

SOUTH CAROLINA'S

Coordinating Council for Workforce Development Workforce Dictionary

2024-2025



**FIND YOUR
FUTURE**
SOUTH CAROLINA

WORKFORCE DICTIONARY

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
3D Process: Discovery, Design, and Delivery		Activity	The systematic approach that readySC™ uses to develop and deliver targeted training for clients.	SCTCS (10/15/19)
5S	5S	Activity	One of the tools associated with lean methodology, 5S stands for Sort, Set in Order, Shine, Standardize, and Sustain. Implementation of 5S clearly organizes a work area to include only the tools/instruments needed to perform the job and provides visual cues when a tool is missing. The result is a streamlined and efficient work cell.	SCMEP (7/31/24)

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A3 Problem Solving	A3	Activity	A3 is a visual problem solving approach that typically uses A3 size paper (11X17) to display a group's prescriptive approach to defining a problem, collecting information on the failure/root cause, and determining actionable countermeasures to prevent recurrence.	SCMEP (7/31/24)
Able Bodied Adult without Dependent Children	ABAWD	Person	ABAWDs are SNAP household members who are: able-bodied, at least 18 years of age but under 50, and without dependents. ABAWDs have a work requirement which can be fulfilled by working, participating in and complying with the requirements of a work program, or participating in a workfare program. ABAWDs who do not comply with the work requirement are not eligible to receive SNAP benefits for more than three months during a specific three-year time period unless meeting an exception to the ABAWD work requirement.	DSS (4/17/23)
Accreditation		Credential	Official recognition or sanction by an outside or third party that the content and standards of an institution or program conform to standards of performance, integrity and quality. An organization or program can be accredited, but not certified.	Education (10/15/19)
Active Duty	AD	Service	A person serving on active duty works for the military full-time. Active-duty personnel fall directly under the federal government's orders and can be deployed at any time, for any length of time. These service members work in their respective careers on a federal military installation full-time, and most live on base.	SCDVA (7/17/24)
Activity Codes		Data	Codes used by staff in SCWOS in order to track activities provided to jobseekers and employers.	DEW (10/18/19)
Administrator (Board Executive)		Position (Job)	Administrator or Board Executive means the individual to whom the director has delegated authority to administer the program of a specific board or of a professional or occupational group for which LLR has regulatory authority or has delegated authority to administer the programs of a specific board	LLR (7/11/24)
Adult		Person	An individual who is age 18 or older.	DEW (10/18/19)
Adult Education		Program	Adult Ed. assists adults in the completion of a secondary school education; become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; and assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children	Commerce (1/24/20)

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Adult Education and Family Literacy Act of 1998	AEFLA	Legislation	A WIOA Required Partner Program, signed into law in 1998, that provides English language, math, reading, and writing instruction to help students acquire the skills needed to succeed in the workforce, earn a high school equivalency, or enter college and/or career training. Family literacy programs address the literacy strengths and needs of the family/community while promoting parents' involvement in children's education and their own education.	DEW (10/18/19)
Adult Workforce Education		Program	Long- and short-term technical skills training and educational programming targeted to labor market needs. Programs and courses concentrate on skill development, enhancement and training upgrades to meet the needs of employers. Specialty area training supports the local workforce through business-industry consultants who provide assessments, needs analysis, curriculum development, pre-employment and training and post-employment services to specific employers or a consortium of employers	Education (10/15/19)
Adult, Dislocated Worker, and Youth Programs	Adult, DW, and Youth Programs	Program	Also called "Title I" programs, Adult, Dislocated Worker (DW), and Youth Programs are designed to help jobseekers access employment and training services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Required WIOA Partner Programs.	DEW (10/18/19)
Advanced Manufacturing Technology Resource Guide	AMT Guide	Resource	Advanced Manufacturing Technology Resource Guide is a free resource to help manufacturers understand how to leverage technological advances and look for partners who can help them on their journey.	SCMEP (7/31/24)
Advisory Committee		Council	Volunteers authorized by boards of education to advise workforce development programs in such areas as new and emerging careers, curriculum, assessment, work-based learning, facilities and equipment; and to engage educators to improve and expand programs. Members may include former students, parents of current students and representatives of postsecondary institutions, professional associations, government, the community and business/industry.	Education (10/15/19)
Affordable Connectivity Program	ACP	Program	The Affordable Connectivity Program is an FCC benefit program that helps ensure that households can afford the broadband they need for work, school, healthcare and more.	DSS (4/17/23)
Agricultural Outreach Coordinators		Position (Job)	Agricultural Outreach Coordinators identify and contact farmworkers who are not being reached through everyday services at local SC Works centers to provide quality employment services and referrals.	DEW (10/18/19)
All4SC		Program	Marshalling the assets of an entire Research 1 university to support high need school communities – prototyping a community-based schooling model that integrates the academic, social and health needs of students with an educator development as well as PK-postsecondary policy system to sustain better outcomes for young people and their families.	USC (10/30/19)
American College Testing	ACT	Activity	A standardized test used for college admissions currently administered by ACT, a nonprofit organization of the same name. The ACT test covers four academic skill areas: English, mathematics, reading, and science reasoning. It also offers an optional direct writing test.	Commerce (12/5/19)
American Job Center	AJC	Resource	A physical place with a wide range of services designed to help businesses find qualified workers and help jobseekers obtain employment and training services to enhance their careers. SC Works is South Carolina's state specific branding for the AJCs.	DEW (10/18/19)
Americans with Disabilities Act	ADA	Legislation	A civil rights law, along with the ADA Amendments Act, that prohibits discrimination against individuals with disabilities in all areas of public life, including in employment.	DEW (10/18/19)
Announced Investments		Data	The expected total financial investment by a company in South Carolina or a company locating in South Carolina for one project announced by the South Carolina Department of Commerce.	Commerce (10/18/19)
Announced Jobs		Data	The expected total job creation by a company in South Carolina or a company locating in South Carolina for one project announced by the South Carolina Department of Commerce.	Commerce (10/18/19)
Annual Monitoring		Activity	Annual monitoring of Local Workforce Development Areas (LWDAs) is conducted by DEW, as the state representative agency, as required by WIOA and DOL to ensure compliance with federal, state, and local laws, regulations, policies, and guidance.	DEW (10/18/19)

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Apprenticeship		Activity	Registered comprehensive training program for gainfully employed adults engaged in a career identified by the U.S. Department of Labor, Bureau of Apprenticeship and Training, as a craft or trade that requires a wide and diverse range of skills and knowledge. The training program must be registered with the U.S. Department of Labor and consist of planned day-to-day activities that meet prescribed competencies. Pre-Apprenticeship Training Program helps potential entrants to the apprenticeship system develop their job skills and trade readiness so that they will be prepared to find work as apprentices	Education (10/15/19)
Apprenticeship Carolina™	AC	Program	A division of the SC Technical College System, works to ensure all employers in South Carolina have access to the information and technical assistance they need to create demand-driven registered apprenticeship programs.	SCTCS (10/15/19)
Apprenticeship Consultant		Position (Job)	An Apprenticeship Carolina™ employee, who guides companies through the registered apprenticeship development process from initial information to full recognition in the national Registered Apprenticeship System. These services are provided at no cost to the employer.	SCTCS (10/15/19)
Apprenticeship Implementation Manager		Position (Job)	An Apprenticeship Carolina™ employee who provides customer service to companies requesting support with implementation of the company's registered apprenticeship program. These services are provided at no cost to the employer after the apprenticeship program development is complete and registered in the National Registered Apprenticeship System.	SCTCS (3/1/23)
Apprenticeship Training		Activity	Prescribed occupational, technical, or professional skills training via a combination of supervised on-the-job training and related classroom instruction. Such training is prescribed by the union, association, government agency, or industry standards.	SCTCS (10/15/19)
Area Director	AD	Position (Job)	The area director is the "face" of readySC™ in the field. The role of an AD is fluid and can vary widely based on the needs of the area or project and the availability of support staff. An AD may act as project sponsor, project manager. The AD charts project phases and resources; determines the feasibility of a project and sets goals and outcomes, and acts as front line supervisor responsible for the stakeholders within an assigned area. This includes managing information around prospects and projects within the area.	SCTCS (10/15/19)
Area Directors		Position (Job)	State-level staff who oversee the operation of Employment Services (ES), or Wagner-Peyser (WP) Services throughout the state.	DEW (10/18/19)
Armed Forces	AF	Program	The term "Armed Forces" means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.	SCDVA (7/17/24)
Armed Services Vocational Aptitude Battery	ASVAB	Activity	The Armed Services Vocational Aptitude Battery is a multiple choice test, administered by the United States Military Entrance Processing Command, used to determine qualification for enlistment in the United States' armed forces.	Commerce (12/5/19)
AS 9100		Standard	An international Quality Management System standard for the Aviation, Space and Defense (AS&D) industry.	SCMEP (7/31/24)
Assessment		Activity	An assessment is an analysis of the strengths and weaknesses of an individual's educational level, work history or vocational skills, and/or identification of employment barriers.	DEW (10/18/19)
Association for Career and Technical Education	ACTE	Organization	The largest national education association dedicated to the advancement of education that prepares youth and adults for careers.	Education (10/15/19)
Assurance of Learning	AOL	Activity	A process involving assessment of learning outcomes, evaluation of program objectives, and continuous improvement that allows learning activities and programs to document effectiveness.	Lander University (10/15/19)
Authorization to Practice or Practice Authorization		Credential	Authorization to Practice or Practice Authorization means the approval to practice a specified profession, engage in a specified occupation, or use a title protected under Title 40 Article 1, which has been granted by the applicable board. This authorization is granted in the form of a license, permit, certification, or registration.	LLR (7/11/24)

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Back to Work Program		Program	<p>First launched in collaboration with Transitions Homeless Recovery Center and the Main Street United Methodist Church, the Back to Work Program was created to provide individuals living in transitional housing (a homeless shelter in this instance) with the practical skills they need to find gainful employment and to help reintegrate them into the workforce. After the success of this program in the Midlands, it was expanded to Greenville. Because of the success of both locations this became a statewide initiative with the goal of having classes in all 12 workforce regions.</p> <p>The program holds “boot camp” workshops designed to identify individuals’ barriers to employment and provide them with tools to overcome personal obstacles. The program’s training includes career exploration, conflict resolution transferable job skills, self-esteem building, and maintaining financial stability. Each component of the program is designed to effect immediate positive change. The program not only assists participants with practical skills and obtaining employment, but the Back to Work Program also teaches them how to sustain long-term employment.</p>	DEW (10/18/19)
Badge		Credential	Designations used to certify more granular skill development, such as the completion of a course, workshop or other short-term training.	CHE (10/18/19)
Barriers to employment		Skill	A documented obstruction that has served to limit, hinder, or prohibit that person’s opportunities for participation in the labor force.	DEW (10/18/19)
Basic Skills Deficient		Skill	An individual who has English reading, writing, or computing skills at or below the 8th grade on a generally accepted standardized test or who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.	DEW (10/18/19)
Be Pro Be Proud	BPBP	Resource	BPBP is a 53-foot custom built trailer to help promote careers in skills trades. The mobile workshop includes several immersive learning modules including heavy equipment, forklift, diesel technology, commercial driving, construction technology, utilities, welding, and CNC operations.	DEW (5/2/23)
Blended Learning		Activity	A combination of learning transfer methods. Teaching knowledge in a classroom or via computer followed by hands-on lab experience and practice.	SCTCS (10/15/19)
Board or Commission		Entity	Board or Commission means the group of individuals charged by law with the responsibility of licensing or otherwise regulating an occupation or profession within the State.	LLR (7/11/24)
Bona Fide Occupational Qualification	BFOQ	Program	A BFOQ allows an employer to discriminate against employees and potential employees on the basis of religion, sex, or national origin in those certain instances where religion, sex, or national origin is a BFOQ reasonably necessary to the normal operation of that particular business or enterprise.	DEW (10/18/19)
Bridge Student		Person	Technical college students who take courses at another college or university.	Lander University (10/15/19)
Bureau of Labor Statistics (DOL)	BLS	Organization	BLS, a unit of DOL, is the principal federal agency responsible for measuring labor market activity, working conditions, and price changes in the economy. BLS collects, analyzes, and disseminates essential economic information to support public and private decision making.	DEW (10/18/19)
Business Consultants		Position (Job)	Business Consultants provide consistent and effective services to businesses that demonstrate clear connections between workforce development activities and employer needs. Business Consultants market and promote the services offered through the SC Works centers to employers.	DEW (10/18/19)
Business Development Specialists	BDS	Position (Job)	Business Development Specialists facilitate training and placement opportunities for Vocational Rehabilitation consumers; outreach to business partners and community groups to educate them regarding VR services; and coordinate with partner agencies’ employer services personnel.	SCVRD (4/26/23)
Business Services		Activity	Activities that assist employers with their employment needs.	DEW (10/18/19)

