



California Regional Education to Workforce Dashboard

User Guide

California Regional Education to Workforce Dashboard
 Adult Education, Community College Credit and Noncredit, and Labor Market Data

This dashboard was designed to show regionalized labor market data in relation to regional educational offerings. The types of questions this dashboard is designed to answer include:

- What are the most common occupations in my region based on annual openings?
- Do those common occupations meet the self-sufficiency wage for my region?
- What educational offerings designed for specific occupations are being offered in my region?
- How do the educational offerings in my region compare to each other? Can I see pathways for students across the systems?
- How do the educational offerings in my region compare to the regional labor market?

First, select a Meta Cluster

Meta Cluster

When only a Meta Cluster (definition) is selected, you are looking at statewide data

Next, select a Macro Region

Macro Region

Educational Data

Number of Adult Education Occupational Training Courses

The courses listed below for adult education and noncredit are only CTE Occupational Training Courses. These courses are defined as specific training designed for students to obtain a particular occupation. Includes active courses between fall 2019 and spring 2020.

Occupation	Number of Courses
Automotive Services Technician	141
Nursing Assistant	114
Cosmetologist	92
Medical Assistant	88
Pharmacy Technician	78

Number of Community College Noncredit Courses

Occupation	Number of Courses
Nursing Assistant	79
Home Care Aide	35
Welder	31
Medical Administrative Assistant	29
HVAC Technician	27

Number of Community College Credit Awards

Field	Number of Awards
Accounting	292
Real Estate	219
Business Administration	192
Early Childhood Education	146
Marketing	110

Labor Market Data

Sum of Annual Openings by Occupation

Use the Centers of Excellence Skill Category (definition) and Self-Sufficiency Wage Indicator (definition) to further filter occupations

COE Skill Category

Self-Sufficiency Hourly Wage

Occupation	Sum of Annual Openings
Personal Care Aides	119,848
Combined Food Preparation and Serving Workers, Including Fast Food	90,912
Cashiers	80,791
Retail Salespersons	67,981
Writers and Waitresses	61,108
Laborers and Freight, Stock, and Material Movers, Hand	59,596
Office Clerks, General	46,974
Farmworkers and Laborers, Crop, Nursery, and Greenhouse	44,993
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	43,245
Stock Clerks and Order Fillers	33,708

Occupational Skills Builder Courses

Occupational Skills Builder Courses are often stand alone courses that are designed to provide particular skills to individuals who would like to move forward in their current career. Common features of Occupational Skills Builder often courses include a certificate in a specific skill or a certificate of completion (e.g. Adobe Professional Certificate), intermediate level of instructional hours (10-150), recertification for professional occupations (i.e. CNA-recertification) or refresher courses, geared towards a specific industry, such as "business", course description notes occupational title of currently employed candidates who may want these skills. Not every occupational skills builder course will include all of these characteristics, rather, these are the characteristics that generally define an occupational skills builder course.

Pathway Revised	Course Title
1. Information Technology	Computer Operations/1: Foundations
2. Information Technology	Computer Operations/2: Applications
3. Information Technology	Computer Operations/3: Database Management

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INTRODUCTION

The [California Regional Education to Workforce Dashboard](#) is a unique tool that can help you better understand how educational offerings align with local labor market information. This guide will introduce you to the dashboard, provide background information on how it was developed, provide tips on how to navigate the dashboard, and lastly offer tips on how this information can help you explore programming opportunities aligned to your region's needs.

What is the Regional Education to Workforce Dashboard?

The [California Regional Education to Workforce Dashboard](#) was developed to provide adult education professionals a tool to easily explore and identify relationships between regional career and technical educational offerings and local Labor Market Information. The three key purposes are:

- Understand the continuum of courses offered by K-12 adult schools and noncredit community college programs
- Look at the relationship between K-12 adult schools and noncredit community college programs and community college credit programs and regional labor markets
- Support local pathway development for consortia and conversations about how to better track pathway data for California Adult Education Program (CAEP) students

The dashboard helps users explore these types of questions:

- What are the most common occupations in my region based on annual openings?
- Do those common occupations meet the self-sufficiency or living wage requirement for my region?
- What educational offerings designed for specific occupations are being offered in my region?
- How do the educational offerings in my region compare to each other? Can I see pathways for students across the systems?
- How do the educational offerings in my region compare to the regional labor market?

