

Data Dictionary

November 2010

CATEGORY	DEFINITION
Aerospace	An industry sector targeted by a workforce partnership for the purpose of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Adult Education System	The publicly-funded system in each state responsible for providing educational opportunities for adults. In all cases, these programs include adult basic education (ABE), adult secondary education (ASE), and English-as-a-second-language (ESL), which are mandated and funded by Title II of the federal Workforce Investment Act. States' adult education programs also often offer vocational education; parenting, family, and community awareness programs; programs for older adults; and programs for individuals with disabilities. These programs can be offered by the K-12 education system, the community colleges, community-based organizations, or other institutions.
Advisory	For purposes of NFWS data collection, "advisory" refers to a guidance role an employer plays in a Workforce Partnership. This may include providing information on the industry and its workforce needs and feedback on the design and implementation of programs.
Apprenticeship Program	Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs are sponsored by joint employer and labor groups, individual employers, and/or employer associations.
Articulation	The formal linking of educational programs and institutions to facilitate the movement of students among them.
Assessment (of Individuals)	For purposes of NFWS data collection, assessment refers to the analysis of an individual's skills and abilities and can include an individual's attitudes, personalities, learning styles, and interests, as well as basic skills, broadly defined skills needed in the modern workplace, and specific occupational skills.

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Assessment (of Employer Needs)	For purposes of NFWS data collection, employer assessment refers to the gathering and analyzing of information related to employers' labor force needs.
Asset Development	Efforts to support low-income individuals and families to obtain and retain financial assets, such as savings accounts and home equity.
Automotive Repair	An industry sector targeted by a workforce partnership for the purpose of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Basic Skills/ESL Training	For purposes of NFWS data collection, basic skills training includes: Adult Basic Education, Adult Secondary Education, and English as a Second Language.
Biotechnology	An industry sector targeted by a workforce partnership for the purpose of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Brokering Training Services	A service provided to an employer(s) to assist in identifying, negotiating, developing, implementing and overseeing workforce training and education programs.
Capacity-Building	For the purposes of NFWS data collection, capacity-building refers to activities undertaken by a Regional/Rural Collaborative to improve the effectiveness of Workforce Partnerships.
Career Advancement	The positive progression of an individual's working life reflected in, increased wages and benefits, more job responsibility, and movement along a career pathway.
Career Advancement Strategy	A set of activities and services specifically designed to make measurable progress in an individual's working life toward a family sustaining wage.
Career Counseling or Coaching	Career counseling is a specialized activity that helps individuals to identify and pursue a direction in their work, particularly during periods of life transition. It is defined as

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	personal assistance provided by a trained professional for exploring an individual's work attitudes, beliefs, values, interests, abilities, and experiences. Counseling supports the individual in identifying career goals, charting courses of action to achieve those goals, and making decisions about education and career paths.
Career Ladders	The term 'career ladders' refers to a set of occupations that are linked together by common or complementary skills; these linkages provide workers with opportunities to advance, and they expand the recruitment opportunities for employers.
Career Ladder Program	A program designed to help individuals understand existing career ladders and develop a strategy for career advancement, and/or to support employers in developing and strengthening career pathways.
Case Management	For purposes of NFWS data collection, case management is a service provided by a Workforce Partnership designed to help a participant secure the appropriate mix of services and attain the desired outcome by monitoring the participant's progress.
Community-Based Organization	Non-profit organizations serving a local area. These can include community action agencies, faith based organizations; or local affiliates of larger organizations such as the YMCA, Boys & Girls Clubs of America, and the Salvation Army.
Compensation Policies	An employer's policies regarding wages, benefits, and other forms of remuneration.
Construction	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Computer Literacy Training	A program that imparts and improves individuals' digital literacy skills.
Computer Literacy	The ability to read and write digitally; to access the Internet; find, manage and edit digital information; join in communications; and otherwise engage with an online information and communications network.