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Capital Investment		Data	One of the minimum requirements that a company must meet to be considered for readySC™ services. A company should be risking an investment adequate enough that it serves as an incentive to succeed (Literally the amount of money a company says it will put into a facility, materials, etc.)	SCTCS (10/15/19)
Career Academy		Program	A stand-alone school or a "school-within-a-school" that provides preparatory curriculum in the context of a career-oriented theme.	CHE (10/18/19)
Career Advisement/ Guidance		Activity	A comprehensive, developmental approach designed to assist individuals in making and implementing informed educational and occupational choices.	CHE (10/18/19)
Career and Technical Education	CTE	Program	Education methodology and strategies to prepare students for careers as well as continued education. Within CTE are foundational classes and workforce development programs spanning from secondary through post-secondary.	CHE (10/18/19)
Career Clusters/ Pathways		Program	The U.S. Department of Education model, 16 Career Clusters link to 70+ more specific Career Pathways – each have their own knowledge and skills requirements. The U.S. DOE Career Clusters framework is useful for connecting students with courses of study and careers via Career Assessments, and allows them to learn general, more transferable skills at the cluster level, with more specific skills and knowledge acquired at the career pathways and specialty levels. Each career field includes multiple occupations and broad industries that share a fundamental base of knowledge and skills that are required for success in pursuing employment and further study. https://www.exploring.org/activity-library-category/us-department-of-education-career-clusters/	Education (10/15/19)
Career Coach		Position (Job)	A person who assists students in preparing for postsecondary education and/or careers by providing career counseling, financial guidance and college and career supports.	CHE (10/18/19)
Career Coach		Resource	The Career Coach is a mobile unit used for rapid reemployment events, during natural disasters, or community events. The unit can be taken anywhere in the state for on the spot access for workers and employers to SC Works services. The Career Coach is ADA compliant.	DEW (10/18/19)
Career Development		Activity	A process usually involving school counseling programs to help students understand the connection between school and the world of work and plan for and make a successful transition from school to postsecondary education and/or the world of work as well as successful transitions among careers across the lifespan.	CHE (10/18/19)
Career Development Facilitator	CDF	Position (Job)	Also known as a Global Career Development Facilitator is a person who has completed the Facilitating Career Development Training Program and works in any career development setting or who incorporates career development information or skills in their work with students, adults, clients, employees, or the public.	Commerce (12/5/19)
Career Fair		Event	Program held on campus to allow recruiters from for-profit and non-profit institutions to come on campus to recruit upcoming graduates into their full-time positions.	Lander University (10/15/19)
Career Pathway	CP	Program	Grouping of knowledge and skills (and CTE programs of study) shared by related professions– a layer down from the 16 Career Clusters.	CHE (10/18/19)
Career Pathway	CP	Program	A combination of rigorous and high-quality education, training, and other services that prepares an individual to be successful in any of a full range of secondary or postsecondary education options.	CHE (10/18/19)
Career Services		Service	WIOA merges WIA's core and intensive services into a new category–career services– including basic and individualized services, but unlike WIA, career services can be provided in any order as there is no sequence of service requirement under WIOA. Basic career services include services such as LMI, job listings and referrals, and information on partner programs. Individualized career services are to be provided as appropriate to assist individuals in obtaining or retaining employment. A key component in determining which level of service is needed is an initial assessment of a customer's knowledge, skills, aptitudes, and abilities to support the employment goal, and to identify supportive service needs.	DEW (10/18/19)
Career Services		Service	A category of core Vocational Rehabilitation services aimed at obtaining competitive employment	SCVRD (4/26/23)
Career Specialist		Position (Job)	Career Specialists provide career awareness, exploration, and guidance services to students in public schools, grades six through twelve. Interchangeable title with Career Development Facilitator.	Commerce (12/5/19)

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Career vs Jobseeker		Person	Often used interchangeably, to describe someone who is looking for a job or a career, these terms have different connotations. Job is often used for any type of employment that may or may not be part of a career pathway. Career is a series of positions that helps the seeker look forward to a long-term goal or job. Not every job is part of someone's career.	Advocacy & Communications Solutions (12/5/19)
Career-Technical Student Organization	CTSO	Organization	Intracurricular component of career-technical programs having activities designed to support instructional objectives and attainment of technical competencies while helping student members develop interpersonal, citizenship and leadership skills.	Education (10/15/19)
Carl D. Perkins Career and Technical Education Act of 2006	Perkins IV	Legislation	The federal law that is the primary federal investment to states and discretionary grantees for the improvement of secondary and postsecondary CTE programs across the nation.	CHE (10/18/19)
Case Management		Service	The provision of a participant-centered approach in the delivery of services centered around the design of comprehensive IEPs. Plans include service strategies for customers to access career services, supportive services, and job career counseling during program participation and after job placement.	DEW (10/18/19)
Certificate		Credential	Usually non-credit-bearing awards used by employers and industry associations to validate the skills workers need to enter a specific occupation or industry. Certificates from tertiary institutions can be credit bearing.	CHE (10/18/19)
Challenging Adults through Rehabilitation, Education, and Services	CARES	Program	CARES is a TANF program designed to assist participants who face a health-related problem expected to last 90 days or longer preventing the participant from fully engaging in the TANF work program. This incapacitation may be physical or mental and must be verified by a physician or other health professional. CARES participants are not considered to be work eligible individuals (WEIs).	DSS (4/17/23)
Characterization of Service		Service	The Department of Defense (DoD) authorizes six characterizations of service for military service members to receive on discharge: (1) Honorable; (2) Under Honorable Conditions (General); (3) Under Other than Honorable Conditions; (4) Bad Conduct; (5) Dishonorable, and (6) Uncharacterized.	SCDVA (7/17/24)
Chief Elected Official	CEO	Position (Job)	The chief elected executive officer(s) of a unit of general local government in a LWDA and in the case of a local area that includes more than one unit of general local government, the individual(s) designated under an inter-governmental agreement.	DEW (10/18/19)
Classification of Instructional Programs	CIP	Data	The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000.	Education (10/15/19)
Clemson University Center for Workforce Development	CUCWD	Organization	Clemson University Center for Workforce Development, or CUCWD, is a Commission on Higher Education-approved, statewide K-20 initiative to improve workforce educational capacity in STEM field across South Carolina.	Clemson University (10/16/19)
Client Assistance Program	CAP	Program	CAP assists individuals with disabilities who receive or want to receive services from VR, SCCB, and DEW to understand their rights to reasonable accommodations and to be free from disability related discrimination. Disability Rights SC is the designated administrator of CAP in SC. WIOA Additional Partner Program.	DEW (10/18/19)
Coaching		Strategy	Coaching-based interventions are used by the TANF program and utilize trauma-informed practice to enhance TANF employment and self-sufficiency outcomes.	DSS (4/17/23)
Co-enrollment		Program	An individual is co-enrolled when receiving services from more than one program.	DEW (10/18/19)
Collective Responsibility		STEM	The attitudes and beliefs that all stakeholders in the school community share the responsibility of ensuring high levels of learning for every child and that they use their communal strengths to prepare students for success within and beyond K-12 schooling.	SCCMS (11/7/19)
Commercial Driver's License	CDL	Resource	A driver's license required to operate large, heavy, or placarded hazardous material vehicles in commerce. The Commercial Motor Vehicle Safety Act of 1986 established minimum requirements that must be met when a state issues a CDL. It specifies three types of licenses.	Commerce (1/24/20)

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Commitment Letter		Document	A document that is provided by the readySC™ state office upon the request of the company, Department of Commerce, local developer or Area Director, outlining those services available and commitments made readySC. The information/commitments in the letter can range from a very generic overview of services to specific monies and services, dependent upon the amount of contact with and details provided by the company.) Only the Vice President of the Economic Development Division/ readySC™ or the President of the Technical College System can sign the letters as they commit the Technical Education System to the expenditure of state tax dollars.	SCTCS (10/15/19)
Community Rehabilitation Program	CRP	Organization	A program that provides directly or facilitates the provision of one or more Vocational Rehabilitation services to individuals with disabilities to enable those individuals to maximize their opportunities for employment, including career advancement	SCVRD (4/26/23)
Community Service	COSP	Activity	Community Service programs (COSP) are structured programs in which TANF recipients perform work for the direct benefit of the community under the auspices of public or nonprofit organizations. COSP must be limited to projects that serve a useful community purpose in fields such as health, social service, environmental protection, education, urban and rural redevelopment, welfare, recreation, public facilities, public safety, and child care. Community service programs are designed to improve the employability of recipients not otherwise able to obtain employment. COSP is an activity available to both job ready and non-job ready participants.	DSS (4/17/23)
Community Services Block Grant	CSBG	Program	Community Services Block Grants (SCBG) provide funds to alleviate the causes and conditions of poverty in communities, including services and activities that address employment, education, financial management, housing, nutrition, emergency services, and health needs. WIOA Required Partner Program.	DEW (10/18/19)
Community-Based Organization	CBO	Organization	CBOs are private nonprofit organizations, including faith-based organizations, that are representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.	DEW (10/18/19)
Company Evaluation		Document	A survey response from a company while and/or after they receive readySC™ services. The survey asks for the company's evaluation of the basic readySC™ deliverables.	SCTCS (10/15/19)
Company Information Report		Data	A summary of the company name, contacts, timeline, and demographics of affected workers.	DEW (10/18/19)
Competitive Wage		Data	A project eligibility requirement for readySC™ clients. A standard determination is based on the average wage for the occupation within the county where the position will be located and the skill-level requirements of the position.	SCTCS (10/15/19)
Competitiveness Review Assessment	CR	Service	No-cost, fully confidential one-day business assessment conducted on-site to evaluate a manufacturing organization's existing systems. The deliverable is a complete report with information capturing the current state of the business, the desired future state, and recommendations to address limiting factors (tactical and strategic) that might inhibit the business from reaching the desired future state.	SCMEP (7/31/24)
Completer		Credential	A student who enrolls in and completes an approved career-technical program AND demonstrates sufficient mastery of his/her career-technical and academic subject matter to prepare for a career and life-long learning goals.	Education (10/15/19)
Computational Thinking	CT	STEM	Computational thinking is a problem-solving process that includes, but is not limited to, the following characteristics: <ul style="list-style-type: none"> - Formulating problems in a way that enables us to use a computer and other tools to help solve them; - Logically organizing and analyzing data; - Representing data through abstractions such as models and simulations; - Automating solutions through algorithmic thinking (a series of ordered steps); - Identifying, analyzing, and implementing possible solutions with the goal of achieving the most efficient and effective combination of steps and resources; - Generalizing and transferring this problem-solving process to a wide variety of problems. 	SCCMS (11/7/19)
Concentrator		Credential	This definition is the primary unit of analysis for Perkins V's accountability framework. (a) At the secondary level, a concentrator is defined as a student who completes at least two courses in a single program or program of study. (b) At the postsecondary level, a concentrator is defined as a student who earns 12 credits in a single CTE program or program of study or completes a CTE program if that program encompasses fewer than 12 credits.	Education (10/15/19)
Connection Points		Resource	Connection Points are computer labs that provide information on how to file for Unemployment Insurance and access to career services. Connection Points are primarily located at public libraries.	DEW (5/2/23)

