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**Illinois State Library Literacy Office
 WORKPLACE SKILLS ENHANCEMENT GRANT PROGRAM
 Statistical Report**

The Statistical Report is an identical report produced twice during the year. Reports are due in the Illinois State Library Literacy Office on or before January 15 (midterm) and July 15 (final). Submit via email to literacy@ilsos.net.

Before preparing this report, review all definitions on page 2.

Project Number: _____

Grantee Agency: _____

Partner (Business or Educational Provider): _____

Person Preparing Report: _____

Email: _____ Telephone Number: _____

Region (check one):

Chicago Suburban Downstate

Period (check one):

Midterm (Information from July 1 to Dec. 31.)

Check here if no grant activities occurred during July 1 to Dec. 31.

_____ Date grant activities are scheduled to begin

Final (The report is cumulative for the entire grant year. Information from July 1 to June 30 or end of contract extension period.)

EMPLOYEE DATA¹

Number of employees who would not receive instructional services at the workplace without Secretary of State grant funding.

	Midterm	Final
Number of employees		

Would the company involved in this grant be able to provide basic skills instruction to their employees without Secretary of State grant funding?

Yes No

_____ Number of employees given assessment, no further contact

(Do not include those employees ONLY receiving assessment in any of the following counts.)

_____ Average age of employees served by project

Number of adult learners in ethnic groups:

White	
Black/African American	
Hispanic/Latino	
American Indian/Alaska Native	
Asian	
Hawaiian/Pacific Islander	
Some Other	
2+ Races	
Not Reported	
TOTAL	

Number of adult learners by gender:

Male	
Female	
TOTAL	

Number of **unduplicated employees** who received instruction this year:

Total employees	Goal	To date

ABE assessment results for adult learners who have both a pre-test and instructional hours:

	Number Pre-tested	Pre-test Average-GLE ²	Number Post-tested	Post-test Average-GLE	Average GLE Gain
SORT					
TABE Reading					
TABE Math					
Customized					
Total ABE learners					

ESL assessment results for adult learners who have both a pre-test and instructional hours:

	Number Pre-tested	Pre-test Average – scale score	Number Post-tested	Post-test Average – scale score	Average Score Gain
BEST					
BEST Plus					
ESLOA					
FSI					
CASAS					
CELSA					
Customized					
Total					

The total ABE learners pre-tested plus the total ESL learners pre-tested must equal the number of unduplicated learners.

Total Adult Learners Instructional hours³

Total instructional hours to date	Average hours per adult learner

Workplace Skills Enhancement Program Definitions

- Employee Served by Project:** An employee who is eligible to be counted for the purposes of this report by the WSE project is over age 17, is not concurrently enrolled in high school, has taken a pre-test, scores below the ninth-grade level or below SPL 7, and has at least one WSE instructional hour.
- GLE:** Grade level equivalent.
- Instructional hours:** Time that an instructor and an employee spend together teaching and learning.