

Synopsis of Recommended Tools

Tools designed to measure academic performance and/or functional skill levels.

* Denotes this tool is among a list of assessment tools recommended for use by the National Collaborative on Workforce & Disability for Youth Institute for Educational Leadership. Information is contained in a booklet entitled *Career Planning Begins with ASSESSMENT*, published May 2004 with a grant funded by USDOL .

Name	Description	Strength	Weakness	Cost
<p>* Tests of Adult Basic Education (TABE) Users: 27 A good cross section of CareerLink partners use this tool. Other users include DOC and Bureau of ABLE.</p>	<p>Provides a complete picture of adult academic performance, including verbal and math skill levels. A series of tests designed to measure achievement of basic skills commonly found in adult basic education curricula and taught in instructional programs.</p>	<p>Provides a complete picture of adult performance. Helps in the evaluation of an individual's abilities and in planning for specific educational and training needs. Overlapping skill levels including easy, medium, difficult and advanced. A majority of state agencies use this tool.</p>	<p>This instrument is so widely used that a weakness could not be determined. However, as in all assessment processes, personal observation is still required.</p>	<p>Prices vary with components used. Complete battery costs \$79.00; Survey \$79.00; Pack of 25 test booklets \$47.80; Machine scoring \$3.50+ per person. TABE on-line scoring costs \$8.00 per person per test with a minimum order of \$800.00. Scoring stencils (re-usable) \$15.35.</p>
<p>* The Comprehensive Adult Student Assessment System (CASAS) Users: 4 Pittsburgh Goodwill and associated CareerLinks, Bureau of ABLE. Not sure this program is widely known, but it should be used.</p>	<p>Identifies skills needed by adults and youth to succeed in today's workforce and to determine whether participants should be placed into educational services such as ESL, ABE, GED, or voc-ed training programs. Provides learner-centered curriculum management, assessment & evaluation. Fills a critical void in the employability skills measurement & instruction of youth & adult learners enrolled in employment preparation & training programs. Designed to meet USDOL's requirements for programs in the competency areas of basic education, pre employment & work maturity skills.</p>	<p>Evaluates an individual's strengths & weaknesses as they relate to employability competencies. Shows the functions a person can perform. Suggests a curriculum to enable an individual to improve low functions. Curriculum is used across all adult ed. Can be used to assess employability skills and program outcomes. Reliable indicator of learner achievement.</p>	<p>Designed for use with persons whose functional skills are at or below the high school level.</p>	<p>Basic service per counselee is \$250.00 processing fee plus \$.25 per answer sheet plus \$50.00 per report. For local machine scoring there is TOPS pro software available for on-site computers. Cost is \$1999 for software plus \$1.20 per set of test record forms per student. Most forms are re-usable. \$2.40 per test booklet, if ordered in sets.</p>
<p>* Adult Basic Learning Examination (ABLE) Users: 5 Oil City, Warren, Lehigh, PWDC. Other users include DOC.</p>	<p>A battery of tests designed to measure the achievement levels of adults who have had a varying amount of formal schooling. ABLE is appropriate for use with adults in a variety of adult education programs, including Tech Prep programs, GED programs, and adult literacy programs. The content is appropriate for adults, and it accommodates the non-reader. ABLE has adult-oriented content, measures of a wide range of achievement, is in a non-threatening format, and covers basic skills in reading, math and language.</p>	<p>Adult content. Ease of administration. Measures a wide variety of objectives both functional & academic.</p>	<p>Hasn't been updated since 1986. Makes no reference to computers or other technology.</p>	<p>Varies according to products. Hand scorables or re-usable test booklets, package of 25 are \$84.00. Ready score answer sheets, package of 25 is \$75.00. Norms booklets \$49.00 each level. Instructional techniques and materials \$41.00.</p>

Tools Designed for Multiple Use including Aptitude and Interest.

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Name	Description	Strength	Weakness	Cost
<p>* CareerScope Users: 6 Fulton, Adams, Cambria, Franklin, York, Cumberland. Also used by DOC.</p>	<p>General purpose career planning assessment for identification of viable job training and educational programs and/or employment situations that align with job seeker's learning capacities and interest preferences. Self-timing assessment batteries and computer-generated reports are specifically designed to easily crosswalk to Department of Labor career information and exploration systems. Establishes career interest & aptitude score profiles & occupational clusters in which consumer can experience work activity satisfaction & probable success in occupational training. Matches high aptitudes with high interest areas. One-page report highlights all of the information found in the more in-depth Assessment Profile and Counselor Report. This tool is interesting for the customer. For example, it actually tests to see if you can read blueprints instead of asking if you can.</p>	<p>Two purchase options. Designed with novice computer user in mind. Practice sessions. Customized assessments. Cross-references aptitudes & interests based on Department of Labor O*Net, etc. Network or personal PC installment. Network installation allows for data generated by multiple test stations to be stored by a central results file. The VRI Company (CareerScope) is a grantee of USDOL. Program is based on O*Net database or DOT format. <u>Actually tests to see if you can read blueprints instead of asking if you can.</u></p>	<p>Cost.</p>	<p>Two pay plans available. Metered systems start at \$500, plus a \$5-10 per examinee fee based on the number of assessments purchased. Single workstation license is \$3,000 utilizing an unlimited number of evaluatees, but only on a single computer. There is a fee for yearly updates. Multiple workstation & network licenses are available with a volume discount.</p>
<p>Choices Users: 9 Warren, Selinsgrove, Lehigh, Lewisburg, Montgomery, Schuylkill-Pottsville, Shamokin, Danville, Monroe</p>	<p>Computer software designed to help implement career plans with online connections to schools, job banks, tools for writing resumes, practicing for interviews, and planning a career search. Helps to gauge skill levels, identifies interests, assesses six work values. On-line Interest Profiler identifies student interests by six areas. Choices Planner helps create individual education & career plans. Web-based career videos bring occupations alive. Explores educational options presented by 7,000 training providers, including colleges, technical schools and graduate schools in the US and Canada.</p>	<p>One license per site-put on as many computers as you wish. Assesses skills, interests, O*Net occupation profiles plus 2,000 additional occupations. Work Value sorter, transferable skills checklist, and interest profiler. Training on the product available in e-learning modules, webinars, orientation teleconference, or on-site workshops.</p>	<p>Cost. <u>Does not measure basic skill levels.</u> Asks if you can read blueprints. Designed for schools, but can be used for CareerLink customers. ES staff used this software in the past. Although it does it all, it was a difficult and cumbersome program to learn.</p>	<p>\$1,045 annual site license. Volume discounts available. May be installed on multiple computers at one site.</p>