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CONNEX SC		Program	CONNEX is used by multiple MEP centers across the nation and is a premier domestic supply chain solutions platform. CONNEX's proven track record, evidenced by its broad industry adoption, makes it a dependable and reputable choice for your company. CONNEX SC is supported by the South Carolina Department of Commerce and the South Carolina Manufacturers Association.	SCMEP (7/31/24)
Consumer		Person	An individual with a disability who has applied for, been determined eligible for, and is receiving services from SCVRD.	SCVRD (8/5/24)
Continuing Education	CE	Activity	A broad generic term for non-credit learning experiences specifically planned, designed, and conducted for the purpose of maintaining and/or improving professional competence, vocational growth, occupational growth, and adjustments to meet changing career demands. CE is characterized by its ability to plan and initiate new programs to meet immediate and changing educational needs or to reorganize current programs quickly. Major emphasis should be placed on flexibility.	SCTCS (10/15/19)
Continuing Education Unit	CEU	Credential	CEUs are awarded by education and training providers to signify successful completion of non-credit programs and courses intended to improve the knowledge and skills of working adults. This measure is typically used in continuing education programs to assist an individual to maintain his or her license in their profession. A typical CEU represents approximately ten (10) contact hours of experience in a structured, supervised continuing education experience.	SCTCS (11/15/19)
Continuing Student		Person	A student continuing into second or higher consecutive semesters at a college or university. Includes both undergraduate and graduate level students.	Lander University (10/15/19)
Continuous Improvement Process		STEM	A data-informed, active and ongoing process in which self-directed learners at all levels of the school identify, plan, implement, monitor, and refine goals. This approach applies to the continuous learning and growth of students, faculty, staff, leaders, organization, and community.	SCCMS (11/7/19)
Cooperative Work Experience Program	CO-OP	Activity	A partnership that links school, community and business/industry to provide a real-world environment in which students are given the opportunity to apply, and thereby enhance, the knowledge and skills obtained in the classroom.	CHE (10/18/19)
Coordinating Council for Economic Development	CCED	Council	Administered by SC Commerce and established in 1986 by the General Assembly, was formed for improved coordination of economic development efforts by those state agencies involved in the recruitment of new business and the expansion of current enterprises throughout the state.	Commerce (10/18/19)
Coordinating Council for Workforce Development	CCWD	Council	The CCWD was established by the General Assembly in Act 252 of 2016 to "engage in discussions, collaboration and information sharing concerning the state's ability to prepare and train workers to meet current and future workforce needs.	Commerce (10/18/19)
Corrective Action Plan	CAP	Document	A CAP is developed by LWDA's in order to resolve issues discovered through annual monitoring or to address failure of performance requirements.	DEW (10/18/19)
Coworking Space		Resource	Membership-based workspaces where diverse groups of freelancers, remote workers and other independent professionals work together in a shared, communal setting.	Commerce (10/18/19)
Credential		Credential	A degree or certificate that is national or state/locally recognized. Credentials include high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry recognized certificates designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment.	DEW (10/18/19)
Customer		Person	A customer is any person, employed or unemployed, seeking assistance to find employment or training. A customer also refers to employers who need qualified workers for their company or training for their workers already employed.	DEW (10/18/19)
Customer Relationship Management Module	CRM	Resource	The CRM is a module available in SCWOS that allows staff to gather information on an employer before the employer is ready to use all services available in SCWOS.	DEW (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Customized Employment	CE	Service	Competitive integrated employment, for an individual with a significant disability, that is: (1) Based on an individualized determination of the unique strengths, needs, and interests of the individual with a significant disability; (2) Designed to meet the specific abilities of the individual with a significant disability and the business needs of the employer; and (3) Carried out through flexible strategies including working with an employer to facilitate placement including – (a) Customizing a job description and (b) Developing a set of job duties, a work schedule and job arrangement, and specifics of supervision, and determining a job location; (4) Using a professional representative chosen by the individual, or if elected self-representation, to work with an employer to facilitate placement; and (5) Providing services and supports at the job location.	SCVRD (5/3/23)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Degree		Credential	Awards by accredited postsecondary institutions to recognize the completion of a pre-determined amount of coursework.	CHE (10/18/19)
Department of Housing and Urban Development	HUD	Program	Department of Housing and Urban Development (HUD) has a strong commitment to providing employment opportunities, training, and supportive services to assist low-income persons in becoming self-sufficient. Additionally, many of HUD's economic development programs generate large numbers of new jobs. These workforce development and job creation efforts are a part of HUD's welfare-to-work strategy and benefit welfare recipients who reside in public and assisted housing, as well as others living in low-income communities. WIOA Required Partner Program.	DEW (10/18/19)
Department of Labor	DOL	Organization	DOL mission is to foster, promote, and develop the welfare of the wage earners, jobseekers, and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.	Commerce (12/5/19)
Development Dimensions International™	DDI	Organization	A global leadership development resource established in 1970 with programming focused on skill enhancement for all leaders from the shop floor to C-suite. SCMEP offers DDI programming through its consulting and training services.	SCMEP (7/31/24)
Digital Fluency		STEM	Digital fluency is the aptitude to effectively and ethically interpret information, discover meaning, design content, construct knowledge, and communicate ideas in a digitally connected world.	SCCMS (11/7/19)
Disabled Veterans Outreach Program	DVOP	Program	Disabled Veterans' Outreach Program Specialists (DVOPs) are workforce consultants for Veterans. DVOPs conduct case management and career planning activities for disabled veterans to identify barriers to employment and develop solutions for customers. DVOPs educate individuals regarding SC Works programs, policies, and services.	DEW (10/18/19)
Disaster Unemployment Assistance	DUA	Program	The DUA program provides unemployment benefits to individuals who are unemployed due to a major disaster.	DEW (10/18/19)
Discharge		Service	When a member of the armed forces is released from their obligation to serve.	SCDVA (7/17/24)
Dislocated Worker	DW	Person	A dislocated worker is defined by WIOA § 3(15), including individuals who have been terminated or laid off, who have received notice of separation from active military service, who were self-employed but is unemployed as result of general economic conditions in the community or because of natural disasters, who are displaced homemakers, or who are spouses of active duty members of the Armed Forces and are experiencing loss of employment due to change of duty station, etc. For a complete definition of DW, see WIOA.	DEW (10/18/19)
Disruptive Innovation		Activity	A new technology that completely changes the way the industry or market functions, creating a new value proposition in an uncontested market space.	Commerce (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Diversity, Equity, and Inclusion	DEI	Strategy	Diversity, equity, and inclusion are values held by the approaches utilized in the TANF and SNAP E&T programs. These values are designed to foster an inclusive, safe environment for all participants regardless of their race, color, religion, age, national origin, disability status, sexual orientation, gender identity or any other characteristic. TANF and SNAP E&T programs embrace diversity because it breeds productivity and innovation.	DSS (4/17/23)
DMAIC	DMAIC	Framework	DMAIC refers to Define, Measure, Analyze, Improve, and Control and is the framework for programs like Six Sigma and Lean. It is also used as a framework for problem solving activities.	SCMEP (7/31/24)
Domain knowledge		Skill	The sum of what has been perceived, discovered or learned in a particular field of study or endeavor; individuals with domain knowledge in a particular field are specialists in that area.	Commerce (10/18/19)
Dual Credit		Program	Dual credit courses are dual enrollment courses where a student is enrolled in a college course and receives credit from the college and the high school. In other words, a student takes one class and gets credit for it at two schools.	Commerce (12/5/19)
Dual Enrollment		Program	Dual enrollment courses are postsecondary courses that are available for high school students to earn postsecondary credits while in high school. A listing of dual enrollment courses is located in the Activity Coding System for the Student Information System manual. Students have an opportunity to earn college credits beyond high school requirements that fit their instructional needs.	Commerce (12/5/19)
Dual Enrollment Student		Person	A high school student who takes a college or university class, physically, at their high school.	Lander University (10/17/19)

