

Process: Documenting – TAA Pre-requisite Training in the Service(s) Plan in SKIES

Pre-requisites are courses that are required prior to taking an advanced course into a specific training program.

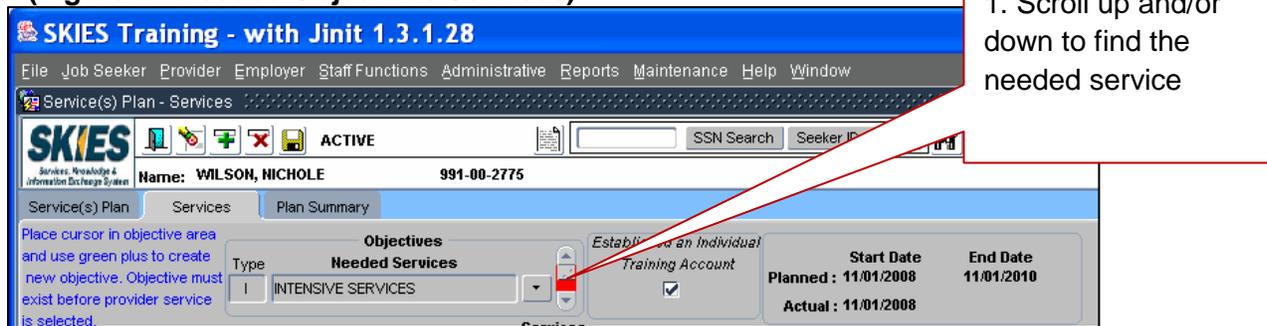
Process Steps:

1. Start at the Service(s) Plan, Services tab, Select>Training> Occupational Skills Training as the needed Service in the Services Plan.
2. Select >Provider Service > Enter Provider name (training facility)
3. Update Planned Start and End Dates. Enter Actual Start Date
4. Enter Provider name >Select >Program Affiliation
5. Save

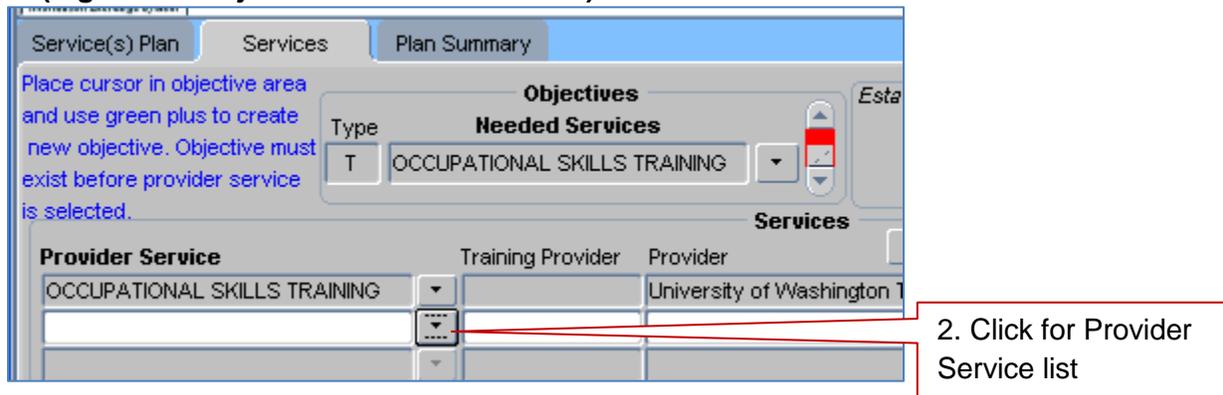
Detailed Steps for this Process:

1. At the Needed Services field, use the scroll bar to find the Needed Service Occupational Skills Training. See Figure 1.

(Figure 1 - Needed Objectives Services)