The dashboard allows the user to view data in several ways:

Educational data can be viewed by:

- Number of K-12 Adult Education Occupational Training Courses
- Number of Community College Noncredit Courses
- Number of Community College Credit Awards
- Institutions offering courses and awards
- List of related Occupational Skills Builder Courses

Labor Market Data can be viewed by:

- Sum of Annual Openings by Occupation
- Centers of Excellence Skill Category
- Self Sufficiency wages

CAEP Consortia have used the Regional Education to Workforce Dashboard to:

- Inform and promote pathways development
- Identify and align course offerings across institutions
- Explore gaps and opportunities in educational offerings as related to local labor market needs

WHAT INFORMATION IS USED FOR THE DASHBOARD?

This dashboard draws on information from 521 institutions including every CAEP consortium member and additional community providers. Publicly available K-12 Adult Schools catalogs, brochures and websites were scanned to identify K-12 Adult Education offerings, while community college courses were identified using the Chancellor's Office Curriculum Inventory ([COCI](#)) to identify career and technical courses.

Course Classifications on the Regional Education to Workforce Dashboard

Three course classifications were generally associated with Career Pathways were used to categorize the courses identified through the scan of brochures and COCI—Workforce Preparation, Occupational Skills Builder Courses, and Occupational Training Courses. Below are the definitions used for the three course classifications.

- **Workforce Preparation Courses:** These courses, in general, do not target a particular occupation, but rather prepare someone to be successful in employment. They cover a wide range of topics, for example, general workforce readiness skills, career exploration, broad soft skills, resume writing, and basic computer literacy skills courses, to name a few.
- **Occupational Skills Builder Courses:** These are stand-alone courses designed to provide particular skills to individuals who would like to move forward in their current career. Occupational Skills Builder courses often lead to a local or industry-recognized certificate (e.g., Adobe Professional Certificate), or, as in the case of some industries, re-certification, or licensure renewal (e.g., CNA re-certification). These courses offer an element, address an isolated skill, or augment skills needed for an occupation; the course alone will not fully prepare someone for the target occupation. They may also be refresher courses geared toward specific occupations or industries. The number of hours required to complete an Occupational Skills Builder course typically ranges from 10 to 150 hours; however, this number is simply a frame of reference as these courses can vary greatly in duration and intensity. Course descriptions will often reference specific occupations or advancement opportunities that might follow from completion of the course.
- **Occupational Training Courses:** These are training courses that are designed to prepare students for employment in specific occupations. Occupational Training Courses typically feature substantive training on the full set of skills needed for the target occupation. They tend to be multi-faceted, and may consist of several modules or individual classes, often requiring a significant time commitment (50 or more instructional contact hours) to complete.

Two of these classifications are relevant to the [Regional Education to Workforce Dashboard](#): Occupational Skills Builder Courses and Occupational Training Courses. Workforce Preparation courses, while important, do not have an occupational focus, and are therefore not included in the information on the dashboard. Following is an example of how these classifications might be represented in adult education courses or programs.



Once courses were identified and classified, Occupational Skills Builder Courses and Occupational Training Courses were assigned a [Standard Occupational Classification code](#) (for more information on SOC visit the [U.S. Bureau of Labor Statistics Standard Occupational Classification site](#)) and then categorized into Meta Clusters. Meta Clusters serve to simplify the sector categorization and underscore the transferrable nature of occupations from one industry to another. Furthermore, SOC Codes and Meta Clusters:

1. Keeps the focus on jobs
2. Connects programs to labor market and wage data
3. Groups programs into related clusters by industry and skills
4. Allows the user to research knowledge, skills, and abilities for all 800 occupations

Following is a chart identifying the Meta Clusters and the associated SOC Cluster.

