: Unemployed — 1 Other — 2

6. Last regular employment:
a. Occupation ______ D.O.T. Code ______
b. Industry ______ S.I.C. ______
c. Straight-time average hourly earnings $______

E. Eligible for allowance *(Not applicable for ARA)*:
1. Regular training: Yes — 1 Augmented — 3 No — 2
2. Youth training: Yes — 1 No — 2
3. Subsistence-transportation: Yes — 1 No — 2

F. For youth:
1. What was the most important reason for your leaving school? *(Check only one)*
Graduated from 12th grade — 0
Illness — 1
Had to support self — 2
Had to support family — 3
Preferred work to school — 4
Because of low marks in school — 5
Had to work on family farm or in family business — 6
Trouble with teachers or school authorities — 7
Marriage or pregnancy — 8
Other — 9
(Specify) ______

2. Living with parents (either own or spouse's)? Yes — 1 No — 2

3. Highest grade of regular school father ever completed?

Code	0	1	2	3	4	5	6
Grade	0	1 2 3 4	5	6 7	8	9 10 11	12

Code College:	7	8	9
Year	1 2 3	4	4+

(Data Processing Office Copy)

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U. S. Department of Labor
Bureau of Employment Security
Form ES-149 (Rev. 4/3/64)

MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962
REPORT OF TRAINING, SUBSISTENCE AND TRANSPORTATION
ALLOWANCE, OBLIGATIONS AND EXPENDITURES
BY TRAINING PROJECT

Fiscal Year Appropriation
During Month of ____________

MDTA Project No. 1/	No. of Paid Trainees	Number of Payments					Amount Paid as Youth 2/ Allow.	Amounts Paid					Project Ceiling Adjustment		
													Current Project Ceiling		Revised Proj
		No. of Paid Youth	Reimb. Payments	Direct Train. Allow.	Subsistence	Transportation		Direct Training	Reimb. State UI	Subsistence	Transportation	Total	Current FY	Subsequent FY	Current FY
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Sub-Tot.															
Reimbursable Interstate Payments															
TOTALS							$	$	$	$	$	$	$	$	$

1/ Indicate by an asterisk (*) any project completed during the month (not section of projects)
2/ Memorandum entry only. Include in Columns (9) or (10) and (13).

____
(Signed)

Date ____________, 19 __

____
(Title)

Facsimile

MDTA ☐ 1 Instit. ☐ 1
ARA ☐ 2 OJT ☐ 2
Other ☐ 3 Other ☐ 3

INDIVIDUAL TRAINEE TERMINATION OF TRAINING

DL/DHEW—MT-102
Bud. Bur. No. 44-R1204
Expires: 9/30/63

A. 1. Name: ______ (Last) (First) (Initial) 3. SSA No. ______

Date of Birth ______ (Month) (Day) (Year)

2. Address ______ (Number and Street) (City) (Zone) (State)

B. 1. State ______ (Name and Code) 5. Date section began ______ 7. No. days attended ______

2. Project No. ______ 6. Date trainee terminated ______ 8. No. days absent ______

3. Section No. ______

4. Occupation for which training conducted ______ (D.O.T. Title) D.O.T. Code ______

C. Nature of Termination:

1. Completed training ☐ 0

2. Did not complete training:

a. Involuntary termination
- For poor attendance ☐ 1
- For lack of progress ☐ 2
- Other (*Specify*) ______ ☐ 4

b. Voluntary termination
- For training—related job ☐ 7
- For nontraining—related job ☐ 8
- Other (*Specify*) ______ ☐ 9

D. Background information concerning termination (*Do not complete if item C-1 is checked*): ______

E. For the training facility: Date ______

This is to certify that the circumstances of termination for the trainee to whom this report refers have been determined to be:
for good cause ☐ 1. not for good cause ☐ 2.

Name (*Signature*) ______

(*Typed or printed*) ______

Title (*Instructor or supervisor*) ______

Facility Name ______

Address ______ (Number and Street) (City) (Zone) (State)

USED ONLY WHERE GOOD CAUSE IS NOT SHOWN

F. For agency or organization responsible for training: Date ______

I have reviewed the circumstances surrounding the termination of the trainee to which this report refers and have found them to be accurately described.

Name (*Signature*) ______

(*Typed or printed*) ______

Title (*Agency head*) ______

Agency Name ______

Address ______

DL/HEW FORM MT-103

MDTA ...... 1 Instit. ...... 1 Basic Ed....... 8
ARA ...... 2 OJT ...... 2 Pre. Voc. 16
Other ...... 3 E and D ...... 4 Other 32

POST TRAINING REPORT

Bud. Bur. No. 44-R1246
Expires 6/30/65

State ____________ (Name) ________ (Code)
Project Number ____________
Section Number ____________

A. IDENTIFICATION

1. Name ____________ (Last) (First) (Initial) 2. S.S. No. ____________

3. Date of Birth ____________ (Month/Year) 4. Occupation For Which Trained ____________ D.O.T. Code ____________

5. Report Number ______1 ______2 ______3 For reference week ending ____________ (Month/Day/Year)

6. Source of Data: Trainee or Trainee's Family____ (1); MT-103a____ (2); L.O. Records____ (3); Could Not Locate Trainee____ (4)