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Counseling Services (Post-Secondary Educational Institutions)	Services provided by trained counselors to students in post-secondary educational institutions designed to help them make informed decisions about their career and course choices; inform them about available financial aid and support services; and provide other information intended to promote student success.
Criminal Background	An individual who requires assistance in overcoming barriers to employment resulting from a record of arrest or conviction.
Current/Most Recent Hourly Wage	The hourly wage being received by a participant (new entrant or incumbent worker) at the time of enrollment into a program of a Workforce Partnership or the hourly wage received by that participant at his/her most recent job.
Curricula	A fixed series of studies or the learning components within a training or education program.
Disability	A physical or mental impairment that substantially limits one or more of the major life activities of an individual.
Economic Development Organization	Public and private organizations with the mission of generating jobs, retaining existing jobs, and stimulating commercial and industrial growth.
Education and Training Program	Includes apprenticeship programs, basic skills/ESL training, computer literacy training, occupational skills education and training, on-the-job training, workplace readiness/life skills, and other education and training programs.
Employer Association	An organization of employers, often in the same industry or set of related industries, that provides support for its members.
Employer Participant	An employer that receives a direct service from a workforce partnership including assistance in hiring, training of the employer's workforce (including supervisory training), and assistance with human resource practices.
Employers Directly Receiving Services	Employers that received services directly from a Workforce Partnership program, as opposed to employers that participated in the Workforce Partnership in other ways and/or received indirect benefits from the Workforce

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	Partnership program.
Employer-Supported Health Insurance	Health insurance paid for wholly or in part by a participant's employer.
Employment	Receiving wages for work done for a public, private, or non-profit entity or for another individual.
Energy	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Enrollment in Workforce Partnership program	Entering a Workforce Partnership's pipeline of services.
Financial Contributor	For purposes of NFWS data collection, "financial contributor" is an employer that provides direct or aligned funding that supports the work of a Workforce Partnership.
Financial Aid Policy (Related to Post-Secondary Educational Institutions)	Laws, regulations, and policies of the federal or state government and/or individual post-secondary educational institution concerning individuals' eligibility to receive financial support while they are in school. Financial aid can provide students with funding for tuition, books and other materials, living expenses, and other costs associated with an education.
Financial Services	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
First Job Placement	The first employment obtained by an individual after participation in a program of a Workforce Partnership. This job may or may not be in an industry or occupation targeted by the Workforce Partnership. A first job placement may be viewed by the Workforce Partnership (and the participant) as only the first step into the labor market, and the Workforce Partnership may continue to provide services to help the participant move into a job with better wage and career opportunities.

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Full-Time Employment	35 hours or more per week of paid employment.
Governance	For purposes of NFWS data collection, “governance” refers to an oversight body that provides direct decision making for a Regional/Rural Collaborative or Workforce Partnership.
Health Care	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Health Insurance	A prepaid program offered by an insurance company that provides some level of reimbursement in the case of loss due to ill health or injury.
Homeland Security	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Homeless	A homeless individual is one who lacks a fixed, regular, and adequate nighttime residence and/or who has a primary nighttime residence that is a temporary shelter.
Hospitality	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Immigrant Workers	Workers who have recently immigrated to the United States and, as a result, have special barriers to employment.
Incumbent Worker	For the purposes of NFWS, an incumbent worker is an employed worker receiving services within the context of their current employment, often as a service to their employer.
Incumbent Worker Program	A program of a Workforce Partnership serving employed individuals that is typically coordinated directly with the participants’ current employer

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Individuals with Disabilities	Individuals who have barriers to employment because of physical or mental impairment.
Industry Sector	A distinct subset of a market, industry, or economy, whose components share similar characteristics.
Information Technology	An industry sector targeted by a workforce partnership for the purpose of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Job Design	The set of skills and tasks organized into a particular job category. Employers can change the organization of these tasks to create different kinds of jobs and even to create job ladders.
Job Placement	When a participant becomes employed. There may be variation among workforce partnerships in the job placement that is considered the official, reported job placement (e.g., any first job placements, only sector-based job placements, etc). For the purposes of NFWS reporting, either job placement definition is acceptable, as long as it job placements are reported consistently for all participants.
Job Search/Job Placement Service	A service provided by a workforce partnership that supports the identification of employment opportunities and the matching of jobs and workers.
Lateral Promotion	For purposes of NFWS reporting, a lateral promotion is the situation where a program participant moves from one position in a job hierarchy to another within the same job hierarchy that improves his/her income.
Lead Organization	The organization that is responsible for coordinating the workforce partnership or funding collaborative. This is generally the organization that holds the contract with the funding collaborative or with NFWS.
Life Skills Training	Life skills can refer to a large group of psycho-social and interpersonal skills which can help people make informed decisions, communicate effectively, and develop coping and self-management skills that may help them lead a healthy

