



## Worker Retraining Coding Guidelines

### Who qualifies as a Worker Retraining student?

A Worker Retraining student is a dislocated worker enrolled in training to gain skills to re-enter the workforce. Colleges' Worker Retraining coordinators determine the eligibility status of their students. Once colleges establish a student's eligibility, he/she is coded as a Worker Retraining student if at least one of the following applies: (1) enrolled in a professional/technical program (2) exclusively enrolled in basic skills.

### How do you code a Worker Retraining student?

#### Legacy:

To be included in the SBCTC Worker Retraining enrollment reports, the student must be enrolled in at least one state funded course and coded in the college SMS system with:

- (1) A Work Attend code in the 80 series. Your Worker Retraining coordinator will determine which code is appropriate for each student.

Valid codes are:

- 80 Dislocated Worker Retraining
- 81 Stop Gap Employment (When used with Unusual Action Code "W!")
- 82 Others receiving UI benefits, Not Dislocated
- 83 Displaced Homemaker
- 84 Was Self-Employed
- 85 Boeing Dislocated Workers
- 86 Vulnerable Worker (aka Expanded Eligibility)
- 87 Disaster Impacted Workers
- 88 Displaced Veterans
- 89 Active Duty Military

#### AND

- (2) One of the following:

- a) Enrolled exclusively in Basic Skills or New Chance courses with CIP codes in the 32.XXXX or CIP 98.0002.

#### OR

- b) Enrolled with one of the following Intent codes:

- D Completing a High School Diploma/GED Certificate
- F Vocational Preparatory
- G Vocational Preparatory Applicant
- H Apprenticeship
- I Applied Baccalaureate
- J Job Upgrade
- M Multiple Goal Seeker

## PeopleSoft:

To be included in the SBCTC Worker Retraining enrollment reports, the student must be enrolled in at least one state funded course and coded in the college with:

- (1) Students are coded with a Student Attribute “SWRT” of one of the values listed below. The Student Attribute code designates the eligibility for the program. Your Worker Retraining coordinator will determine which code is appropriate for each student.

Valid codes are:

SW01	Dislocated Worker Retraining
SW02	Stop Gap Employment
SW03	Others receiving UI benefits, Not Dislocated
SW04	Displaced Homemaker
SW05	Was Self-Employed
SW06	Boeing Dislocated Workers
SW07	Vulnerable Worker (aka Expanded Eligibility)
SW08	Disaster Impacted Workers
SW09	Displaced Veterans
SW10	Active Duty Military

**Students** coded with one of the above Student Attribute values will automatically be included in the “SWRT” Student Group code.

**Students** must have an active plan stack during the quarter being reported as the student attributes are associated to plan stacks. For details on adding this Student Attribute, please review the *Adding Student Attributes Quick Reference Guidelines (QRG)* at

<http://ctclinkreferencecenter.ctclink.us/m/56654/1/493810-adding-student-attributes#>

### **How do you maintain this coding?**

The Worker Retraining Work Attend code should be removed from the student’s record when the student ceases to meet the criteria as listed above. If a student is served by both Worker Retraining and Workfirst, the program providing the most service should take priority in the coding.