

Virginia Department of Education
Application for New Career and Technical Education Program/Course
Directions

How do I access and interpret the necessary data for the revised Application for New Career and Technical Education Program/Course?

- 1. Download from the Trailblazers web portal two Excel files containing labor market data: one for Virginia and one for your Local Workforce Investment Area (LWIA).**
 - If you do not know your Local Workforce Investment Area, check out the map at <https://data.virginialmi.com/gsipub/index.asp?docid=388#WIA>.
 - You may find the Excel workbooks with the data you need for both Virginia and your LWIA at <http://ctetrailblazers.org/labor-market-data/>. Each workbook contains three worksheets, entitled SOC Summary, Non-Duplicated, and Duplicated. **If you cannot immediately see all three sheets, which are labeled across the bottom of the page, use the left and right arrows at the lower right corner of the page to access them.**

- 2. Identify occupations related to the proposed course.**
 - Sample occupations for each cluster may be found in the Programs/Plans of Study available via http://www.doe.virginia.gov/instruction/career_technical/career_clusters/plans_of_study/index.shtml and in the “Duplicated” Trailblazers labor market data worksheet that you downloaded in step 1 above.
 - It is possible that you may not find the desired occupation listed at the level of the LWIA; this is because relevant employment data are not available. In this case, the occupation may or may not exist at the level of the Commonwealth.
 - You may find additional occupations that relate to the proposed course. Consider adding these to your list.
 - Consider that the proposed course may enable a new course sequence, which opens up the range of occupations it supports.

- 3. Reference the column headings in the Excel workbook to identify most of the information required for Section H, Part 1.**
 - For the occupations you have identified, you will find the data for
 - Column 2 in the “Non-Duplicated” worksheet of the LWIA workbook under column I
 - Column 3 in the “Non-Duplicated” worksheet of the LWIA workbook under column H
 - Column 4 in the “Non-Duplicated” worksheet of the Virginia workbook under column I
 - The data for column 6 may be found in the “Non-Duplicated” worksheet of the LWIA workbook in column I, row 6
 - The data for column 7 may be found in the “Non-Duplicated” worksheet of the Virginia workbook in column I, row 6

4. Visit the Bureau of Labor Statistics website to find national-level data.

You may enter the occupations you have identified into the search box found on <https://data.bls.gov/projections/occupationProj> in order to determine the most recent national 10-year projection for the rate of employment growth. This rate will be found under the heading, "Employment change, 2014-2024: Percent." Enter this information in column 5.

5. Use your completed table to answer the questions posed in Section H, Part 2.