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/l/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.