
WORKFORCE COMPETITIVENESS TRUST FUND PROGRAM MEMORANDUM

To: Workforce Competitiveness Trust Fund/Grantees/Program Operators

From: Linda Rohrer

Date: July 23, 2007

Subject: Naming Training Events Policy

Purpose: The purpose of this communication is to provide guidance to Workforce Competitiveness Trust Fund /grantees/program operators regarding the proper naming protocol to use when adding new training events to the CommCorp Sector Initiative Database.

Background: In order to be able to identify each training event in the Sector Initiative Database and associate it with the correct project, it is important that a specific method be used to name each training event that is added to the system.

This communication sets forth Commonwealth Corporation guidelines for the naming structure to use when entering new training events into the CommCorp Sector Initiative Database.

Guideline: All training events (courses) must be entered using the following naming/labeling structure:

Contract Name: Contract/Grant Number-Name of Event/Course (Course start date)

Example: Some BigCompany:1234-Introduction to English

If the project will be offering multiple sessions/rounds of the same class/event, list the class start date in parenthesis after the name of the course/event:

Example: Some BigCompany:1234-Basket Weaving (7/26/07)

Action

Required: When adding/creating new training events to the CommCorp Sector Initiative Database, projects must insure that each training event is named/labeled using the required naming structure.

Effective: July 23, 2007

References:

Inquiries: Any questions related to this correspondence should be directed to Spencer Klein at (617) 727-8158 extension 2356.