

Incumbent Worker Training Quarterly Report

Complete one (1) Quarterly Report Per Company

DCEO USE ONLY

IWDS Project Number:

1. Check whether the project is local or part of CSSI Local Project CSSI Project

Company Information

2. Company Name: _____

3. Project Name: _____

Company Contact Information

4. Name: _____ 5. Title: _____

6. Organization: _____

7. Telephone: _____ 8. Email Address: _____

LWIA Contact Information

9. LWIA Name: _____ 10. LWIA Number: _____

11. LWIA Contact Name: _____

12. Telephone: _____ 13. Email Address: _____

Project Status

Overall Project Status

- On Schedule Ahead of Schedule Behind Schedule (explain in #17) Need Assistance (explain in #21)

14. **Project Overview** (briefly, provide an overview of the targeted sector, industry, occupation and partners involved in the project):

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15. **Outcomes Achieved this Quarter** (list below in dot point format, progress toward or outcomes achieved over the past three months):

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16. **Progress During this Quarter** (discuss major project activities undertaken during the reporting period):

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17. Obstacles/Barriers to Implementation (discuss any obstacles that may have prevented or impeded the implementation of training):

18. Benefits to Industries and Workers (discuss the benefits seen by both the employer and employees that have occurred this quarter):

19. System Entry (IWDS & GRS):	
Expenditures have been entered into GRS <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Serve Record has been entered into IWDS <input type="checkbox"/> Yes <input type="checkbox"/> No
If no to either, please explain:	

20. Training Completed – Program Year (July 1, - June 30,)								
Incumbent Worker Data	Quarter Plan	Quarter Actual	Quarter Plan	Quarter Actual	Quarter Plan	Quarter Actual	Quarter Plan	Quarter Actual
Number who completed training								
Number that received upgraded skills								
Number moved into target jobs								
NOTE: Attach the completed Incumbent Worker Tracking Summary to this Quarterly Report								

21. Comments, Questions and Requests for Technical Assistance (Include comments/observations, questions and requests for technical assistance):