I E

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Education		Strategy	The process of receiving or giving systematic instruction.	Commerce (12/5/19)
Education and Economic Development Act	EEDA	Legislation	The South Carolina Education and Economic Development Act which provides for the development of a curriculum organized around a career cluster system that must provide students with both strong academics and real-world problem-solving skills.	Commerce (12/5/19)
Educational Functioning Level	EFL	Data	EFLs are one way to report measurable skill gains.	DEW (10/18/19)
EEDA Coordinating Council	EEDA Council	Council	Council supporting the mission and implementation of the EEDA legislation.	Commerce (12/5/19)
Effectiveness in Serving Employers	ESE	Data	ESE is one of the primary indicators of performance required by WIOA and is measured as a shared outcome across all six core programs within each state to ensure a holistic approach to serving employers. SC measures ESE through the Employer Penetration Rate and Repeat Business Customers.	DEW (10/18/19)
Eight Disciplines Problem Solving	8D	Activity	8D is a problem solving approach that is commonly used in the automotive sector, but is also leveraged by other industries. The eight disciplines are focused on identifying, correcting, and eliminating a problem.	SCMEP (7/31/24)
Eligibility Determination		Activity	The process of establishing and documenting WIOA Adult, DW, and Youth eligibility criteria.	DEW (10/18/19)
Eligibility Determination		Activity	The South Carolina Vocational Rehabilitation Department's (SCVRD) determination of an applicant's eligibility for vocational rehabilitation services made by a qualified vocational rehabilitation counselor employed by the SCVRD	SCVRD (5/3/23)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Eligible Migrant Farm Worker		Person	An individual who is an eligible seasonal farm worker whose agricultural labor requires travel to a job site such that the farm worker is unable to return to a permanent place of residence within the same day; and/or a dependent of an eligible seasonal farm worker.	DEW (10/18/19)
Eligible Training Provider	ETP	Organization	Eligible training providers are those entities who meet the criteria to provide training services through an Individual Training Account (ITA) to adult, dislocated workers, and out-of-school youth.	DEW (10/18/19)
Eligible Training Provider List	ETPL	Document	The ETPL is a list required by law for all states to list all eligible training providers in order to provide consumers with resources to compare different programs of training, including costs of the program.	DEW (10/18/19)
Employability Skills		Skill	The knowledge, skills and dispositions that make individuals more likely to gain employment and to be successful in their chosen occupations.	CHE (10/18/19)
Employability Skills		Skill	Employability skills are a set of skills and behaviors that are necessary for every job. Employability skills are sometimes called soft skills, foundational skills, work-readiness skills, or job-readiness skills.	Commerce (12/5/19)
Employer Penetration Rate		Data	Employer Penetration Rate is the percentages of employer establishments using services out of all employer establishments in the state.	DEW (10/18/19)
Employment and Training Administration (DOL)	ETA	Organization	Part of the U.S. Department of Labor, ETA's mission is to provide training, employment, labor market information, and income maintenance services. Administers federal government job training and worker dislocation programs, federal grants to states for public employment service programs, and unemployment insurance benefits. These services are primarily provided through state and local workforce development systems.	DEW (10/18/19)
Employment Network	EN	Organization	Under the Ticket to Work (TTW) Program, individuals receiving Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) who are between the ages of 18 and 64 are given a "ticket" to assign to an EN which provides employment services, vocational rehabilitation services, or other support services necessary for individuals to achieve their employment goal(s). DEW operates as an EN, coordinating and providing appropriate services through the SC Works system to help the beneficiary find and maintain employment.	DEW (10/18/19)
Employment Services	ES	Program	Employment Services (ES), or Wagner-Peyser (WP) Services, provide all jobseekers with assessments, career counseling, job referrals, and resume assistance. Free tools to assist employers include posting job openings, recruiting and screening candidates, and reviewing job market trends.	DEW (10/18/19)
Entered Employment Rate	EER	Data	This is the percent of persons receiving a first UI payment in a given quarter who had earnings in the next quarter.	DEW (10/18/19)
Enterprise Management System	EMS	System	An Enterprise Management System is a software package that provides organizations with a global view of its core business processes, enabling visualization and analysis of business performance.	SCMEP (7/31/24)
Enterprise Program (Job Development Credit)	JDC	Incentive	Administered by the South Carolina Coordinating Council for Economic Development. The Job Development Credit uses the personal withholding taxes of new employees to reimburse qualifying, approved companies that add value to South Carolina and the community in which they locate. These reimbursements are for eligible capital expenditures (land, building, site development, pollution control equipment, or infrastructure) associated with projects creating new fulltime jobs that also provide health care benefits for South Carolina citizens. The Coordinating Council will generally only allow companies to collect credits for 10 years, and only on new full-time jobs with wages at or above the current county average wage for the county in which the project is located.	Commerce (10/18/19)
Entry Level Skills		Skill	Skills that will allow a trainee to operate or perform their job at a level where they will not endanger themselves, require minimal supervision, and are able to produce a saleable product or complete a transaction without excess scrap, rework or error.	SCTCS (10/15/19)
Environmental, Health & Safety	EH&S	Program	A formal program that documents practices and records associated with maintaining a safe working environment for employees and operating in compliance with local/state environmental standards. The establishment and maintenance of this type of program can be supported by SCMEP	SCMEP (7/31/24)
Event Summary Report		Document	A collection of information including the history of the company and summary of events associated with the layoff or closure.	DEW (10/18/19)
Every Student Succeeds Act	ESSA	Legislation	Federal legislation that reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.	Education (10/15/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Exit		Data	As defined for the purpose of performance calculations, exit is the last of date a participant has received services through any program. The last day of service cannot be determined until at least 90 days have elapsed since the participant last received services; services do not include self-service, information-only services or activities, or follow-up services. This also requires that there are no plans to provide the participant with future services.	DEW (10/18/19)
Experiential Education	EE/Ex Ed	Activity	A pedagogical format that immerses the student in authentic real-world settings providing students with the opportunity to use academic knowledge to address real world challenges in an authentic context.	Lander University (10/15/19)
Experiential Education Program		Program	An experiential learning program is designed to provide students with the opportunity to use academic knowledge to address real world challenges in an authentic context. Programs may include internships, co-ops, service learning, course-embedded projects, and study abroad experiences.	Lander University (10/15/19)
Experiential Learning	EL	Activity	A learning format that immerses the student in authentic real-world settings providing students with the opportunity to use academic knowledge to address real world challenges in an authentic context.	Lander University (10/15/19)
Expiration Term of Service	ETS	Service	This is the date that your enlistment, reenlistment, or extension of enlistment expires.	SCDVA (7/17/24)
Export Employee		Position (Job)	An "export employee" enables the company to export or increases its ability export its products. For retraining purposes, this can include logistics, regulatory, and administration areas connected to the company's export process and that allows a qualified company to maintain or expand its business in this State.	SCTCS (11/15/19)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Fair Labor Standards Act	FLSA	Legislation	FLSA is the federal law which establishes minimum wage, overtime pay, etc. The law also mandates that participants in work experience activities such as TANF's WKEP or COSP be compensated accordingly.	DSS (4/17/23)
Family Educational Rights and Privacy Act	FERPA	Legislation	Federal law that protects access to student records.	Commerce (12/5/19)
Family Independence (FI) Tax Credit		Legislation	The Family Independence Tax Credit, administered by the SC Department of Revenue, provides employers with a monthly tax credit when they hire recipients of the TANF program (formerly known as the Family Independence Program). Employers are eligible for an income tax credit of 20% of the wages paid to the employee for each full month of employment for the first twelve months of employment, 15% for the second twelve months, and 10% for the third twelve months for each TANF recipient hired.	DSS (4/17/23)
Family Success Coach	FSC	Position (Job)	FSCs, formerly referred to as TANF Case Managers, are employees who provide assessment, counseling, guidance, advocacy, service coordination, and planning for families in the TANF work program who face significant barriers to employment. TANF families are often considered to be some of the most vulnerable and TANF FSCs help these families to achieve stability.	DSS (4/17/23)
Farmer Veteran Coalition		Program	The Farmer Veteran Coalition cultivates a new generation of farmers and food leaders, and develops viable employment and meaningful career through collaboration of the farming and military communities. SC has a chapter.	SCDA (8/5/24)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Federal Bonding		Program	The Federal Bonding Program is an incentive for employers to hire “high-risk” or hard-to-place job applicants by issuing fidelity bond insurance free of charge to employers. Bond coverage of \$5,000 to \$25,000 takes effect on the applicant’s first day of work and self-terminates in six months. Employers may contact the contracted insurance company to purchase an additional six months of coverage at the current market rate. Federal bonding is also a tool that a jobseeker can leverage with potential employers for a possible opportunity of employment that may otherwise have been passed over without further consideration.	DEW (10/18/19)
Federal Employer Identification Number	FEIN	Data	An FEIN is a nine-digit unique number assigned by the IRS to businesses operating in the US.	DEW (10/18/19)
Federal ID Number		Data	Assigned by DEW IT, this federally-mandated marker, provides a unique number to connect activities and individuals with a specific company’s layoff or closure event. This is not the IRS issued Federal Employer Identification Number (FEIN).	DEW (10/18/19)
Fee-in-Lieu of Property Taxes	FILOT	Incentive	Under this program, companies making substantial capital investments may negotiate a lower assessment ratio and stabilize millage rates for up to 30 years. The long-term savings of the FILOT is based on the actual investment and is dependent on both the assessment and millage rates negotiated with the county.	Commerce (10/18/19)
First Line Supervisor of Production and Operating Workers		Position (Job)	A first-line supervisor directly supervises and coordinates the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, and fabricators.	SCTCS (11/15/19)
First-Time Freshman		Person	A degree-seeking undergraduate student who has graduated from high school (or earned a GED) who is entering college for the first time.	Lander University (10/15/19)
First-Time Graduate		Person	First-time student entering graduate school.	Lander University (10/15/19)
Follow-Up Services		Activity	Follow-up Services are activities to monitor adults, DW, and youth success during their transition to employment and further education and to provide assistance as needed for a successful transition. All youth participants must receive some form of follow-up services for a minimum duration of 12 months following exit.	DEW (10/18/19)
Foreign Labor Certification		Program	Program that permits employers to hire foreign workers if US workers are not able, willing, qualified, and available to fill job openings.	DEW (10/18/19)
Foreign Labor Consultants		Position (Job)	Foreign Labor Consultants provide extensive outreach to and maintain contact with agricultural employers to assist with any hiring needs, including guidance for compliance with relevant federal and state laws and procedures.	DEW (10/18/19)
Free Application for Federal Student Aid	FAFSA	Activity	Colleges and universities use the FAFSA data to determine a student’s eligibility for federal aid, and many states and colleges also use it to award their own aid. The financial aid office at the student’s college or career school calculates eligibility based on several factors.	US Education Department (6/30/24)
Freedom of Information Act	FOIA	Legislation	FOIA is a US federal law granting public access to information possessed by government agencies.	DEW (10/18/19)
Full-time Employee		Position (Job)	“Full-time” means a job requiring a minimum of thirty-five hours of an employee’s time a week for the entire normal year of company operations or a job requiring a minimum of thirty-five hours of an employee’s time for a week for a year in which the employee was hired initially for or transferred to the South Carolina facility.	SCTCS (11/15/19)
Future Farmers of America	FFA	Program	FFA is an intracurricular student organization for those interested in agriculture and leadership. It is one of the three components of agricultural education. FFA members participate in leadership training, Career Development Events (competitions), travel and gain skills needed for their future careers.	SCDA (8/5/24)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Gatekeeping Processes		STEM	Processes (multiple measures) that are the entry requirements for STEM courses of study.	SCCMS (11/7/19)
General Education Development or General Education Diploma	GED	Credential	The General Educational Development (GED) program is an alternative for earning a High School credential.	Commerce (1/24/20)
Good Cause		Strategy	Good cause exists if a TANF participant is experiencing circumstances beyond their control which prevent his/her successful participation in their assigned work program component. Examples of good cause include but are not limited to lack of childcare, lack of transportation, illness, household emergency such as a severe act of nature, or participation would expose the participant to undue danger or hazard (such as a domestic violence situation).	DSS (4/17/23)
Graduate Fair		Event	Program held on campus to allow recruiters from Post Secondary Institutions are able to come on campus to recruit Baccalaureate level students into their programs.	Lander University (10/15/19)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
H-2A Program		Program	The H-2A program allows U.S. employers or U.S. agents who meet specific regulatory requirements to bring foreign nationals to the United States to fill temporary agricultural jobs. A U.S. employer, a U.S. agent as described in the regulations, or an association of U.S. agricultural producers named as a joint employer must file Form I-129, Petition for a Nonimmigrant Worker, on a prospective worker's behalf.	SCDA (8/5/24)
H-2A Worker		Person	H-2A workers are foreign nationals who are brought to the United States by U.S. employers to work temporary or seasonal agricultural jobs. The program is intended to help employers when there aren't enough domestic workers available. Jobs can include planting, cultivating, or harvesting, and can take place on farms, ranches, plantations, nurseries, and other similar locations. Seasonal work is when there's a need for extra help due to an event or pattern that's tied to a specific time of year, like a growing cycle.	SCDA (8/5/24)
Handshake		Resource	Founded in 2013, Handshake is an online job board connecting employers to students with 400,000 employer partners and 800 university partners. Registration for employers and students is free. There is a cost to university departments for the service.	Lander University (10/15/19)
High-Skill		Skill	The technical and employability skills necessary for careers that align with labor market needs.	CHE (10/18/19)
High-Skill, High-Wage, In-Demand		Position (Job)	The careers that learners obtain after completing a high-quality CTE programs or programs of study, as defined by states.	CHE (10/18/19)
High-Wage		Skill	Careers that provide individuals with a living wage that can be used to support themselves and their families.	CHE (10/18/19)
HIRE Vets Medallion Program		Program	The purpose of the HIRE Vets Medallion Award Program is to recognize employers who hire and retain veterans by establishing employee development programs and veteran specific benefits to improve retention.	DEW (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Hiring Event		Event	A hiring event or recruiting event is often smaller than a traditional job fair and typically includes only one or two employers who may provide interested candidates with on-the-spot interviews. These events are routinely hosted in SC Works Centers or partner offices around the state.	DSS (4/17/23)
Homeless Veterans' Reintegration Programs	HVRP	Program	The HVRP is an employment focused competitive grant program under VETS, the only federal grant to focus exclusively on competitive employment for homeless veterans.	DEW (10/18/19)
Housing Choice Vouchers	HCVP	Program	Vouchers provide a monthly rental subsidy so that tenants pay no more than 30% of their income on rent. Vouchers may be tenant-based, meaning that the tenant can use them for any rental that will accept them, or project-based, so the rental subsidy stays with a specific development. Vouchers are issued by Public Housing Authorities.	SC Housing (8/5/24)
Housing Trust Fund	HTF	Program	There are 2 types of housing trust funds, public and private. Public HTF includes funds allocated by the US Dept of Housing and Development (NHTF), and in South Carolina, a Housing Trust Fund created with revenue generated by real estate document stamps (SC HTF). The NHTF is used to fund rental developments for extremely low income tenants, the SC HTF is used for home repair, supportive housing, rental housing, and disaster relief.	SC Housing (8/5/24)



TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
IATF 16949		Standard	An international standard that specifies requirements for an automotive-based quality management system. ISO 9001 is the foundation of the IATF 16949 standard, with additional criteria specific to the automotive industry and its relevant supply chain.	SCMEP (7/31/24)
Incumbent Worker Training	IWT	Program	Incumbent worker training is designed to meet the special needs of an employer or group of employers by assisting employees in obtaining new skills in order to prevent a layoff.	DEW (10/18/19)
Incumbent Worker Training Program	IWT or IWTP	Program	The Incumbent Worker Training Program provides funding for training needed in current businesses due to: expansion, new technology, retooling, new services/product lines and new organizational structuring or as part of a layoff aversion strategy. IWT is funded by the Federal Workforce Innovation and Opportunity Act (WIOA).	Commerce (1/24/20)
In-Demand		Skill	Careers aligned with labor market needs.	CHE (10/18/19)
In-Demand Industry Sector		Data	An industry sector is a group of companies that share a similar business type. For example, all establishments that manufacture automobiles are in the same industry. A given industry, or even a particular establishment in that industry, might have employees in dozens of occupations. An in-demand industry sector has significant impact on the local, regional, or state economy and contributes to the growth or stability of other supporting businesses.	DEW (10/18/19)
In-Demand Occupations		Data	In-demand occupations are occupations with a high-number of available positions (as shown through job postings and/or LMI) and are within an in-demand industry sector that has a significant impact on the local, regional, or state economy.	DEW (10/18/19)
Indian and Native American Program	INAP	Program	Native American Programs support employment and training activities for Indian, Alaska Native, and native Hawaiian individuals. The Indian and Native American program funds grant programs that provide training opportunities at the local level for this target population. WIOA Required Partner Program.	DEW (10/18/19)
Individual Employer Plan		Activity	DEW works with individual employers to develop a plan for them to obtain skilled employees. The assigned employer team works with the employer to determine the best plan for recruiting and identifying appropriate employees for the jobs. These plans include the job match program, virtual job fairs, recall assistance, and enhanced referrals.	DEW (5/2/23)
Individual Employment Plan	IEP	Resource	An IEP is individualized plan created in partnership with the participant and tailored to meet individual goals and needs that must identify specific employment goals and the appropriate objectives and combination of services necessary to achieve the goals.	DEW (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Individual Graduation Plan	IGP	Document	Individual Graduation Plans are designed to guide students toward their education, career, and employment goals. IGP's also help students align their high school course with college entrance requirements. These plans are flexible and can change based on the student's aspirations, abilities, and interests.	Commerce (12/5/19)
Individual Plan for Employment	IPE	Document	A plan that a vocational rehabilitation counselor and consumer develop that includes [1] a description of the specific employment outcome; [2] the specific rehabilitation services needed to achieve the employment outcome [3] provision for services in the most integrated setting that is appropriate for the services involved and is consistent with the informed choice of the eligible individual; [4] timelines for the achievement of the employment outcome and for the initiation of services; [5] a description of the entity or entities chosen by the eligible individual [6] a description of the criteria that will be used to evaluate progress toward achievement of the employment outcome; and [7] the terms and conditions of the individualized plan for employment.	SCVRD (4/28/23)
Individual Service Strategy (Youth)	ISS	Resource	An ISS is an individualized plan created in partnership with the youth participant and tailored to meet individual goals and needs that must identify specific employment goals and the appropriate objectives and combination of services necessary to achieve the goals.	DEW (10/18/19)
Individual Training Account	ITA	Resource	An ITA is an expenditure account established on behalf of an eligible participant in WIOA Title I programs to purchase training services from eligible training providers.	DEW (10/18/19)
Industrial Training		Activity	Industrial training is a customized program of instruction offered by SCTCS and requested by an industry, trade, or professional organization. Training is conducted for a specific group of employees, using unique instructional objectives, at the request of a business, industrial, or organizational representative.	SCTCS (10/15/19)
Industry 4.0 Assessment		Service	This assessment enables companies to analyze their operations and determine the potential of advanced manufacturing technologies to improve competitiveness and improve business performance	SCMEP (7/31/24)
Industry Expert		Person	Industry experts are individuals with substantial industry knowledge and experience, including both technical content knowledge and both an understanding of how to navigate professional career growth in a specific industry and of the knowledge, skills and abilities necessary to effectively support students.	CHE (10/18/19)
Industry-Recognized Credential		Credential	Industry-recognized credentials are recognized in the labor market and by employers that are portable across state borders and are valid assessments of student skills.	CHE (10/18/19)
Insight		Program	The Insight Network provides business owners and executives with the opportunity to collaborate with peers to share ideas, solve problems, and navigate the obstacles of running a business.	SCMEP (7/31/24)
Integrated Postsecondary Education Data System	IPEDS	Data	IPEDS is the core postsecondary education data collection program in the U.S. Department of Education's National Center for complete statistics on the condition of postsecondary education in the United States. IPEDS is built around a series of interrelated surveys to collect institution-level data in such areas as enrollment, program completion, faculty and staff, and financing	Education (10/15/19)
Interdisciplinary		STEM	Processes, methods, and language from more than one discipline are interdisciplinary.	SCCMS (11/7/19)
Internship		Activity	An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.	CHE (10/18/19)
Intra-disciplinary		STEM	Processes, methods and language within a single discipline are intradisciplinary.	SCCMS (11/7/19)
Investment Tax Credit		Incentive	South Carolina allows manufacturers locating or expanding in South Carolina a one-time credit against a company's corporate income tax of up to 2.5% of a company's investment in new production equipment. The actual value of the credit depends on the applicable recovery period for property under the United States Internal Revenue Code.	Commerce (10/18/19)
ISO 13485		Standard	An international standard that outlines the requirements for a Quality Management System in the medical device industry.	SCMEP (7/31/24)
ISO 14001		Standard	An international standard that specifies requirements for an effective environmental management system (EMS).	SCMEP (7/31/24)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
ISO 45001		Standard	An international standard that specifies requirements for an occupational health and safety (OH&S) management system	SCMEP (7/31/24)
ISO 50001		Standard	The global standard for energy management systems; provides organizations with an internationally recognized framework for implementing an energy management system (EnMS).	SCMEP (7/31/24)
ISO 9001		Standard	An international standard that specifies requirements for an organization's quality management system. ISO 9001 is the foundation or other quality standards, including IATF16949. Certification to these standards might be required for organizations seeking access to specific supply chains, both domestic and international.	SCMEP (7/31/24)

