



**JESSE WHITE • Secretary of State & State Librarian**  
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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 Jan. 15 (midterm) and July 15 (final). Submit via email to literacy@ilsos.gov.**

**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 DATA<sup>1</sup>**

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	
<b>TOTAL</b>	

Number of adult learners by gender:

Male	
Female	
<b>TOTAL</b>	

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-scale score	Number Post-tested	Post-test Average-scale score	Average Score Gain
SORT					
TABE Reading					
TABE Math					
TABE Language					
Customized					
Other _____					

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					
Other _____					

**Total Adult Learners Instructional hours<sup>2</sup>**

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.
- Instructional hours:** Time that an instructor and an employee spend together teaching and learning.