Meta Cluster	ONET SOC Cluster
Business	Business and Financial Operations Occupations
Business	Management Occupations
Business	Office and Administrative Support Occupations
Business	Sales and Related Occupations
Construction and Repair Services	Construction and Extraction Occupations
Construction and Repair Services	Installation, Maintenance, and Repair Occupations
Health	Healthcare Practitioners and Technical Occupations
Health	Healthcare Support Occupations
Health	Life, Physical, and Social Science Occupations

Hospitality and Personal Services	Arts, Design, Entertainment, Sports, and Media Occupations
Hospitality and Personal Services	Food Preparation and Serving Related Occupations
Hospitality and Personal Services	Personal Care and Service Occupations
IT and Engineering	Architecture and Engineering Occupations
IT and Engineering	Computer and Mathematical Occupations
N/A	Military Specific Occupations
Production and Logistics	Farming, Fishing, and Forestry Occupations
Production and Logistics	Production Occupations
Production and Logistics	Transportation and Material Moving Occupations
Public and Community Services	Building and Grounds Cleaning and Maintenance Occupations
Public and Community Services	Community and Social Service Occupations
Public and Community Services	Education, Training, and Library Occupations
Public and Community Services	Legal Occupations
Public and Community Services	Protective Service Occupations

[EMSI](#) was used for the Labor Market Data and includes all worker categories including the self-employed category. The [Centers of Excellence](#) was used to define the occupational skill level, while self-sufficiency wages were defined using the [Family Needs Calculator](#). Please visit the [dashboard](#) for additional information.

HOW TO USE THE DASHBOARD

Find the data you need

Use these steps to access and navigate the [California Regional Education to Workforce Dashboard](#)

Choose the Industry Meta Cluster

WestEd | California Regional Education to Workforce Dashboard
Adult Education, Community College Credit and Noncredit, and Labor Market Data

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- How do the educational offerings in my region compare to the regional labor market?

First, select a Meta Cluster

Meta Cluster

Type to search

- Public and Community Services
- Production and Logistics
- IT and Engineering
- Hospitality and Personal Services
- Health
- Construction and Repair Services
- Business

Labor Market Data

Sum of Annual Openings by Occupation

Use the Centers of Excellence Skill Category (definition) and Self Sufficiency Wage Indicator (definition) to further filter occupations

COE Skill Category: -

Self Sufficiency Hourly Wage: -

Personal Care Aides: 119,848

Choose your Macro Region (or view statewide by leaving it as "Macro Region")

WestEd | California Regional Education to Workforce Dashboard
Adult Education, Community College Credit and Noncredit, and Labor Market Data

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- Do those common occupations meet the self sufficiency wage for my region?
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- How do the educational offerings in my region compare to the regional labor market?

First, select a Meta Cluster

Choose the Macro Region(s) you want to view

Macro Region

Type to search

- South Central Coast
- San Diego / Imperial
- North Far North
- LA / Orange
- Inland Empire
- Central Valley Mother Lode
- Bay Area

Educational Data

Number of Adult Education Occupational Training Courses

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Labor Market Data

Sum of Annual Openings by Occupation

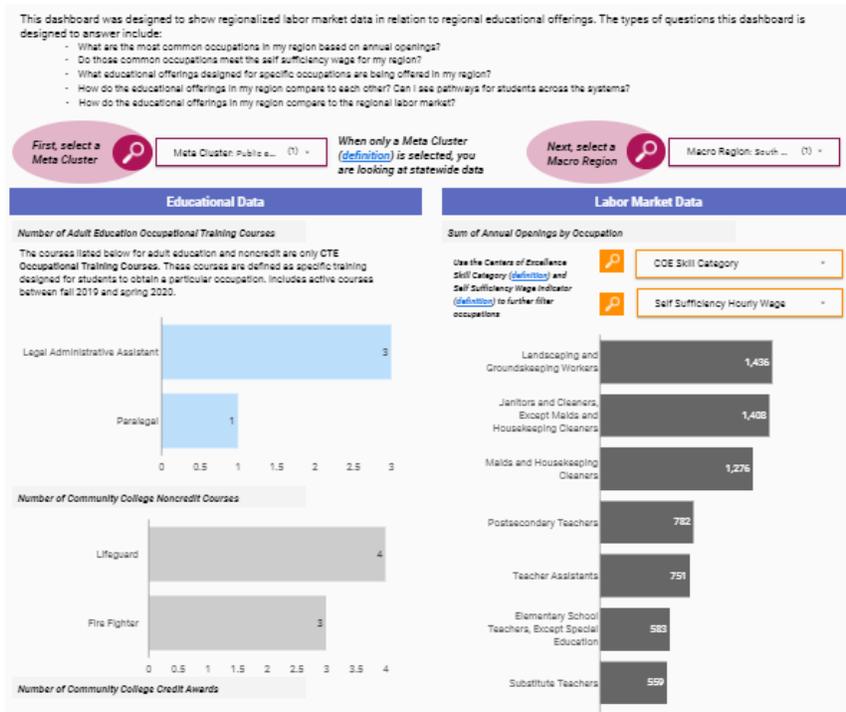
Use the Centers of Excellence Skill Category (definition) and Self Sufficiency Wage Indicator (definition) to further filter occupations