IJ

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Job coaching		Activity	During job coaching, a jobseeker works individually with a mentor or coach to develop the ability and capabilities to perform a specific job.	DEW (10/18/19)
Job Corps		Program	Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED, and find employment. The program is administered by DOL's Office of the Secretary.	DEW (10/18/19)
Job Development Attempt	JDA	Activity	JDAs are planned and organized efforts to encourage employers or business organizations to make jobs available within Local Workforce Development Areas (LWDAs).	DEW (10/18/19)
Job Fair		Event	A job fair is an event for multiple businesses to showcase their career opportunities and job openings to local jobseekers.	DEW (10/18/19)
Job Matching		Activity	Job matching is the process of matching the right person to the right job. It requires understanding of the job and the individual who is being considered.	DEW (10/18/19)
Job Order		Data	A job order is an online record of an employer's requirement for filling a vacant position. Job orders must contain the qualifications that a worker must have to successfully perform a job, any specific hiring requirements, and referral instructions.	DEW (10/18/19)
Job Placement Assistance		Service	A referral to a specific job resulting in an interview, regardless of whether or not the individual obtained the job.	SCVRD (5/3/23)
Job Placement Services		Activity	Job placement is the term used to describe the process by which educational institutions, social service agencies, military branches, employment agencies, and recruiters help their students, soldiers, and clients find work.	DEW (10/18/19)
Job Referral		Activity	Usually as a result of a job order, Job Development Attempt (JDA), or other job placement activity, staff directs a jobseeker to a specific employer for a specific job through job referrals.	DEW (10/18/19)
Job Related Education	JRE	Activity	Job related education is the organized and systematic form of education designed to provide apprentices with knowledge of the theoretical subjects related to an occupation that cannot effectively be taught on the job, but that are essential for job performance. This instruction includes necessary training to reinforce work experience learning outcomes. There should be at least 144 hours of job related education per year of a registered apprenticeship program.	SCTCS (10/15/19)
Job Retention Services	JRS	Service	Provision of Vocational Rehabilitation services to individuals in jeopardy of losing employment due to a disability to help them address job performance issues related to their disability in order to retain or advance in their jobs. An employed individual may self-refer for JRS. Also, a company may refer an employee for JRS services.	SCVRD (4/26/23)
Job Retention Services		Strategy	Job retention services are meant to provide support to a recently employed individual in the SNAP E&T program who has not yet received their first paycheck. Job retention services can be provided within the first thirty days to provide a bridge of success between activities such as provision of clothing, equipment or tools required for a job, transportation services, or child care.	DSS (4/17/23)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Job Search Assistance		Activity	Job search assistance is the provision of instruction and support to give a client skills in acquiring full-time employment. Services include assistance with resume writing, interviewing skills, LMI, information on job openings, and job acquisition strategies.	DEW (10/18/19)
Job Search Assistance		Service	Job search activities to support and assist an individual in searching for an appropriate job; may include resume preparation, identifying appropriate job opportunities, developing interview skills, and making contacts with companies on behalf of the consumer.	SCVRD (5/3/23)
Job shadowing		Activity	Job shadowing is a career exploration activity that provides an opportunity to spend time with a professional currently working in a specific career field, occupation, or area of interest. Students see and participate in what it is actually like to work in a specific job by observing day-to-day activities of someone in the current workforce, asking questions, and gaining hands-on occupational knowledge.	Education (10/15/19)
Job Tryout	JTO	Service	A stipend-based service coordinated between SCVRD, the consumer, and a business partner. During a job try-out activity at the worksite, a career ready consumer and business partner determine the consumer's fit for a specific job. JTO activities typically focus on entry-level positions.	SCVRD (5/2/23)
Jobs for America's Graduates	JAG	Program	JAG is a dropout prevention program focused on academic success, career readiness, and life skills development. The JAG program in SC is currently affiliated with 22 high schools, 2 middle schools, and 2 out-of-school programs. In each of the JAG-SC affiliated sites, a dedicated career specialist functions as a teacher, coach, counselor, and advocate for students with documented barriers to success. These barriers include teen parenting, excessive absenteeism, low income households, and substance abuse. Over the course of their enrollment, students master 81 competencies identified by employers as essential to successful employment. The program has experienced post-graduation success in both employment and post-secondary education enrollment.	DEW (10/18/19)
Jobs for Veterans State Grants	JVSG	Program	Jobs for Veterans' State Grant (JVSG) Programs serve America's veterans and other covered persons by preparing them for meaningful careers, providing employment resources and expertise, and protecting their employment rights.	DEW (10/18/19)
Jobs Tax Credit	JTC	Incentive	The Jobs Tax Credit is a financial incentive that rewards new and expanding companies for creating jobs in South Carolina. In order to qualify, companies must create and maintain a certain number of net new jobs in a taxable year. The number of new jobs is calculated as the increase in the average monthly employment from one year to the next.	Commerce (10/18/19)
Joint Service Transcript	JST	Program	The Joint Services Transcript is a collaborative program that replaces previous transcript programs. The JST describes your military schooling and work history in civilian terms, as a standard form, making it easier for colleges to read and recommend credits.	SCDVA (7/17/24)

IK

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Kanban		Activity	Sometimes referred to as a 'pull system', kanban is a visual scheduling system leveraged in lean manufacturing. Kanban (a Japanese term) refers to cards which serve as visual cues for production and inventory staff to make the appropriate amount of product as it is needed. This controls inventory level and allows the right amount of product to be made as it is needed.	SCMEP (7/31/24)
Knowledge Economy		Skill	Knowledge economy is a system of consumption and production that is based on technology and the knowledge acquired by the workers or intellectual capital. The term refers to how society and economies are changing their reliance from the labor and manufacturing of products or goods to an economy that is more reliant on the production and reengineering of information into knowledge.	Commerce (10/18/19)



TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Labor Exchange Services		Activity	Labor exchange services are the primary services provided by Employment Services (ES) staff and fall under basic career services. Any job candidate authorized to work in the United States may register for labor exchange services in SCWOS without regard to place of residence, current employment status, or occupational qualification.	DEW (10/18/19)
Labor Force Participation Task Force	LFPT	Resource	DEW convened the LFPT to study South Carolina's LFP rate and explain why there is a deficit of participants in the workforce compared to the surplus of jobs available across the state. The Task Force consists of representatives from multiple state agencies, businesses, and institutions of higher education.	DEW (5/2/23)
Labor Market Information	LMI	Data	Labor Market Information (LMI) is the data and information used by businesses, workers, learners, jobseekers, education and training providers, workforce development planners, policymakers, and others to make informed decisions in areas such as hiring and advancement, career choice, curriculum development, and investments in training.	CHE (10/18/19)
Labor Market Information	LMI	Data	Labor Market Information (LMI) includes all quantitative or qualitative data and analysis related to employment and the workforce, collected with the goal of helping customers make informed plans, choices, and decisions for a variety of purposes, including business investment decision making, career planning and preparation, education and training offerings, job search opportunities, hiring, and public or private workforce investments.	DEW (10/18/19)
Layoff Aversion		Activity	Layoff aversion consists of strategies and activities to prevent or minimize the duration of unemployment resulting from layoffs.	DEW (10/18/19)
Lean Manufacturing		Activity	The production of goods using less of everything as compared to mass production: less human effort, less manufacturing space, less investment in tools, and less engineering time to develop a new product. Lean manufacturing is a generic process management philosophy derived mostly from the Toyota Production System (TPS), and is renowned for its focus on reduction of the original Toyota "seven wastes" in order to improve overall customer value. Lean is often linked with Six Sigma because of that methodology's emphasis on reduction of process variation.	SCTCS (10/15/19)
License		Credential	Licenses are credentials often administered by a government agency or a trade association to protect entry into certain industries, ensuring that only those who are qualified are permitted to practice.	CHE (10/18/19)
Licensure Compact or Compact		Organization	Through licensure compacts, states establish uniform standards for the ease of licensure portability through lowering barriers to multi-state practice while preserving a state's practice act and initial licensure processes.	LLR (7/11/24)
Life and Career Characteristics		Skill	One of three components of the Profile of SC Graduate referring to the characteristics a South Carolina graduate should apply to their personal and work life including integrity, self-direction, maintaining a global perspective, perseverance, work ethic and interpersonal skills.	Commerce (1/10/20)
Limited English Proficiency and Sensory Impaired Participants	LEP/SI	Strategy	It is the policy of DSS to require and embrace a strong commitment to providing services and ensuring program accessibility in participation and benefits for all eligible participants. All policies, requirements and services provided must include Limited English Proficient (LEP) and Sensory Impaired (SI) participants whether services are delivered by DSS staff or a contracted provider.	DSS (4/17/23)
LMS (Learning Management System)		Resource	A learning management system (LMS) is a web-based application designed to manage user learning. An LMS offers computer-based-training (CBT) with "anytime, any place, any pace" access to learning content and administration. The LMS offers self-service learning. Learners register on their own time and follow a pre-set training workflow that may include both online and hands-on portions.	SCTCS (10/15/19)
Local Veterans Employment Representative	LVER	Position (Job)	Local Veterans' Employment Representatives (LVERs) are business consultants for Veterans' services. LVERs provide consistent and effective services to businesses on behalf of veterans that demonstrate clear connections between workforce development activities and employers' needs. LVERs market and promote the services offered through the SC Works centers.	DEW (10/18/19)
Local Workforce Development Area	LWDA	Organization	A Local Workforce Development Area (LWDA) is a geographic area comprised of single or multiple units of general local governments that are designated by the Governor to receive funds to administer WIOA Title I services.	DEW (10/18/19)
Local Workforce Development Board	LWDB	Organization	A Local Workforce Development Board (LWDB) represents the community's employment needs, directs federal, state, and local funding, and provides planning and oversight to the programs that help both jobseekers and employers be economically successful.	DEW (10/18/19)

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Low Income Housing Tax Credit	LIHTC	Program	LIHTC is a federal program that provides income tax credits to multifamily developers in exchange for reduced rents over a 30-year period. The credits are sold to investors to generate equity used in constructing the development.	SC Housing (8/5/24)
Lower Living Standard Income Level	LLSIL	Data	The Lower Living Standard Income Level (LLSIL) is the income level (adjusted for regional, metropolitan, urban and rural difference, and family size) determined annually by DOL, based upon the most recent lower living family budget.	DEW (10/18/19)



TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Manufacturing		Activity	In manufacturing, tangible personal property is produced or assembled. Manufacturing includes the process of constructing, producing, or making raw or unprepared materials into usable products, imparting new forms, qualities, properties, and combinations. Manufacturing does not include generating electricity for off-time consumption.	SCTCS (11/15/19)
Marketing Lead		Data	Marketing Lead is an account type that identifies a nonregistered employer that is not yet ready to utilize SC Works services, but is interacting with the business services team or is receiving rapid response services. Marketing Lead accounts do not allow the employer to access recruitment tools.	DEW (10/18/19)
Mass Layoff or Job Dislocation		Activity	A layoff that affects fifty or more workers, or a substantial layoff, is considered a mass layoff for rapid response purposes.	DEW (10/18/19)
Memorandum of Agreement	MOA	Document	A written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective.	DEW (10/18/19)
Memorandum of Understanding	MOU	Document	The agreement resulting from negotiations at the local level that describes the roles and responsibilities of the LWDB and local partners in the SC Works system. The MOU lists each local partner's proportionate share of infrastructure costs and the costs for shared services as well as other locally negotiated terms.	DEW (10/18/19)
Mentorship		Activity	A one-on-one, personal or professional relationship with a volunteer from the business/industrial community who helps students become aware of career opportunities and work ethics, outside of the formal obligations of a teaching or supervisory role. Mentorship is on the lower end of the continuum of "work-based learning" and does not meet federal or most state requirements for student participation.	CHE (10/18/19)
Migrant and Seasonal Farmworkers	MSFW	Person	Seasonal farmworkers are individuals who are employed in temporary farmwork but do not move from their permanent residence to seek farmwork; they may also have other sources of employment.	DEW (10/18/19)
Military Occupational Specialty	MOS	Service	An MOS is the role or job someone had while in the military. There are over 10,000 different occupational specialties across the military that cover a whole range of skillsets and levels of responsibility.	SCDVA (7/17/24)
Millage		Data	The local millage rate is applied to the assessed property depreciated value to determine taxes. Millage rates in South Carolina are site specific and set annually by local government. A mill is equal to \$0.001.	Commerce (10/18/19)
MSFW Workforce Specialists		Position (Job)	Migrant and Seasonal Farmworker (MSFW) Workforce Specialists identify and contact farmworkers who are not being reached through everyday services at local SC Works centers to provide quality employment services and referrals.	DEW (10/18/19)

