

**ILLINOIS STATE LIBRARY LITERACY OFFICE
WORKPLACE SKILLS ENHANCEMENT GRANT PROGRAM**

FY2008 STATISTICAL REPORT

Before preparing this report, review definitions at the bottom of page 2. The midterm Statistical Report includes information from 7-01-07 to 12-31-07 and is due Jan. 15, 2008. The final Statistical Report includes information from 7-01-07 – 6-30-08 and is due July 15, 2008.

Return this form to Workplace Skills Enhancement (WSE) program, Secretary of State Literacy Office, Illinois State Library, 300 S. 2nd St., Springfield, IL 62701, or by fax at 217/785-6927, or email to dmanning@ilsos.net.

Name of Agency or Business to Whom Grant was awarded:

Name of Education Partner:

Name of Business:

Name of Person completing report:

Phone:

Email:

Region: (CHECK ONE)

- Chicago
 Suburban
 Downstate

Period: (CHECK ONE)

- Midterm (information from 7-01-07 to 12- 31-07)
 Final (The report is cumulative. Information from 7-01-07 to 6-30-08 for one fiscal year.)

EMPLOYEE DATA

____ Number of employees given ¹assessment, no further contact (Do not include those employees ONLY receiving assessment in any of the following counts.)

Employee numbers this fiscal year to date

____ Average age of ²employees served by project

Number of employees served by project by ethnic groups

- White Black
 Asian Hispanic
 Ind/Ak Other

Number of employees served by project by gender

- Male Female

Number of **unduplicated employees** who received instruction this year
(All active learners will be entered only once. This is an unduplicated count.)

	Goal	Total
ABE		
ESL		
ESL & Math		
Total		

WSE Statistical Report

Number of all employees by instructional type and setting:

Enter a learner for each setting they use – an employee using more than one instructional setting will be entered more than once. This is not an unduplicated count.

	Tutor	Group
ABE		
ESL		
Total		

ABE Assessment Results: for employees who have both an assessment and ³instructional hours

	# Pre-tested	Pre-test Avg. - ⁴ GLE	# Post-tested	Post-test Avg. - GLE	Avg. GLE Gain
SORT					
TABE					
Customized					
Total					

ESL Assessment Results: for employees who have both a pre-test and ³instructional hours

	# Pre-tested	Pre-test Avg. -- scale score	# Post-tested	Post-test Avg. – scale score	Avg. Score Gain
BEST					
BEST PLUS					
ESLOA					
FSI					
CELSA					
Customized					
Total					

Total Instructional Hours for employees during this fiscal year to date

	Total number of hours for project	Avg. hours per participant
ABE		
ESL		
Total		

Workplace Skills Enhancement Definitions:

¹Assessment: Acceptable test taken on entry. Acceptable tests are TABE, SORT, BEST, BEST PLUS, ESLOA, FSI, CELSA and customized

²Employee Served by Project: An employee who is eligible to be counted for the purposes of this report by the WSE project is over the age of 16, is not concurrently enrolled in high school, has taken a pre-test, scores at or below the 9th grade level or at or below SPL 6, and has at least one WSE instructional hour.

³Instructional hours: Time that a tutor and an employee spend together teaching and learning.

⁴GLE: Grade level equivalent.

08/07