COE Skill Category: -

Self Sufficiency Hourly Wage: -

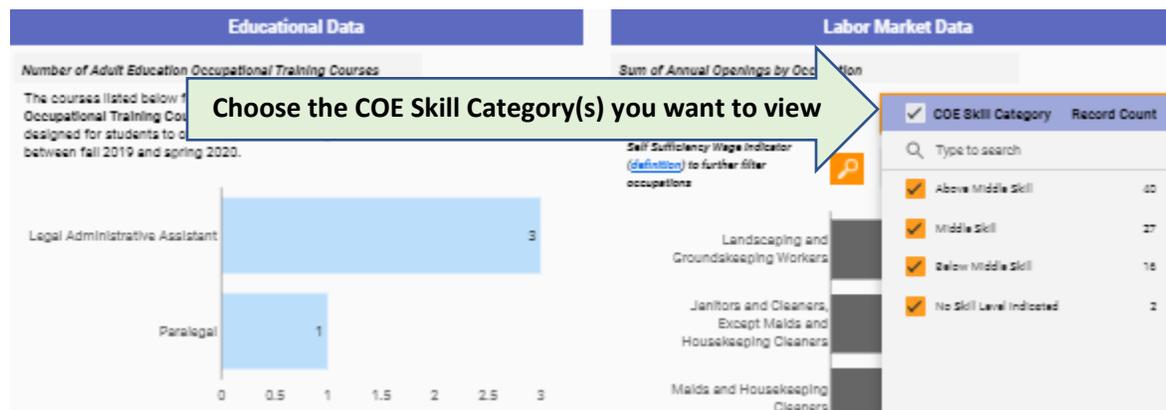
Personal Care Aides: 119,848

Educational and Labor Market Data will populate for the Meta Cluster and the Macro Region you selected.