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National and Community Service Act of 1990 Programs		Program	National and Community Service Act of 1990 Programs engage individuals in full time and/or part-time projects designed to combat illiteracy and poverty, provide job skills, enhance educational skills, and fulfill environmental needs. WIOA Additional Partner Program.	DEW (10/18/19)
National Association of Colleges and Employers	NACE	Council	Established in 1956, the National Association of Colleges and Employers (NACE) is a professional association that connects over 9,300 college career services professionals; over 3,400 university relations and recruiting professionals; and over 300 business solution providers that serve this community.	Lander University (10/11/19)
National Career Development Association	NCDA	Organization	The National Career Development Association (NCDA) provides professional development, publications, standards, and advocacy to practitioners and educators who inspire and empower individuals to achieve their career and life goals.	Commerce (12/5/19)
National Career Readiness Certificate		Credential	Individuals who successfully complete the three WorkKeys assessments—Applied Math, Graphic Literacy, and Workplace Documents—earn the WorkKeys National Career Readiness Certificate® (WorkKeysNCRC®).	Commerce (12/5/19)
National Society For Experiential Education	NSEE	Council	A national society of educators with a mission to cultivate educators who effectively use experiential education as an integral part of personal, professional, civic and global learning. NSEE provides current guidance to educators relating to best practices in experiential education.	Lander University (10/15/19)
No Child Left Behind Act	NCLB	Legislation	Supported standards-based education reform based on the premise that setting high standards and establishing measurable goals could improve individual outcomes in education. By 2015, Congress repealed the national features of No Child Left Behind. Its replacement, the Every Student Succeeds Act, turned the remnants over to the states.	Commerce (12/5/19)
Non-Degree Graduate		Person	Graduate-level student taking courses but not seeking a degree.	Lander University (10/15/19)
Non-Registered Apprenticeship Program		Program	A hands-on style training program that is not recognized by the U.S. Department of Labor as registered in the National Registered Apprenticeship System. This program is not eligible to access apprenticeship tax credits, registered apprenticeship grants, and resource support.	SCTCS (11/15/19)
Nontraditional Education		Activity	Careers or fields of work, including careers in computer science, technology and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.	Education (10/15/19)
Nontraditional Occupations		Position (Job)	Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.	CHE (10/18/19)
North American Free Trade Agreement	NAFTA	Program	A free trade treaty entered into by the United States, Canada, and Mexico; it went into effect on January 1, 1994.	Commerce (1/24/20)
North American Industry Classification System	NAICS	Data	NAICS (pronounced [neiks]), is used by business and government to classify and measure economic activity in Canada, Mexico and the United States. It is in the process of replacing the older Standard Industrial Classification (SIC) codes; however, certain government departments and agencies still use the SIC codes. *The NAICS numbering system is a six-digit code. The last digit designates national industries. The first two digits designate the largest business sector, the third digit designates the subsector, the fourth digit designates the industry group, and the fifth digit designates particular industries. See <i>naics.com</i> to look up specific codes.	SCTCS (10/15/19)
Notice of Proposed Rulemaking	NPRM	Document	Federal agencies issue a Notice of Proposed Rulemaking (NPRM) when issuing a proposed rule in the Federal Register to notify the public and to give the public an opportunity to submit comments. The proposed rule and the public comments are used to develop the final rule.	DEW (10/18/19)

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Occupational Information Network	O*NET	Resource	O*NET online provides extensive information on the requirements and characteristics of over 900 occupations including identifying the latest technological skills along with describing the tasks, work activities, and general knowledge, skills and abilities used in those careers. It is particularly useful for writing skills-based resumes for jobseekers, and skills-based job postings and position descriptions for businesses.	DEW (10/18/19)
Occupational Safety and Health Administration	OSHA	Organization	With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.	Clemson University (10/16/19)
Occupational Training		Activity	Courses offered to the general public to provide individual professional, technical, occupational, or vocational skills for the purpose of achievement or improvement of existing skills to a higher level of competence. Seminars offered that meet occupational upgrading needs which have a target population course outline, qualified instructor, or any other requirement for Continuing Education Unit (CEU) designation.	SCTCS (10/15/19)
Office of Career, Technical, and Adult Education	OCTAE	Organization	A division within the U.S. Department of Education that administers and coordinates programs that are related to adult education and literacy, CTE and community colleges.	CHE (10/18/19)
One-Stop Operator		Organization	One or more entities designated and authorized by the LWDB which are responsible for the operations and the coordination of all activities in an SC Works center.	DEW (10/18/19)
On-the-Job Training	OJT	Activity	On-the-Job Training (OJT) is a proven, evidence-based strategy under the Workforce Innovation and Opportunity Act (WIOA) that provides for reimbursements to businesses to help compensate for the costs associated with skills upgrading and loss of production for the training of newly hired employees. OJT funds provide reimbursements to businesses of up to 50 percent of the wage rate of OJT participants (in certain circumstances up to 75 percent) to help defray the personnel training costs of new employees.	DEW (10/18/19)
On-the-Job Training	OJT	Service	Hire-first service to a Vocational Rehabilitation consumer while engaged in productive work in a job that– (A) provides knowledge or skills essential to the full and adequate performance of the job; (B) is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant including the extraordinary costs of providing the training and additional supervision related to the training; and (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.	SCVRD (4/28/23)
On-the-Job Training Ratios	OJT Ratios	Data	The number of trainees per instructor which readySC™ will reimburse a company for OJT. This ratio should be based on Discovery. readySC™ has a guideline to set ratios. Any training outside this guideline would require approval as an exception.	SCTCS (10/15/19)
On-the-Job-Learning (Training)	OJL/OJT	Activity	Hands-on training approach at the job site under the supervision of a mentor. The Registered Apprenticeship Program Sponsor is required to include a detailed outline of the work experience competencies that each Apprentice will receive, with the total approximate number of hours. The Apprentice must successfully complete and demonstrate proficiency in these work processes before a completion certificate is granted. There needs to be at least 2,000 hours of training with the Program Sponsor.	SCTCS (10/15/19)
On-the-Job-Training	OJT	Activity	A paid hands-on training approach at a licensed barbershop under the supervision of a barber instructor. The instructor is required to include a detailed outline of theoretical and practical work experience competencies that each student will receive, with the total approximate number of hours. The student must successfully complete and demonstrate proficiency in these work processes by passing a national exam before a license is granted. There needs to be at least 1,920 hours of training with the barber instructor.	LLR (7/11/24)
OpExChange		Program	OpExChange is a unique peer-to-peer network of companies dedicated to achieving greater levels of operational excellence. Focused on three pillars of leadership, lean, and Industry 4.0, member companies participate in benchmarking visits, collaborative learning experiences, and networking.	SCMEP (7/31/24)

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Palmetto Heroes	HEROES	Program	Refers to a mortgage program administered by SC State Housing called Palmetto Heroes. The program recognizes designated community service personnel such as teachers, first-responders, and more, who provide vital support to their community. Eligible homebuyers can receive assistance in the form of a below market interest rate mortgage and down payment assistance. The program is generally offered annually and funding is limited and available on a first come, first served basis.	SC Housing (8/5/24)
Participant		Person	A participant is a reportable individual who has received services (other than self-service only), after satisfying all applicable programmatic requirements for the provision of services, such as eligibility determination.	DEW (10/18/19)
Participant Individual Record Layout	PIRL	Document	The Participant Individual Record Layout (PIRL) was developed collaboratively by the U.S. Departments of Labor and Education as a part of the Workforce Innovation and Opportunity Act (WIOA) performance accountability related provisions. The PIRL, which is composed of two documents, represents a set of common definitions that are shared across multiple programs for performance reporting.	DEW (10/18/19)
Pathways Scholarship Program		Program	The Pathways Scholarship Program is a scholarship program available to SNAP E&T program participants and provides tuition funding for SNAP recipients to attend their desired educational program when alternative funding is unavailable.	DSS (4/17/23)
Payments in Lieu of Taxes	PILOT	Incentive	Alternative to FILOT, using a payment instead of a fee.	Commerce (10/18/19)
Performance Based Assessment		STEM	An approach to learning that engages students in performing tasks or activities that are meaningful and engaging as they learn curricular concepts.	SCCMS (11/7/19)
Permit		Credential	Permits are credentials often administered by a government agency or a trade association to protect entry into certain industries, ensuring that only those who are qualified are permitted to practice. Permits often require the passing of an inspection to attain or renew a permit.	LLR (7/11/24)
Personal Data Form	PDF	Document	The required enrollment form for any trainee who is receiving training as part of a readySC™ project.	SCTCS (10/15/19)
Personally Identifiable Information	PII	Data	PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.	DEW (10/18/19)
Pipeline		Resource	Often preceded by "workforce" or "talent", a ready pool of potential candidates who are qualified and prepared to step up and fill relevant key roles within the organization as soon as they fall vacant. May also refer to a program developed specifically to connect and bridge educational and training initiatives to employer workforce demands.	Commerce (10/18/19)
Post-Hire Training		Activity	Any training activity that occurs after employees are hired by the company. It may include OJT (On-The-Job) training, classroom or computer-based training, and any other training away from the workstation.	SCTCS (10/15/19)
Postsecondary		Resource	Education provided beyond the high school level. Involving individuals with a high school diploma or equivalency, postsecondary includes Adult Workforce Education, apprenticeship training and two-year and four-year college education.	Education (10/15/19)
Postsecondary Career and Technical Education		Program	Postsecondary Career and Technical Education focuses on academic achievement of career and technical education students, strengthens the connections between secondary and postsecondary education, and improves state and local accountability and coordination of education programs. WIOA Required Partner Program.	DEW (10/18/19)
PowerSchool		Resource	Student level information system for K-12 education. Provides software for school management, student growth, and family engagement.	Education (10/15/19)
Practicum		Activity	An advanced-level course, often in a specialized field of study, in which a student has an opportunity to apply the knowledge and skills he or she is learning in class to a work experience (and vice versa).	CHE (10/18/19)