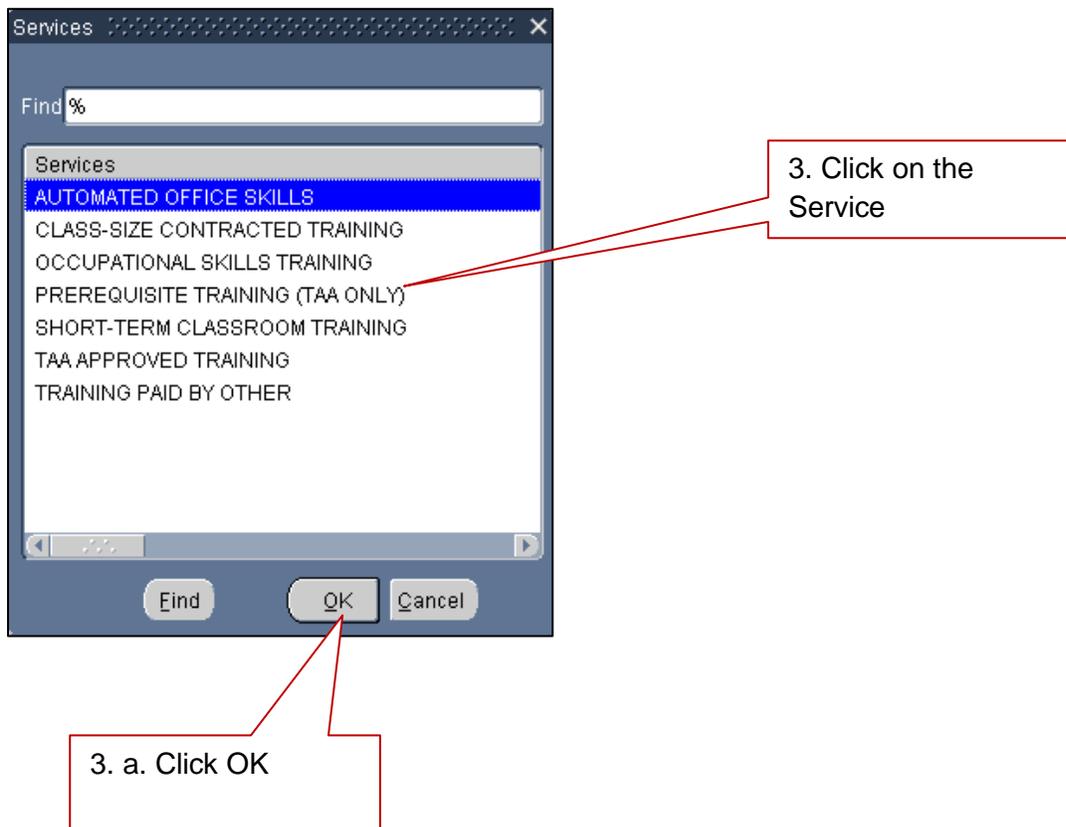


2. At the Provider Service field, click on the “drop down arrow”. See Figure 2.
(Figure 2 – Objectives Needed Services)



3. The drop down list of Services display. Click on the “Prerequisite Training (TAA only)”. See Figure 3.
 - a. Click “OK”.

(Figure 3 - Services)



4. Complete the service information. See Figure 4.
 - a. Enter "Training Provider" name. This is the training facility on the CT3.
 - b. If applicable, click in the box(s) "DL" Distance Learning, "PT" Part Time.
 - c. Change the "Planned Start and End Dates" to reflect quarter attending Pre-requisite training. Enter an "Actual Start Date" same as "Planned Start Date". **Do not enter the "Actual End Date."**
 - d. Click on the "drop down arrow" to attach Program Affiliation "Trade Assistance Act".

(Figure 4 – Service Information)

The screenshot shows a web form for 'Provider Service'. It includes fields for 'Training Provider', 'Provider', 'Course', and 'Enroll'. There are checkboxes for 'DL' (Distance Learning) and 'PT' (Part Time). A 'Staff Assigned' section shows 'WILSON, SARAH C.' and 'BELLINGHAM TECHNICAL COLLEGE'. A 'Planned' section has 'Start Date' and 'End Date' fields with values '11/01/2008' and '11/01/2010'. A 'Program Affiliation' dropdown menu is set to 'No Program Affiliation'. A 'Participate Hours' section has 'Week' and 'Minim' fields. A 'Drop Down Arrow' is highlighted near the 'Program Affiliation' field.

4. a. Enter Provider Name

4. b. If applicable, check box(s)

4. c. Change Planned and Actual Dates

4. d. Click drop down arrow to select program Affiliation

5. Click on the "Save" Icon. See Figure 5.

(Figure 5 – Save Icon)

The screenshot shows the 'SKIES Training - with Jinit 1.3.1.28' interface. It includes a menu bar with 'File', 'Job Seeker', 'Provider', 'Employer', 'Staff Functions', 'Administrative', 'Reports', 'Maintenance', 'Help', and 'Window'. A toolbar contains icons for 'ACTIVE', 'SSN Search', and 'Seeker ID search'. The main area shows 'Name: WILSON, NICOLE' and '991-00-2775'. A 'Service(s) Plan' section is visible with 'Objectives' and 'Needed Services' fields. A 'Save' icon is highlighted in the toolbar.

5. Click to save