<p>System for Assessment and Group Evaluation (SAGE) Users: 11 Southwest Training Services (Washington), Berks, Oil Region, Warren, Beaver, Clearfield, Tri-County (Butler-Armstrong-Indiana), PIC of Westmoreland/Fayette, Alle-Kiski, North Central WIA (McKean, Potter, Elk, Cameron, Dubois, Clearfield), Bradford/Sullivan</p>	<p>Measures vocational interest; cognitive and conceptual abilities; 11 vocational aptitudes; work attitudes; temperament factors; learning styles. Matches aptitudes, educational level, attitudes & temperament of individual to jobs & training.</p>	<p>Measures skill levels. Dexterity tests linked directly to computer. Subtests can be customized to the situation/individual. Finds job titles by any of the 30,000 alternate titles. Compares client profile to any job title contained in the DOT. Matches clients to training programs based on local offerings. Manual version.</p>	<p>Cost. May not be able to house the information in one central location. (See comments under cost.)</p>	<p>Roughly \$21,000 for manual version, \$35,000 for computerized version. Single user versions are for use exclusively on a single computer, at one site at any one time. Multi-user or Local Area Networks (LAN) versions are for use on an unlimited amount of workstations linked to one server housed within the same building as the workstations.</p>
<p>* O* Net Users: 8 Warren, Pittsburgh/Allegheny, York, Chester, Westmoreland, Fayette, Montgomery, Cumberland.</p>	<p>USDOL Employment & Training Administration developed this tool as a suite of assessment tools designed for Career Counseling, planning, exploration. Info obtained can be directly linked to information on occupations in the O*Net database as well as info on AJB. Tools can be used separately or in combo with each other. Self-directed career exploration tool to help individuals identify their interest, what they consider important on the job, and their activities in order to explore those occupations that relate most closely to those attributes. The O*NET system serves job seekers, students, businesses, and workforce investment and human resource professionals to help them make informed employment, training, and business development decisions. O*NET information on related occupational interests and work values helps the public to select career goals and develop education and training plans for work they are likely to find satisfying.</p>	<p>Cost. Materials downloaded from Internet for printing locally. USDOL supported.</p>	<p>Not as comprehensive or as interesting to take as the other instruments, such as CareerScope. Does not "connect it all together"; staff has to do that. Ability Profiler is not an on-line module, and requires staff assistance. Will be more time-consuming for staff to administer.</p>	<p>All materials needed for the test can be downloaded on-line and printed locally or at L&I. Tests may be hand or mechanically scored. Cost of Optical Mark Reader Scanner ranges from \$3,000 to \$10,000 or tests may be scored from vendors that are available. Interest Profiler & Work Importance Locator is available in a paper & pencil and a computerized version. The loading of multi-user or LAN on other servers is strictly prohibited.</p>
<p>* Work Keys Users: 3 Use some of the components: North Central (McKean, Potter, Elk, Cameron, DuBois, Clearfield), Pittsburgh/Allegheny.</p>	<p>A series of assessments of eight skills that may be used in various and mixed combinations as required for determining competency attainment. Business use includes identification of training needs, training programs, evaluation, certification, and screening of individuals to be hired. Designed to help businesses to fulfill their needs for workplace skills in hiring and training; to help individuals to document their workplace skills; to help states & schools to comply with assessment guidelines, particularly for school-to-work and Workforce development programs. Virginia is using Work Keys in the Career Readiness certificate program.</p>	<p>Direct linkage to generic work skills as identified by the business community.</p>	<p>A lack of use of one component weakens the overall effectiveness of the other components. Difficult to understand how to use scores. Counselor must have a broad knowledge base to assist client. Some sections are only pencil and paper. Tests must be sent out to be scored. Requires staff to perform occupational analysis. Staff intensive.</p>	<p>Hard to estimate a total cost as prices range from \$3.20 to \$16.00 per test. Reports are also individually priced.</p>