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Pre-Apprenticeship	PA	Program	Pre-apprenticeship is a program or set of strategies designed to prepare individuals for entry into Register Apprenticeship Programs (RAP) or other job opportunities. Pre-apprenticeships may last from a few days to a few months and may or may not include wages or stipend. Pre-apprenticeship programs have varied program elements; however, at the core, places an individual on a pathway to employability through a RAP.	SCTCS (10/15/19)
Pre-Employment Training	PE	Activity	Also referred to as pre-hire training. Specific job-related training for potential jobs that exist at a new or expanding company that qualifies for readySC™ services. In a pre-employment training program, trainees participate on their own time, at no cost to the trainee and are not on the company payroll. Pre-employment training will continue until the staffing requirements are met.	SCTCS (10/15/19)
Pre-Employment Transition Services	Pre-ETS	Service	A coordinated set of activities that the SCVRD makes available for all students with disabilities, including job exploration counseling, work-based learning experiences, counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education, workplace readiness training, and instruction in self-advocacy	SCVRD (5/2/23)
Primary Industry		Data	Involves raw materials; examples include agriculture, fishing, mining, quarrying, mineral extraction.	Clemson University (10/16/19)
Problem-Based Learning		STEM	An approach to teaching and learning in which students gain knowledge and skills by solving authentic, complex problems. Problem-Based Learning is similar to Project-Based Learning, but the problems posed for student learning typically focus on one subject such as math and the tasks are shorter than the projects in Project-Based Learning.	SCCMS (11/7/19)
Procedure Transmittal Letter (UI)	PTL	Document	The Unemployment Insurance (UI) Division of the Department of Employment and Workforce (DEW) issues state policy governing the UI Program through Procedure Transmittal Letters (PTLs).	DEW (10/18/19)
Processing Facility		Activity	A "processing facility" is an establishment that prepares, treats, or converts tangible personal property into finished goods or another form of tangible personal property. The term includes a business engaged in processing agricultural, aqua cultural, or Mari cultural products and specifically includes meat, poultry, and any other variety of food processing operations. It does not include an establishment in which retail sales of tangible personal property are made to retail customers.	SCTCS (11/15/19)
Production Employee		Position (Job)	An employee directly engaged in manufacturing or processing at a manufacturing or processing facility.	SCTCS (11/15/19)
Profile of a South Carolina Graduate		Resource	South Carolina's shared vision of the knowledge, skills and characteristics needed for students to be successful in higher learning and careers.	Commerce (10/18/19)
Program of Study		Program	A pathway of secondary and posts secondary non-duplicative course sequences that culminates in a diploma, credential(s), and/or degree(s).	Education (10/15/19)
Program Year	PY	Data	A program year begins on July 1st and ends on June 30th of the following year.	DEW (10/18/19)
Project		Data	A prospect that has been approved; has met all readySC™ criteria as well as received a budget account number (internal order number). A project encompasses all activities that take place in order to provide qualified trainees to a company or business that has committed to locate/expand in the state and qualifies for readySC™ services. Projects are either projected, active, or completed. *A project is projected when a prospect commits to locate in the state and an account number is assigned. *A project becomes active when the first company trainee is enrolled to include special training, i.e. Train the Trainer. *A project is completed when supported training has been completed and certain other project closure requirements have been met.	SCTCS (10/15/19)
Project-Based Learning	PBL	Strategy	An instructional strategy in which students work cooperatively over time to create a product, presentation, or performance.	Education (10/15/19)
Project Lead The Way	PLTW	Program	With its focus on high-level mathematics, science and technology, PLTW is a framework for the development of schools of Science, Technology, Engineering and Mathematics (STEM). Participating teachers and schools must give PLTW course exams.	Education (10/15/19)
Project Manager	PM	Position (Job)	The person designated to manage the execution of the recruitment, development and implementation aspects of a readySC™ project. This includes developing a budget, scope, and overall plan for a project, with heavy involvement in the discovery process, managing the resources for the project, monitoring of instructors/trainers for quality/quantity issues and follow-up with the client company to insure their needs are met.	SCTCS (10/15/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Project Scope		Document	A project scope is the readySC™ proposal to the company and the communication tool with the company which outlines the services and parameters that readySC will offer to a company during start-up or an expansion. The Scope defines responsibilities for both parties, including deliverables from the company. Project needs, as identified during the Discovery phase, serve as the basis for the information in the Scope.	SCTCS (10/15/19)
Project SEARCH		Program	A program for high school students with intellectual/developmental disabilities which is co-sponsored by the school system and Vocational Rehabilitation, hosted by a large employer, and combines classroom instruction on soft skills with a rotation of internships.	SCVRD (5/2/23)
Project-Based Learning		STEM	An approach to teaching and learning in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge.	SCCMS (11/7/19)
Prospect (Expansion)		Data	An existing South Carolina company or business that is considering establishing another location/site within the state. May also be expanding their current operations and workforce at an existing location/site in the state.	SCTCS (10/15/19)
Prospect (New)		Data	A company or business that is considering locating a new facility in South Carolina for the first time.	SCTCS (10/15/19)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Quality Management System	QMS	System	A quality management system is a formalized system comprised of documented procedures, processes, and responsibilities by which an organization is able to consistently meet customer requirements. The establishment and maintenance of this system can be supported by SCMEP.	SCMEP (7/31/2024)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
R&D		Activity	Creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications; The series of activities and organization does for improving its existing products and ways of working.	Commerce (10/18/19)
Rapid Discovery Assessment	RDA	Service	Modeled after SCMEP's Competitiveness Review Assessment, the RDA is a no-cost business assessment best suited for smaller organizations that may not have established/mature systems. This assessment process provides a complete report as the final deliverable from the process, detailing current state, desired state, and recommendations.	SCMEP (7/31/24)
Rapid Response	RR	Program	Rapid Response is a required activity funded by DOL with the goal of enabling affected workers to return to work as quickly as possible following a layoff. The SC Rapid Reemployment Team identifies and responds to downsizing and closures that impact SC workers. Rapid Response services can be utilized at various stages within the Business Cycle, not just during the contraction or downsizing phase.	DEW (10/18/19)
readySC™	RSC	Program	readySC™ is a workforce training program that was established in 1961. As an integral part of the SC Technical College System, readySC™ works together with the 16 technical colleges to prepare South Carolina's workforce to meet the needs of in-state companies.	SCTCS 10/15/19

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Recruiting Account		Resource	Recruiting is an account type that offers employers full access to labor exchange functions such as managing job order, reviewing candidate resumes, and managing virtual recruiter alerts. Recruiting accounts must be verified and approved at the state-level.	DEW 10/18/19
Re-employment Services and Eligibility Assessment	RESEA	Program	UI claimants who are identified through profiling methods as likely to exhaust benefits and who are in need of reemployment services to transition to new employment must participate in the Reemployment Services and Eligibility Assessment (RESEA) program.	DEW 10/18/19
Referrals		Activity	Directing a jobseeker or other customer to a resource for information, training, or other services.	DEW 10/18/19
Regional Career Specialist		Position (Job)	Serve same regions as RWAs. Promote and sponsor activities that connect students K-adults with jobs in business and industry.	Commerce (12/5/19)
Regional Workforce Advisory	RWA	Position (Job)	The Department of Commerce twelve (12) Regional Workforce Advisors focus on bridging gaps at the local level between those who educate our students and those in the business community who rely on a talented labor pool.	Commerce (10/18/19)
Registered Apprenticeship Program	RAP	Program	Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, supplemental education, mentorship, and a portable, nationally-recognized credential. Registered apprenticeships are approved at the federal level by the U.S. Department of Labor.	SCTCS (10/15/19)
Registration		Credential	Registrations are credentials often administered by a government agency or a trade association to protect entry into certain industries, ensuring that only those who are qualified are permitted to practice.	LLR (7/11/24)
Rehabilitation Act		Legislation	As amended by Title IV of the Workforce Innovation and Opportunity Act (WIOA) of 2014, establishes the framework for providing grants to assist States in operating a statewide comprehensive, coordinated, effective, efficient and accountable program, as an integral part of a statewide workforce investment system designed to assess, plan, develop, and provide VR services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice, so that they may prepare for and engage in gainful employment.	SCVRD (4/28/23)
Rehabilitation Services Administration	RSA	Organization	Within Office of Special Education and Rehabilitative Services of the US Department of Education, RSA provides leadership and resources to assist state and other agencies in providing vocational rehabilitation and other services to individuals with disabilities to maximize their employment, independence, and integration into the community and the competitive labor market.	SCVRD (4/28/23)
Repeat Business Customers Rate		Data	Repeat Business Customers Rate is the percentage of employer establishments using services during the year that also used services within the previous three years	DEW (10/18/19)
Reportable Individual		Person	An individual who has taken action that demonstrates an intent to use program services and who meets specific reporting criteria of the program, including: individuals who provide identifying information; individuals who only use the self-service system; or individuals who only receive information-only services or activities.	DEW (10/18/19)
Request for Proposal	RFP	Activity	A questionnaire sent by a company or consultant in its search to locate a new facility. Items of interest include but are not limited to: incentives such as tax abatement, infrastructure improvements, training assistance, as well as availability of spec buildings, water, sewer, electric, gas, and rail service.	SCTCS (10/15/19)
Request for Reimbursement		Activity	A required package of documents that must be submitted to the SC Technical College System Office when a company or college seeks reimbursement for monies spent for a readySC™ supported project.	SCTCS (10/15/19)
Request for Services Letter	RFS Letter	Document	readySC™ requires a new or expanding company to provide a formal letter documenting its need for training assistance. The letter should confirm the company's training needs, operational details, and an understanding of and agreement to readySC™ project requirements. The required template is provided to the client by the Area Director.	SCTCS (10/15/19)
Research & Development Tax Credit		Incentive	In order to reward companies for increasing research and development activities in a taxable year, South Carolina offers a credit equal to 5% of the taxpayer's qualified research expenses as defined in Section 41 of the Internal Revenue Code. The credit taken in any one taxable year may not exceed 50% of the company's remaining tax liability after all other credits have been applied. Any unused portion of the credit can be carried forward for 10 years from the date of the qualified expenditure.	Commerce (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Reskilling		Skill	Training to acquire new or improved skills.	Clemson University (10/16/19)
Retention Rate at 1st Quarter After Exit		Data	This is the term used for a performance measure that calculates the percentage of clients who were employed at exit and retained their jobs during the first calendar quarter following their exit from the program.	DEW (10/18/19)
Retiree	RET	Service	A military retiree is any member or former member of the uniformed services who is entitled, under statute, to retire, retirement, or retainer pay on account of service as a member, or who receives military retired or retainer pay.	SCDVA (7/17/24)
Retraining Agreement		Program	A "retraining agreement" means an agreement entered into between a business and SBTCE in which a qualifying business is entitled to retraining credit pursuant to Section 12-10-95.	SCTCS (11/15/19)
Retraining Credit		Incentive	A "retraining credit" means the amount that business may claim as a credit against withholding tax pursuant to Section 12-10-95 and the retraining agreement to the lower amount of the following: <ul style="list-style-type: none"> • The retraining credit for the applicable withholding period; or • Withholding paid to the State for the applicable withholding period. 	SCTCS (11/15/19)
retrainSC Program		Program	The retrainSC Program offers a tax incentive for existing companies in South Carolina, encouraging investment in the retraining and growth of existing employees. This program supports the statutorily-enacted Job Retraining Tax (JRT) rebate, which comes from South Carolina employee withholding taxes. Qualifying companies may claim as a refund against withholding taxes, \$1,000 each year for the retraining of each production, technology, or warehousing/distribution first line employee or immediate supervisor who has been continuously employed by the business for a minimum of 1 year, and is a full-time employee, so long as retraining meets the requirements of the program and is approved by the SC Technical College System.	SCTCS (11/15/19)
Returning Student		Person	Degree-seeking undergraduate or graduate student that has stepped out of a college or university for one or more semesters.	Lander University (10/15/19)
Rural Manpower Coordinators		Position (Job)	Rural Manpower Coordinators provide extensive outreach to and maintain contact with agricultural employers to assist with any hiring needs, including guidance for compliance with relevant federal and state laws and procedures.	DEW (10/18/19)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
SC Commission for the Blind	SCCB	Organization	In SC, the VR program, a federal and state program that helps people who have physical or mental disabilities get and/or keep a job, is administered by the Vocational Rehabilitation Department and the Commission for the Blind (SCCB). Required WIOA Partner Program.	DEW (10/18/19)
SC Commission on Higher Education	SC CHE	Organization	The oversight agency for all the public colleges and universities in South Carolina.	CHE (10/18/19)
SC Department of Commerce		Organization	South Carolina's lead economic development agency, charged with attracting new capital investment and jobs to South Carolina.	Commerce (12/5/19)
SC Vocational Rehabilitation Department	SCVRD	Organization	The SCVRD, as the general vocational rehabilitation program in the state of South Carolina, assesses, plans, develops, and provides vocational rehabilitation services for individuals with disabilities, consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice so that they may prepare for and engage in competitive integrated employment and achieve economic self-sufficiency.	SCVRD (4/28/23)

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SC Works Online Services	SCWOS	Resource	SCWOS is SC's comprehensive job search tool that helps employers and jobseekers connect through the Internet. Employers and jobseekers can register online, browse applicants or job openings, and request matches against job orders and work registrations. SCWOS is also the case management system for the Adult, Dislocated Worker (DW), and Youth programs, as well as the TAA and WP programs.	DEW (10/18/19)
Scholastic Aptitude Test	SAT	Activity	A standardized test widely used for college admissions.	Commerce (12/5/19)
School Community		STEM	The collective group of stakeholders reflecting the environment in which the STEM school operates including the cultural norms, political influences, economic resources, and education levels.	SCCMS (11/7/19)
Science, Technology, Engineering & Mathematics Education	STEM Education	STEM	A philosophy for teaching and learning, a transformative approach to education that uniquely engages in innovative teaching and learning for all students. Through an approach that develops the creative, critical-thinking and problem-solving skills that all students need in order to be successful in today's world. Gaining skills through building critical and creative thinking and analytical skills by addressing how students view and experience the world around them.	SCCMS (11/7/19)
Science, Technology, Engineering & Mathematics Educators	STEM Educators	STEM	STEM educators hold the content knowledge necessary to teach and facilitate learning within their content area, as well as the ability to collaborate with other content area educators in order to create interdisciplinary, multidisciplinary and transdisciplinary opportunities for student learning. STEM educators include elementary, middle and high school STEM content area educators and CTE (Career and Technical Education) educators.	SCCMS (11/7/19)
Science, Technology, Engineering and Mathematics	STEM	STEM	Curriculum focused on the infusion of mathematics, technology, engineering and science.	Education (10/15/19)
Science, Technology, Engineering, Art & Math	STEAM	STEM	STEAM incorporates all the elements of STEM, but adds art to the mix.	Clemson University (10/16/19)
Second Chance Act	SCA	Legislation	Second Chance Act of 2007 supports state, local, and tribal governments and nonprofit organizations in reducing recidivism and improving outcomes for people returning from state and federal prisons, local jails, and juvenile facilities. SCA legislation authorizes federal grants for vital programs and systems reform aimed at improving the reentry process into society and the workforce.	DEW (10/18/19)
Second Chance Programs		Program	The Second Chance Programs, created by DEW and the SC Department of Corrections (SCDC), helps individuals within the correctional system across the state to live more productive and rewarding lives after release. By helping individuals prepare for employment, they gain confidence, purpose, and direction, and they are less likely to return to the prison system. In order to participate in many of these programs, specific requirements must be met by the participant, including a disciplinary-free record and non-violent offenses for incarceration. These programs include having case managers within correctional facilities, workshops for those scheduled for release, and services to those who have been released.	DEW (10/18/19)
Secondary Industry		Data	Companies that processes raw materials into consumer goods; examples include: manufacturing, textiles, food processing, and meat packing.	Clemson University (10/16/19)
Sector or Industry Partnerships		Council	The term industry and sector are often used interchangeably, although a sector refers to a large segment of the economy, while industry describes more specific set of companies. An economy can be broken down into industries or sectors which can describe nearly all of the business activity in that economy. Sector or industry partnerships are regional partnerships driven by employers' workforce needs that include companies from the same industry or sector, workforce development, education and training, economic development, and community organizations that focus on a set of priority issues, called sector strategies.	DEW (10/18/19)
Sector Strategies		Strategy	Sector strategies are goals, plans of action, policies, and service delivery strategies developed and continuously re-examined by sector partnerships to meet the ongoing and changing needs of employers within that sector.	DEW (10/18/19)
Self-Attestation		Document	An individual's signed attestation or certification that the information the individual submits to demonstrate eligibility for a WIOA Title I program is true and accurate.	DEW (10/18/19)