B. STATUS

1. Work History Since Training
   a. Total Weeks Since Training ______
      (1) Weeks Totally Unemployed ______
      (2) Weeks In Which Employed ______
         (1) and (2) should add to total
   b. Number of Jobs Lasting 30 Days or More Since Training ______
      (1) Training Related Jobs ______
      (2) Non-Training Related Jobs ______
      (3) Information Not Known ______
   c. Number of Placements Through ES ______

If Other than Zero — During Last Month
(a) Has Individual Turned Down Offer of a Training Related Job
Yes __1 No __0
(b) If Yes, Check 1 or More Reasons
Hours Undesirable __1
Pay Below Normal for Occupation __2
Couldn't Afford to Move __4
Unwilling to Move __8
Other ____________ __16
(Explain) ____________

If Other than Zero
(a) Reason for Leaving Last Job Lasting 30 Days or More
Did Not Leave a Job __0
Slack Work __1
Plant Shut Down __2
Illness __3
Other __4
Unknown __9

2. Current Labor Force Status
   a. Employed ______ 1
   b. Unemployed ______ 2
   c. Not in Labor Force:
      Keeping House ____3 Illness ____5
      In School ____4 Other ____6
      (Explain other) ____________

If Checked
(a) Job Obtained Through:
ES Office __1
Establishment Where Trained __2
School __3
Other __4
Not Known __9

If Checked
(1) Is Individual Waiting to Report to a Job in the Next 30 Days
Yes __1
No __0
If Yes, Is It Training Related
Yes __2
No __3
Not Known __4

3. If Employed In Reference Week (if B2a is Checked)
   a. Employer's Industry ____________ SIC Code ______
   b. Trainee's Occupation ____________
      ____________ D.O.T. Code ______
   c. Hours Worked In Reference Week
      Less than 15 ____1
      15-34 ____2
      35 or more ____3
   d. Straight-Time Average Hourly Earnings $ ______ per hr. (Excluding Overtime)
   e. Is Job Training Related? Yes__1 No__2
      (1) Was Training Useful in Obtaining Job Yes__1 No__2
   f. Job Is Expected to Last 30 Days or More Yes__1 No__2
   g. Trainee Had to Move 50 Miles or More to Take Job Yes__1 No__2

If Checked
(1) Hours Worked Were
Normal For Industry, Area or Season __1
Part-Time
Employee's Choice __2
For Economic Reasons __3
Other ____________ (Explain) __4

Not Known __9

GPO 878-361

D/L FORM MT—103a

Budget Bureau No. 44-R-1246
Expires 6/30/65

WORK EXPERIENCE SINCE TRAINING

REFERENCE WEEK ______________ TO ______________

Trainee's name ______________________________

and address ______________________________

____
(please correct if wrong address)

Please complete form by ______________________________

and return to:
(agency name
and address)

Please enter a telephone number where you can be reached ______________

Please read carefully. If you check an answer with an arrow, please follow arrow before answering next question.

1. a. About how many weeks is it since you completed training? ______________
   b. In how many of these weeks did you do no work for pay? ______________
   c. In how many weeks have you worked since training? ______________

2. Since training, have you had any one job which lasted 30 days or more? Yes ☐ No ☐ Skip to question 3
   a. How many jobs lasted 30 days or more? ______________
   b. In how many jobs did you use your training? ______________
   c. Please check or explain reason for leaving last job that lasted 30 days or more

   Did not leave a job ☐ Illness ☐
   Slack work ☐ Didn't like job ☐
   Plant shutdown ☐ Other (explain) ☐

   ____

3. Did you work at any time during reference week specified above? Yes ☐ No ☐ Please answer questions in next column

4. During most of the week were you looking for a job? ☐
   Not looking for a job because you
   Were keeping house ☐
   Were in school ☐
   Were ill ☐
   Had a promise of a job ☐
   Other ______________ ☐
   (Please specify)

   a. For whom do you expect to work? ______________
   (company name)
   ____
   b. Do you expect to start within 30 days? Yes ☐ No ☐
   c. Do you expect to use some of your training? Yes ☐ No ☐ Don't know ☐

GPO 878-360

5. For whom did you work?
   ____
   (name of company)
   ____
   (address)
   ____
   (plant, division or department)

6. What did you mainly do on the job?
   ____
   ____

7. How many hours did you work?
   less than 15 ☐ 15-34 ☐ 35 or more ☐ (skip to question 8)

   Were these hours:
   usual for this kind of work ☐
   all you wanted ☐
   short-term because of slack work ☐
   other reason ______________ ☐
   (please explain)
   ____

8. How much are your average hourly earnings? (excluding overtime) $__________ per hour

9. Did you use your training at least part of the time? Yes ☐ No ☐
   a. Do you think your training helped you get this job? Yes ☐ No ☐

10. Have you worked or do you expect to work at least 30 days on this job? Yes ☐ No ☐

11. Did you have to move 50 miles or more in order to take this job? Yes ☐ No ☐

12. Please indicate where you heard about this job
    local employment service office ☐
    in the place where you took training on-the-job ☐
    school ☐
    other ______________ ☐
    ____
    (Explain)