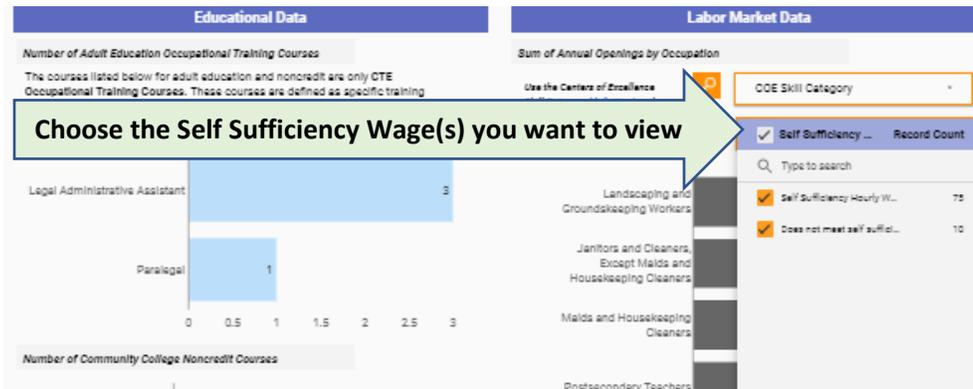


Refine your data

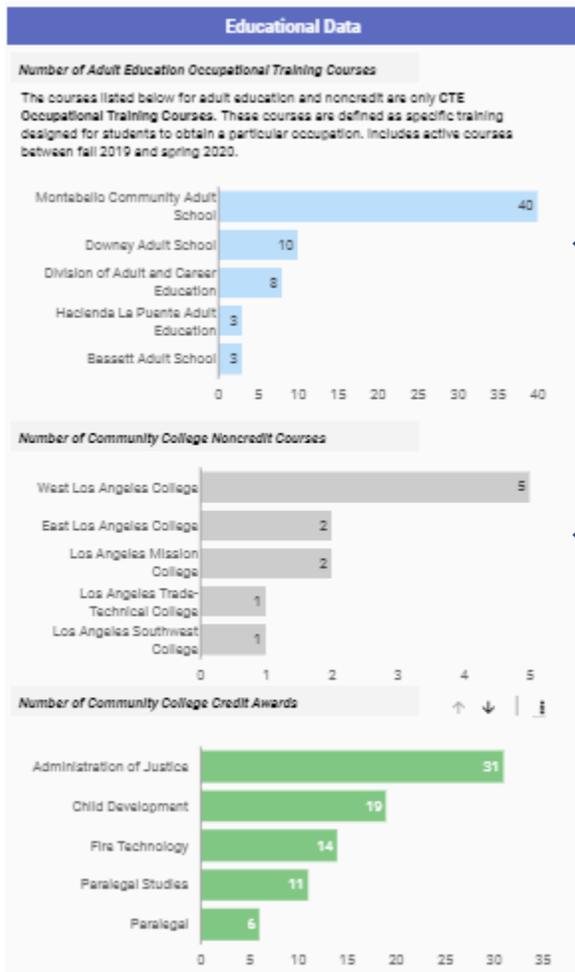
Refine your Labor Market Data search by COE Skills Category: Above Middle Skill, Middle Skill, Below Middle Skill, or No Skill Level Indicated.



Refine your Lab Labor Market Data to search for Occupations that do or do not meet the Self Sufficiency Wage: Self Sufficiency Hourly Wage or Does Not Meet Self Sufficiency Wage



See Educational Data by 3 categories



K-12 Adult Education Noncredit Community College Occupational Training Courses

Community College Noncredit Courses

Community College Credit Awards

See which colleges in the Macro Region offer each category of the Educational Data Sets

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Educational Data

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Sum of Annual Openings by Occupati

Use the Centers of Excellence

←

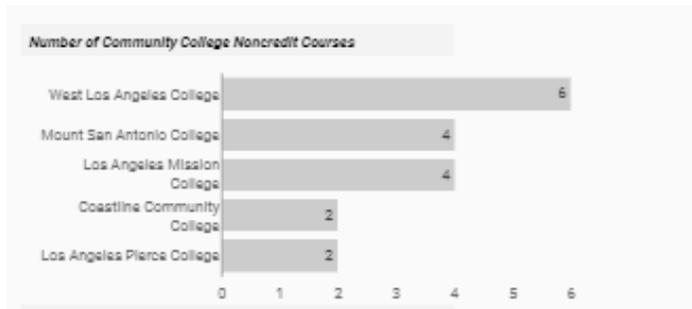
1) Hover over the chart until the dropdown arrows appear

2) Click on the relevant Training or Course bar

3) Click the down arrow

4) To return to the original view, click the return arrow

The Colleges or institutions offering the chosen course will populate and show the number of courses provided.



See a list of Occupational Skills Builders Courses

Occupational Skills Builder Courses

Occupational Skills Builder Courses are often stand alone courses that are designed to provide particular skills to individuals who would like to move forward. Common features of Occupational Skills Builder often courses include, a certificate in a specific skill or a certificate of completion (i.e. Adobe Professional Certificate of instructional hours (10-150), re-certification for professional occupations (i.e. CNA re-certification) or refresher courses, geared towards a specific industry, description notes occupational title of currently employed candidates who may want these skills. Not every occupational skills builder course will include all of rather, these are the characteristics that generally define an occupational skills builder course.

