Application

for

Skill Standards Recognition

Instructions for Application Preparation

All applications must be prepared and submitted according to the instructions and using the forms provided below. A separate application package must be completed for each set of skill standards being submitted for recognition.

APPLICATION CONTENTS

1. Cover letter – Letter on company stationery from the industry technical advisory committee (ITAC) chair to the Texas Workforce Investment Council (TWIC) chair must formally request that the skill standards be recognized on a specific TWIC meeting date. (See example on last page of packet.)

2. Application cover page – This form bearing the original signature of the ITAC chair must accompany the skill standards.

3. Copy of skill standards – An electronic copy of the skill standards shall be provided to the TWIC. The submitted copy shall consist of the seven elements that comprise skill standards in the required Texas skill standards format.

4. Rationale for selection of occupational area – A brief description of the occupational area for which skill standards have been developed and supportive data explaining why it was chosen.

5. Assumptions related to the standards – A list of underlying assumptions, if any, determined by the ITAC to pertain across the skill standards statements.

6. Industry technical advisory committee composition – A list of ITAC members, with an explanation of how the committee represents the industry and was assembled and conducted through a fair, balanced, and procedurally valid process.

7. Description of skill standards development process – A description of the procedural steps undertaken to develop the skill standards, including a summary of the job analysis process and specific validation strategy used.

8. Review and update agreement – A statement of agreement from the ITAC to review and update the skill standards as necessary to ensure their continued currency and relevance.

9. Public access and storage – A statement of agreement on the application cover page that the skill standards will be public domain and will be available to be stored in the Texas website repository.

10. Agreement to meet TWIC representative -A statement of agreement on the application cover page that a representative of the ITAC will be available to meet with a representative of the TWIC, as requested, prior to formal recognition consideration of the submitted skill standards.

    Mail completed application packet to: Texas Workforce Investment Council, 1100 San Jacinto Boulevard, Suite 1.100, Austin, TX 78768. For questions, call: 512/936 8100.

Application Cover Page

TEXAS WORKFORCE INVESTMENT COUNCIL (TWIC)
Application for Skill Standards Recognition

TWIC Use Only	
Date received:	_____
Logged in by:	_____
Delivered via:	_____

Applicant: Name of ITAC or other submitting group

Mailing address

City, State, Zip

Project director or contact person   Phone #   Fax #   Email

Occupation for which skill standards are being submitted

Recognition category sought (check one):   ____ Recognized   ____ Conditionally recognized

Skill standards submission type (check one):   ____ New   ____ Amendment   ____ Update

Group seeking recognition (check category that applies):
_____ Texas industry group   _____ NSSB vol. partnership   _____ National industry group
_____ U.S. state authority   _____ Foreign country
_____ Other (specify): _____

The authorized signature below by the chair indicates that the skill standards endorsed by the ITAC meet all the necessary recognition requirements contained in the *Guidelines for Development, Recognition and Usage of Skill Standards*; that the ITAC agrees that the attached skill standards are public domain and shall be available for deposit in the Texas skill standards repository for public access and storage; that an ITAC representative agrees to meet (as needed) with a TWIC representative prior to formal recognition consideration of the submitted skill standards; and that the signer has the authority to commit the ITAC to the statements of commitment and agreement contained herein.

Chair, ITAC (typed name and title)

Signature of ITAC chair   Date

TEXAS WORKFORCE INVESTMENT COUNCIL USE ONLY

Staff Evaluation		TWIC Action
Recommendation:		Considered on TWIC meeting date:
_____ Recognition	_____ Recognized	
_____ No recognition	_____ Conditionally recognized	Outcome:
Signature of reviewer/Date		Signature of TWIC chair

Rationale for Selection of Occupational Area

Submission Requirement: 1) Title and key purpose of target occupational area; 2) list of related Standard Occupational Classification (SOC) job titles and codes; 3) linkage to an industry sector; and 4) explanation of importance to economic competitiveness of state of Texas through supporting labor market data.

Instructions:

Occupational title -- State the title of the occupational area for which the skill standards are being developed. The occupational area is not a job title. Rather, it should represent a "family" of jobs across the industry with similar purposes and functions.

_____

Key purpose of occupational area - State the key purpose of the occupational area summarizing its primary goal. (Should be one sentence beginning with an action verb.)
_____
_____
_____

Related SOC job titles and codes - List all the related SOC job titles and associated 6-digit code numbers encompassed within the occupational area. *

_____	_____	_____	_____
Code	SOC job title	Code	SOC job title
_____	_____	_____	_____
Code	SOC job title	Code	SOC job title
_____	_____	_____	_____
Code	SOC job title	Code	SOC job title
_____	_____	_____	_____
Code	SOC job title	Code	SOC job title

Industry sector - Indicate the industry sector and number (see chapter 1) under which the occupational area belongs.

_____   _____
  Code   Sector title

Importance to economic competitiveness of Texas - Provide an explanation of the occupational area's importance to the economic competitiveness of Texas. Cite specific labor market data, such as projected job growth, number of employment openings, wage/earning indicators, skill shortages and/or emerging industrial base, which supports the ITAC's choice. (Attach additional sheets of paper.)

* SOC job titles and codes may be obtained from the US Department of Labor website.

Assumptions Related to the Standards

Submission requirement: Any underlying assumptions determined by the ITAC to pertain across the skill standards statements for the specific occupational area.

If this application is in relation to an amendment to skill standards either recognized or conditionally recognized, explain the reason for the amendment and note the specific key activities (by key activity number) that have amended conditions. Additionally, describe how the ITAC determined that the amendment is applicable on a statewide basis.

