

## MANDATED REGISTRATION IN METRIX LEARNING

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### PURPOSE

To provide guidance on the mandated registration in Metrix Learning for individuals receiving workforce services.

### SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

### BACKGROUND

The WDBVC rolled out a new initiative, SkillUp Ventura County (<https://venturacounty.skillupamerica.org/>), which provides access to various online courses via the Metrix Learning platform. This resource is available at no cost to all Ventura County residents to support prospective and existing customers. This policy offers specific guidance for contractors and subrecipients about this rollout for those who register for SkillUp Ventura County and begin taking courses on the Metrix Learning platform.

### POLICY AND PROCEDURES

SkillUp Ventura County is offering Metrix Learning as a self-directed career service. This means an individual's engagement with this platform will not trigger participation in Workforce Innovation and Opportunity Act (WIOA) performance. SkillUp Ventura County offers a resource for supporting individuals in the workforce system at every level of service engagement. The platform provides several courses that strengthen career and workplace readiness that can increase skills and knowledge to support residents' success in their careers – whether connecting to new employment or upskilling in a current job. Some courses available through the Metrix Learning platform may enable an individual to become prepared to take a test/exam to obtain an industry-specific credential. Please refer to the Employment Training Provider List (ETPL) to explore the "New York Wired for Education" offerings that are categorized as training services for WIOA Title-I participants to be included in WIOA performance measures for Credential Attainment and Measurable Skill Gains.

Although not all WDBVC programs are funded by WIOA, **all WDBVC contractors and subrecipients must ensure that each of their enrolled customers (job seekers) registers in Metrix Learning.** Individuals may decline to register, and in some situations the participant might not have access to online learning or have digital literacy challenges. If the individual declines to register or cannot, this must be documented in case notes.

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Below are some specific examples of what integration of Metrix Learning may look like at different levels of engagement within our Ventura County workforce system.

Level of Workforce Engagement	Potential SkillUp Ventura County / Metrix Learning Engagement	WIOA Performance Status (if applicable)
Ventura County resident – <u>not</u> currently connected to the system	Any Ventura County resident can self-register and take courses using the Metrix Learning platform via SkillUp Ventura County. Workforce program participation is not required for individuals to be able to take Metrix courses, including those courses required for Metrix industry certifications.	WIOA Reportable Individual
Unemployment Insurance recipient – not connected to WIOA programs	Unemployment Insurance recipients, as Ventura County residents, can self-register and take courses using the Metrix Learning platform via SkillUp Ventura County.	WIOA Reportable Individual
Individuals engaged in Individual Career Services and WDBVC-funded programs	Contractor and subrecipient staff must work with participants to register for Metrix Learning. Staff may work with participants to identify how tools and courses available through the Metrix Learning platform via SkillUp Ventura County can enhance a participant's service strategy or employment plan.	WIOA Participant (Title-I)

Again, it is important to note that engagement with Metrix Learning does not trigger any changes in a customer's service level except for initiating engagement as a WIOA Reportable among individuals who have not previously been connected to Ventura County's WIOA programs. Additionally, Metrix Learning is not considered a training service and should not be noted as such.

### ACTION

Bring this directive to the attention of all appropriate staff.

### INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

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/S/ Rebecca Evans, Executive Director  
Workforce Development Board of Ventura County