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	and productive life. For the purpose of NFWS data collection, life skills will refer to programs providing financial literacy information, skills, and supports.
Limited English Proficient	A person who has limited ability in speaking, reading, writing or understanding the English language and (a) whose native language is a language other than English or (b) who lives in a family or community environment where a language other than English is the dominant language.
Local or Regional Government	A sub-state government.
Logistics/Transportation	An industry sector targeted by a workforce partnership for the purpose of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Manufacturing	An industry sector targeted by a workforce partnership for purposes of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Mentoring	In the context of the workplace, 'mentoring' refers to the pairing of experienced, knowledgeable employees with employees who are new, at entry level, or in training for a new position.
Migrant and Seasonal Farmworkers	Agricultural workers who must travel to do their work and/or are not employed year round.
Non-Incumbent Participant	A participant in a workforce partnership who is not employed or is employed, but is seeking new employment.
Non-Incumbent Worker Program	A workforce partnership program not directly offered through an employer and serving participants who are not employed or employed, but seeking new employment.
Non-Local Ownership	Refers to a business headquartered outside the state in which the Workforce Partnership is located.

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Non-Targeted Industry	All industries other than those a Workforce Partnership has particularly targeted as providing good career opportunities for the low-income population groups that Workforce Partnership intends to serve.
Occupational Skills Certificate/Credential	An certificate or credential offered by an education or training institution certifying completion of an occupational skills training program and/or the attainment of specific occupational skills that is recognized by a formal accreditation body, an industry or industry organization, state or local government, or some other competent authority.
Occupational Skills Education or Training Program	An education or training program designed to provide individuals with the skills they need for employment within a specific occupation.
Occupational Skills Licensure	Permission granted by a competent authority – such as a governmental institution, industry association, professional association – for an individual to practice a particular occupation or trade.
Older Worker	A labor force participant of 55 years of age or older.
On-the-Job Training	Structured, supervised skills training that occurs at an employee’s place of work.
One Stop Career Center	Established under the Workforce Investment Act, One Stop Career Centers offer training referrals, career counseling, job listings, and similar employment-related services.
Other Education and Training Program	Any education or training program other than an apprenticeship program, basic skills/ESL, computer literacy training, occupational skills, on-the-job training, and workplace readiness/life skills training.
Other Job Placement	Employment obtained by a participant in a program of a Workforce Partnership in a training-related job, a job that meets a targeted wage goal, or otherwise targeted by the Workforce Partnership.
Other Non-Profit Organization	A non-profit organization that does not fit within the other categories of organizations participating in a workforce partnership or funding collaborative.

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Other Public Organization	A public organization that does not fit within the other categories of organizations participating in a workforce partnership or funding collaborative.
Other Training Provider	Any training provider other than a community college or post-secondary educational institution, community-based organization, other non-profit organization, public welfare organization, union, employer or employer association, or One Stop Career Center.
Participant	An individual receiving a direct service from a workforce partnership including training, career counseling, job search, assessment, career coaching, or other service.
Progress toward Career Advancement	Movement into or along a career advancement pathway that may be reflected in increased technical skills, the receipt of certifications or degrees, being hired into a job that meets a partnership's definition of a "good" job (e.g. targeted wage and benefits goals), increased wages and benefits, additional job responsibility, or promotion into a new job category.
Promotion Policies (Employers)	An employer's policies regarding career advancement.
Public Benefits	Indicates whether a participant or family member living in the household received public benefits (Food Stamps, Medicaid, TANF, other) in the last 12 months.
Public Housing Resident	An individual who resides in housing subsidized by public funds.
Public Welfare Organization	A local, state, or federal government organization responsible for oversight and/or implementation of the federal Temporary Assistance to Needy Families program.
Received Services	For purposes of NFWS reporting, 'received services' indicates that an employer was the direct recipient of services from a Workforce Partnership, rather than participating in the Workforce Partnership in some other role and/or indirectly receiving benefits from the work of the Workforce Partnership.
Recognized credential or degree	These include an AA or AS degree, BA or BS degree, occupational skills certificate/credential, occupational skill licensure, other recognized educational or occupational skills