Pathway Revised	Course Title
1. Custodian	Building and Grounds Worker (Fundamentals)
2. Public Safety	Firearms
3. Public Safety	Handcuffing
4. Public Safety	Side Handle Baton Permit Class
5. Ornamental Horticulture	Fresh Floral Design
6. Forestry and Natural Resources	Conservation Education (VOCED 222)
7. Teaching	Education/4: Special Ed
8. Child Care	Early Childhood Education: Infant/Toddler Studies
9. Ornamental Horticulture	Fondant Basics
10. Custodial Services	Custodial Scheduling Supervisor Training
11. Ornamental Horticulture	VESL: Green Landscaping and Gardening, Module A (ESLV 2030)
12. Ornamental Horticulture	Floral Design 1 (VOC AGR25)
13. Custodial Services	Custodial Scheduling and Supervisor Training (VOC ED 550CE)
14. Teaching	Introduction to Teaching Young Children (CHDN 1100)
15. Public Safety	Police Science
16. Ornamental Horticulture	Fondant Basics (CPED 11077N)

Scroll down to view Occupational Skills Builders Courses in the Macro Region. This list offers insights into standalone courses that align with occupational pathways leading to employment.

This list may help identify courses that can

1. Be aligned to other courses along a pathway
2. Be a precursor or offer entry into credit coursework
3. Identify elements for building a career pathway
4. Be used for career counseling with learners

Export your data

Access your data by clicking the link embedded in “through this link”.

Data Sources and Data Update Request Form

Data Sources

Adult Education and Noncredit data was pulled directly from course catalogs, brochures and websites of adult education schools and noncredit programs for the school year 2019-2020. You may access and download the full adult Education data set [through this link](#).

This will take you to an excel sheet with all the data on Tab 1 Data Collection (Tab 2 Data Definitions contains all the, which may also be useful).


My Recently Viewed Files > 2020_Adult Education Mapping Data_PUBLIC.xlsx

	A	B	C	D	E
1	Regions		School Characteristics		
2	Macro Region	Micro Region	District Name	School Name	School Type
15	LA / Orange	Los Angeles	SoCal ROC	SoCal ROC	ROP
16	LA / Orange	Los Angeles	SoCal ROC	SoCal ROC	ROP
17	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College
18	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College
19	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College
20	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College
21	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College
22	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College
23	North Far North	Greater Sacram	Los Rios Community College	American River College	Community College

Download and save this file to your computer. You can then sort the data by region, district, and school name. As well as by a variety of other categories, such as SOC Code, Pathway, and Course ID, to name a few.

TIPS FOR USING THE [CALIFORNIA REGIONAL EDUCATION TO WORKFORCE DASHBOARD](#)

Easily connect educational programs to occupations

- Identify occupations in the Macro Region and sort according to the criteria. This can help identify occupational pathways that stack by Skill Level from Below to Middle to Above Skill Categories.
- Using the occupational outlook to determine if the Occupational Training Courses and Noncredit courses align to those occupations. In other words, ask: Is the region offering educational opportunities that prepare adult learners for in-demand jobs?
- Compare the educational offerings to the highest Annual Openings Jobs, are there courses and certificates being offered that will train adult learners for these positions?
- Compare the educational offerings to jobs with Self-Sufficiency Wages. Ask: Do your courses and credentials offer learners pathways to living wage jobs?

Review the Occupational Skills Builders courses

- Ask: Are there courses that offer learners with skills brush up or add-on skills that could move them into a Middle or Above Skills job?
- Ask: are there opportunities to build pathways using Occupational Skills Builder Courses? Ask: Are there opportunities that could serve as a gateway into college.

Help learners navigate occupations and program alignment

- You can help learners explore occupations, wages, and job outlooks to help plan their career pathway.
- Learners can explore occupations that have strong annual job openings and identify which institutions offer relevant educational offerings that can help with skills development or certificate attainment.

Update your data

- You can help keep your data current by identifying missing or inaccurate data. If you notice that some of your data is missing or is incorrect, fill out and submit the Data Update Request form so that we are informed and can revise the data accordingly.