Instructions:

List, with an explanation, any underlying assumptions determined by the ITAC to pertain across the skill standards statements.

Industrial Technical Advisory Committee Composition

Submission requirement: A list of ITAC members and their affiliations with majority industry representation and an explanation that the group is representative of the composition of employers within the industry or occupational area by size of company, geographic location in the state, and business diversity.

Instructions:

ITAC members - List below the ITAC members, titles/positions, and organizational affiliations. For industry representatives, indicate the size of employing company and city where located. If the ITAC member is representing a company with branches throughout the state, indicate "Statewide" in the city column.

Member	Title/Position	Organization	Size*	City

*Key to company size category (by number of employees): Indicate 1 - micro (1 to 20 employees); 2 - small (21 to 99 employees); 3 - medium (100 to 499 employees); or 4 - large (500 employees and above). Note: Size refers only to businesses. Do not note size of education and training providers.

Industry Technical Advisory Committee Composition

Instructions (continued):

Industry-wide representation - Provide an explanation of how the ITAC membership is representative of employers within the industry. If a major employer in the industry is not included on the ITAC, explain how the requirement of inclusivity has been met. If the ITAC is dominated by any one company size, geographic location, or business interest, explain how the requirement of balance of interests within the industry has been met.

Labor and licensing/credentialing representation - The *Guidelines for Development* strongly suggest that in industries where labor involvement and/or a credentialing or licensing authority is affiliated with an occupational area, representatives of those groups be included on the ITAC. If labor and/or a credentialing/licensing body is not included on the ITAC, provide an explanation as to why.

Education and training provider representation - The *Guidelines for Development* recommend two "best practice" education and training providers be represented on the ITAC. Explain why the education and training providers listed are considered "best practice," or if no education and training providers are included, explain why not.

Description of Skill Standards Development Process

Submission requirement - A description of the procedural steps undertaken to develop the skill standards, including the job analysis method that generated the raw data, and the validation strategy that ensures the resulting skill standards are valid and reliable.

Instructions:

Job analysis method - Describe the job analysis method used to generate the work- and worker-oriented information and statements of assessment from which the skill standards essential elements will be derived. (See Steps 4, 5, 6 and 8 of the *Guidelines for Development*.) Mention any existing skill standards/occupational data and/or best practice/high performance workplace examples used as a base of knowledge to commence the process. (See Step 3 of the *Guidelines for Development*.) Describe the use of subject matter experts (SMEs), including an explanation of how they are broadly representative of the occupational area by company size, geographic area, and demographic diversity. Attach additional documentation.

Review and Update Agreement

Submission requirement - A statement of commitment from the ITAC to review and update the skill standards, as needed.

Instructions:

Statement of commitment - On behalf of the ITAC or industry group submitting the skill standards, the signature below indicates agreement of the ITAC or industry group to review, and update as necessary, the skill standards submitted in this application when there are substantive changes to the work-oriented information, and to submit any updates to the TWIC. In the event that a quorum of the original ITAC membership is unable to reconvene for this purpose, another industry partnership may convene for the purposes of skill standards amendment or update.

_____

Name of chair, ITAC/industry group

_____ _____

Signature of chair, ITAC/industry group   Date

ITAC Cover Letter Requesting Recognition (Example)

Submission Requirement: Cover letter formally requesting that the skill standards be recognized on a specific Texas Workforce Investment Council (TWIC) meeting date.

Instructions:
Address the cover letter to the TWIC chair from the ITAC chair and print it on the ITAC chair's company stationery. Indicate that the standards meet the procedural (e.g., ITAC composition, industry subject matter representation, skill standards development process) and content validity criteria, and note the significance of the standards to the industry in Texas. Request that the TWIC recognize the skill standards at a specific meeting. The example below is taken from a letter previously submitted for skill standards recognition in Texas.

Date

Mr./Ms. [Name of TWIC Chair]
Chair, Texas Workforce Investment Council
1100 San Jacinto Boulevard, Suite 1.100
Austin, Texas 78701

Subject: Digital Game and Simulation Programmer Skill Standards Recognition

Dear Mr./Ms. [Name of TWIC Chair]:

ITAC composition/Process and content validity criteria:
The Digital Game and Simulation Programmer Industry Technical Advisory Committee (DGSITAC) is composed of professionals from the gaming and simulation industry. We have overseen the development of the proposed skill standards for digital game and simulation programmer by subject matter experts representative of the industry statewide. The standards have been developed in accordance with Texas' *Guidelines for the Development, Recognition, and Usage of Skill Standards*, as detailed in the attached application. We endorse the standards for your consideration.

Significance of skill standards to the industry:
The members of the DGSITAC view the recognition of these skill standards as a significant step forward in accomplishing our goals to develop gaming and simulation career paths in community and technical colleges to provide graduates who meet our industry's needs. The Texas gaming and simulation industry faces significant competition in today's global market and we believe the recognition of these standards will give us a significant advantage in that competition and help contribute to the Texas economy.

Formal request for recognition consideration:
On behalf of the committee, I ask that the Texas Workforce Investment Council give full consideration to recognizing the Digital Game and Simulation Programmer skill standards at its June 5, 2015 meeting. We appreciate your time and efforts in this matter.

Sincerely,

Steve Tucker
Chair, Digital Game and Simulation Programmer Industry Technical Advisory Committee
Co-owner/Developer, Sharkbyte, LLC