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	certificate/credential, or workforce readiness credential.
Regional/Rural Collaborative	Regional and Rural Collaboratives are partnerships of investors committed to strengthening and expanding Workforce Partnerships toward the goals of improving career advancement opportunities for low-income individuals and improving employer success in hiring, training, retaining, and advancing low-skilled adults. Strategies Regional/Rural Collaboratives employ include aligning local investment around a shared strategic vision; building the capacity of the workforce development system; and advocating for policies that sustain effective Workforce Partnerships.
Regional/Rural Collaborative Funders	Public, private, and philanthropic organizations financially supporting the goals of a Regional/Rural Collaborative either by contributing to a common “pooled” fund or by “aligning” their funding with that of the Collaborative by supporting the same projects or other projects consistent with the Collaborative’s goals.
Reporting Period (Collaborative)	Six-month period since last collaborative NFWS report.
Reporting Period (Workforce Partnership)	Twelve-month period since last collaborative NFWS report.
Retail Industry	An industry sector targeted by a workforce partnership for the purpose of supporting individuals and employers achieve identified goals. The types of firms in this sector/cluster may slightly differ among partnerships, but should generally fall within the appropriate North American Classification System (NAICS) codes.
Retention: incumbent worker	For purposes of NFWS reporting “retention” for an incumbent worker indicates a program participant who is still employed after the conclusion of the NFWS-related program. Incumbent worker retention is measured from completion of the NFWS-related program.
Retention: non-incumbent worker	For purposes of NFWS reporting “retention” for a non-incumbent worker indicates a program participant who has been placed into a job and is still employed whether in the original job or a subsequent one. Non-incumbent worker retention is measured from job placement.

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Retention Services	Services that help individual workers remain employed.
Screening and Referral of Job Applicants	Services provided to an employer or group of employers to assist them in identifying appropriate candidates for available job openings.
Single Parent	A parent who cares for one or more children without the assistance of another parent in the home.
State Investment	The dollar amount of federal or state funds appropriated and/or spent by a state government.
Supportive Services	Services supporting an individual to enter or be successful in education, training, or the job market, including transportation, childcare, dependent care, income support.
System and Policy Reform Grantee (of Regional/Rural Collaboratives)	A grantee of a Regional/Rural Collaborative funded with the direct goal of achieving system and policy reform.
Target Wage Goal	A wage goal established by, or recognized by, a Regional/Rural Collaborative or Workforce Partnership as a benchmark against which to measure success in improving the economic circumstances of its program participants.
Targeted Occupational Cluster	A related-group of occupations found in more than one industry sector for which a Workforce Partnership is providing career counseling, pre-employment or incumbent worker education or training, and/or other services.
Targeted Industry Sector	An industry sector for which a Workforce Partnership is providing pre-employment, incumbent worker, or other services.
Targeted Racial/Ethnic Population	Individuals with certain racial or ethnic characteristics who have been targeted by a Workforce Partnership for outreach and services.
Total NFWS Program Budget	The total funds a Workforce Partnership has to devote to NFWS-related programs and other activities.
Training-Related Employment	Employment that uses a substantial portion of the skills taught in training received by the individual through a Workforce Partnership's program.

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Veterans	Individuals who served in the active US military, naval, or air service.
Work Organization (Employers)	The way in which an employer arranges the flow of tasks to produce a product or service.
Workforce Investment Board	The federal Workforce Investment Act (WIA) established private-sector-led Workforce Investment Boards, responsible for providing oversight for a range of workforce development programs and activities within their local area. Each state also has a state-level Workforce Investment Board which establishes strategic priorities, identifies high growth industries, and establishes local WIBs. By law, 50 percent of each board is composed of employer representatives.
Workforce Partnership	For the purposes of NFWS reporting, Workforce Partnerships organize key stakeholders and local workforce development and related resources to help low-income workers gain the skills they need for career advancement and to meet employers' need for a skilled workforce. Only funded Workforce Partnerships are required to report. However, Collaboratives may also choose to report, or require reporting, from aligned Workforce Partnerships.
Workforce Partnership Program	Any set of services, including both pre-employment and post-employment services, provided by a Workforce Partnership to a participant or employer.
Workplace Readiness Credential	A certification that an individual has successfully completed a workplace readiness training program.
Workplace Readiness Training	Training in general workplace attitudes, expectations, and behaviors necessary to successfully compete in the labor market.
Young Adult	An individual who is between the ages of 22 and 29.
Youth	An individual who is between the ages of 14 and 21.