

Building a Collaborative Report on Workforce Development Planning with Workforce Innovation and Opportunity Act (WIOA) Partners



What is the Collaborative Report on Workforce Development Planning?

The Adult Education and the Workforce Development System Policy G.100 states: “Adult education programs in a local area must coordinate services to align activities with the local plan and must remain current on the activities of the local workforce development board (LWDB) and other workforce partners. Adult education programs must provide, at least annually, a collaborative report on workforce development planning with WIOA partners to the LWDB. A copy of the collaborative report must be sent to the Division.”

How could the Collaborative Report be developed?

All WIOA Title II-funded adult education programs (grantees and subgrantees) within a workforce development area should work together to develop the report. Adult education programs can work together to consult with the Title II WDB representative to decide how the local workforce development board would like the report presented. Some WDBs prefer a presentation with information on PowerPoint slides while others may prefer a one-page handout or a written summary. The report language should be reflective of the [PA WIOA Combined State Plan](#) and respective workforce development area local plans.

What information could be included in the Collaborative Report?

Consider including both quantitative data and qualitative data in the collaborative report. Quantitative data tells how many, how much, how often. Qualitative data helps people understand why, how, or what happened. Below are some examples of both types of data that could be included in the report.

Quantitative Data	Qualitative Data
Total number of learners who are multilingual	Narratives from adult learners about their personal backgrounds, including family dynamics, cultural heritage and life experiences
Total number of co-enrolled customers	Descriptions of the collaborative experience for adult learners participating in multiple WIOA programs
Performance indicators for all WIOA Core Programs	Reflections of adult learners to inform collaboration, program planning, evaluation, and continuous improvement efforts
Total number of employers served	Identification of barriers or challenges faced in engaging employers with adult learners

Pennsylvania Department of Education. (2024). *G.100 Adult education and the workforce development system*.

<https://www.education.pa.gov/Postsecondary-Adult/Adult%20and%20Family%20Literacy%20Education/AdminDocs/Pages/GuidelinesPolicies.aspx>

Pennsylvania Department of Labor and Industry. (2024). *2024-28 WIOA combined state plan*. <https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspxWorkforce>

Workforce Staff Training. (2024). *Introduction to the PA CareerLink® system course user guide*. <https://www.workforcestafftraining.com/>

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Quantitative Data	Qualitative Data
Total number of learners facing a specific barrier (transportation, childcare, testing fees)	Identification of barriers and challenges reported by participants in accessing or engaging with classes
Total number of learners that transitioned to employment	Reflections of an adult learner detailing their journey, challenges and skills acquired to achieve their goals
Class demographics for adult learners	Insights into cultural diversity, learning preferences, socioeconomic factors, and access to resources for adult learners
Total number of learners that transitioned to postsecondary education and/or training programs	Collaborative efforts with postsecondary education and/or training providers for adult learners
Total number of learners who participated in Integrated English Literacy and Civics Education (IELCE) Program	Education and training opportunities provided to an English language learners
Total number of learners that transitioned to employment aligned to an Integrated Education and Training (IET) program	Employer feedback on individuals hired after completing an IET program

How is the Collaborative Report distributed?

Typically, the Collaborative Report on Workforce Development Planning with WIOA Partners is submitted to the Title II WDB representative. The Title II workforce development board representative works with the WDB president to schedule the inclusion of the collaborative report on the WDB meeting agenda. While the report is commonly presented annually in many areas, some WDBs may request more frequent presentations. Presentation practices vary; in some areas, the Title II providers are invited to present the report to the WDB, whereas in others, only the Title II WDB representative delivers the information. Additionally, a copy of the collaborative report should be forwarded to the Pennsylvania Department of Education Division of Adult Education.

Where can I access additional resources and support?

- Contact Loretta Lininger at lml160@psu.edu for customized technical assistance.
- Go to the [Workforce Staff Training website](#) to complete Introduction to the PA CareerLink® system course and review the glossary in the user guide.

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