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Self-Directedness		Skill	Being guided by oneself to set challenging goals, develop a plan of action, persevere in the face of challenges, and accurately assess progress and performance based on evidence.	SCCMS (11/7/19)
Self-Service		Activity	Self-service occurs when individuals independently access any workforce development system program's information and activities in either a physical location, such as a one-stop center resource room or partner agency, or remotely via the use of electronic technologies.	DEW (10/18/19)
Senior Community Service Employment Program	SCSEP	Program	Senior Community Service Employment Program (SCSEP) provides training and job opportunities for low income persons age 55 and older.	DEW (10/18/19)
Service-Disabled Veteran-Owned Small Business	SDVOSB	Position (Job)	Small businesses owned and controlled by veterans and service-disabled veterans.	SCDVA (7/17/24)
Short-term, mid-term, long-term workforce needs		Activity	While no official definition exists, short-term workforce needs often refers to immediate needs or needs of no greater than a year. Medium and long-term needs are defined differently in each situation and should be understood during any conversation.	Commerce (12/5/19)
Simulation		Activity	The reproduction of essential features of a job as an aid to training. Simulations are often done when access to the actual job area/equipment is not available. Simulations can be either physical (hands-on) or virtual (computer-based) and can be used as a tool to evaluate characteristics essential for the job position. Simulations facilitate "learning by doing," and include an activity or situation that represents key skills or behaviors necessary to perform a task required by the job. This is used to gain insight into the trainee's ability to demonstrate key behaviors.	SCTCS (10/15/19)
Single Minute Exchange of Dies/Quick Changeover	SMED	Activity	A tool associated with lean methodology, SMED is intended to reduce the amount of time between the last good part of a run and the first good part of the next run. The implementation of SMED on a machine/product changeover provides optimum uptime by reducing machine/process downtime.	SCMEP (7/31/24)
Site Visit		Activity	A visit that is made by readySC™ staff to a client's site during the Discovery phase. The purpose is to evaluate operations, company culture and training materials in order to begin initial planning for a project, and to establish a good working relationship with the company.	SCTCS (10/15/19)
Six Sigma		Program	Six Sigma is a set of practices originally developed by Motorola to systematically improve processes by eliminating defects. A defect is defined as nonconformity of a product or service to its specifications. The Six Sigma methodology provides businesses with the tools to improve the capability of their business processes. This increase in performance and decrease in process variation leads to defect reduction and improvement in profits, employee morale and quality of product. Six Sigma borrows martial arts ranking terminology to define an employee's level of training/involvement in the methodology (such as Yellow Belt, Green Belt, and Black Belt).	SCTCS (10/15/19)
Skill-Based Training		Activity	Activities, programs, or events offered by employers that provide employees with the necessary knowledge, technical skills, and professional skills 1) to perform and stay up-to-date in their current job roles and 2) to be able to perform future job roles or enter other professions.	Commerce (12/5/19)
Small and Medium Enterprises	SME	Organization	A small to mid-size enterprise (SME) is a business that maintains revenues, assets, or number of employees below a certain level. The criteria for determining an SME varies among countries and industries. For example, in the European Union (EU), a business with fewer than 250 employees is considered an SME; while in the United States, an SME has fewer than 500 employees.	Clemson University (10/16/19)
Small Business Administration	SBA	Program	Small Business Administration (SBA) Programs provide assistance to small businesses and aspiring entrepreneurs.	DEW (10/18/19)
SMART Goals		Activity	Framework for goal setting. SMART goals should be: S = Specific M = Measurable A = Attainable R = Results-based T = Time-bound	SCCMS (11/7/19)
Social Security Number	SSN	Data	An SSN is a unique number assigned to individuals by the Social Security Administration in order to track social security benefits and for other identification purposes. This is an example of PII.	DEW (10/18/19)

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Soft Skills		Skill	Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence, and emotional intelligence quotients, among others, that enable people to navigate their environment and work well with others.	Clemson University (10/16/19)
South Carolina Agricultural Education	Ag Ed *not official	Program	Agricultural education prepares students for successful careers and a lifetime of informed choices in the global agriculture, food, fiber, and natural resources systems. Instruction is delivered through three major components: Classroom/lab, FFA and SAE (work-based learning).	SCDA (8/5/24)
South Carolina Association of Colleges and Employers	SCACE	Council	SCACE promotes partnerships between career services and human resources professionals via opportunities for professional development and networking; to facilitate the career development and employment of students and alumni in South Carolina.	Lander University (10/15/19)
South Carolina Career Development Association	SCCDA	Organization	SCCDA provides state specific services to public and professionals involved with or interested in career development, including professional development activities, industry related resources, professional standards, advocacy, and recognition for achievement and service.	Commerce (12/5/19)
South Carolina Comprehensive Employment & Training System	SCCETS	System	The SCCETS database is a holistic, web-based portal which allows approved providers to access and enter participation data, outcome data, certifications, employment information, case management notes, and all other information pertinent to a SNAP E&T participant's engagement in the SNAP E&T program.	DSS (4/17/23)
South Carolina Department of Veterans' Affairs	SCDVA	Department	The South Carolina Department of Veterans' Affairs is a cabinet level agency focused on assisting Veterans and their families to thrive, leveraging Veteran talent for state economic development, and advocating for the significant Department of Defense footprint across the Palmetto State.	SCDVA (7/17/24)
South Carolina Manufacturing Extension Partnership	SCMEP	Program	SCMEP is a private, non-profit group that serves as a proven resource to South Carolina manufacturers, providing them with a range of innovative strategies and solutions to improve competitiveness, performance, and profitability. An affiliate of the National Institute of Standards and Technology (NIST), SCMEP operates under the US Department of Commerce.	SCMEP (7/31/24)
South Carolina Technical College System	SCTCS	Organization	SCTCS is a state agency headquartered in Columbia, SC (System Office) that is dedicated to furthering economic and workforce development in South Carolina. It is comprised of 16 technical colleges, which support both credit and continuing education programs, and 3 statewide programs: readySC™, Apprenticeship Carolina™, and E-Zone. Commonly referred to as SBTCE or the State Board for Technical and Comprehensive Education.	SCTCS (10/15/19)
South Carolina's Coalition for Mathematics & Science	SCCMS	Organization	A non-government organization serving the State of South Carolina as an advocate and catalyst for consistency and quality in STEM education. SCCMS carries out its mission by connecting partners and collaborators pursuing actions to meet identified Grand Challenges in STEM Education.	Commerce (2/13/20)
Southern Regional Education Board	SREB	Organization	Consortium of 30 states linking leaders and agencies to improve education.	Education (10/15/19)
Special Populations		Person	Individuals with disabilities; from economically disadvantaged families, including low-income youth and adults; preparing for non-traditional fields; single parents, including single pregnant women; out-of-workforce individuals; English-learners; homeless individuals; youth who are in, or have aged out of, the foster care system; and youth with parents on active duty in the armed forces.	CHE (10/18/19)
Stackable Credential		Credential	Part of a sequence of credentials that can be accumulated over time to build up an individual's qualifications and help them to move along a career pathway or up a career ladder to different and potentially higher-paying jobs.	Clemson University (10/16/19)
Stakeholder		Person	An individual or group with an interest in the success of a school in fulfilling its mission; includes but not limited to parents, students, faculty and staff, businesses, institutions of higher education, and community organizations.	SCCMS (11/7/19)
Standard Industrial Classification	SIC	Data	System for classifying industries by a four-digit code.	Commerce (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Standard Occupational Classification	SOC	Data	A federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 867 detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form 459 broad occupations, 98 minor groups, and 23 major groups.	Commerce (10/18/19)
State Board for Technical and Comprehensive Education	SBTCE	Organization	Commonly referred to as SCTCS or the SC Technical College System. Act 1268 was passed by the General Assembly in 1972 to establish the State Board for Technical and Comprehensive Education. The members are appointed by the Governor and serve with full Board membership. The Board members and System President oversee the management of SCTCS.	SCTCS (10/15/19)
State Workforce Development Board	SWDB	Council	A SWDB represents the community's employment needs; directs federal, state, and local funding; and provides planning and oversight to the programs that help both jobseekers and employers be economically successful.	DEW (10/18/19)
STEM Innovation Configuration Map	STEM IC Map	Data	The IC map provides a tool that shares information and helps individuals and organizations figure out where they are and what they need to do to move toward implementation." S2STEM Centers SC has created an IC map for Characteristics of High Functioning STEM schools and schools wanting to become more STEM-Minded. STEM schools aligned with the criteria identified in the IC maps will progress toward developing students with world class knowledge, world class skills, and life and career characteristics as defined by the Profile of the SC Graduate.	SCCMS (11/7/19)
STEM Leadership Team	SLT	STEM	A team representing the diversity of the community, consisting of school/district leaders and representatives from all stakeholder groups. The SLT will lead in the development and implementation of the STEM mission, vision, and goals ensuring that all stakeholder ideas and concerns are represented. SLT members should be influential within the groups they represent and able to articulate with clarity communication from their constituent groups to the SLT and vice-versa.	SCCMS (11/7/19)
STEM Learning Ecosystem	SLE	STEM	A network of in-and-out of school STEM learning opportunities that work together to deepen students' STEM understandings; the system may be comprised of STEM learning experiences made available by schools, afterschool providers, universities, museums, science centers, community organizations, and families.	SCCMS (11/7/19)
STEM Literacy		Skill	The knowledge, skills, attitudes, and capacities to: <ul style="list-style-type: none"> integrate transdisciplinary concepts in the design and implementation of innovative solutions to real-world challenges think critically and flexibly refine designs through an iterative process (e.g., engineering design process/continuous improvement process) 	SCCMS (11/7/19)
Strategic Alliances		STEM	Stakeholders, who may be outside of the day to day work of schools, that engage in ongoing active partnership with schools in developing and implementing a shared mission, vision and goals for STEM education. Strategic alliances may include but are not limited to businesses, institutions of higher education, and community and civic organizations.	SCCMS (11/7/19)
Strengthening Career and Technical Education for the 21st Century Act	Perkins V	Legislation	Signed into law on July 31, 2018, this measure reauthorized the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and is the primary federal investment to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education (CTE) programs and programs of study for our nation's youth and adults, providing nearly \$1.3 billion annually.	CHE (10/18/19)
Student Learning Objectives	SLO	Data	Measurable and verifiable knowledge, skills, abilities, and/or attitudes that students have at the completion of a course, program, or service.	Education (10/15/19)
Subject Matter Expert	SME	Position (Job)	A company employee or agency member who can serve as the best source for qualified instruction and information on job specific processes.	SCTCS (10/15/19)
Subsidized Employment		Program	A participant employed by a private or public employer who receives a subsidy from WIOA to offset some or all the wages and costs.	DEW (10/18/19)
Success Story		Strategy	A success story highlights the achievements of a participant, whether big or small, in their journey to self-sufficiency.	DSS (4/17/23)
Successful Employment Outcome	SEO	Activity	The successful placement of an SCVRD consumer into competitive, integrated employment.	SCVRD (8/5/24)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Suitable Work		Program	In order to receive UI benefits, a claimant must be able, available, and actively seeking suitable work for which the individual is qualified. SC Regulation 47-23 requires that a claimant must look for and accept employment that pays at least 90% of the wage earned from the most recent bona fide employer. "Available" means that the claimant must be available during the same hours/shift he last worked; however, if he is unable to continue working in his last occupation (say for health reasons) but has training/experience in another occupation for which he is searching, then he must be available for the customary hours of that occupation. Claimants are required to accept suitable work referrals and offers in order to continue receiving UI benefits.	DEW (10/18/19)
Supervised Agricultural Experience	SAE	Activity	SAEs allow students to apply what they have learned in the classroom in a real-world setting.	SCDA (8/5/24)
Supplemental Nutrition Assistance Program	SNAP	Program	Formerly "Food Stamps," SNAP offers nutrition assistance to eligible, low-income individuals and families and provides economic benefits to communities. Through the SNAP Employment and Training (E&T) component, SNAP participants may gain skills, training, work, or experience that will increase their ability to obtain regular employment.	DEW (10/18/19)
Supportive Services		Service	Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under WIOA.	DEW (10/18/19)

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TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Tax Exempt Bonds/Private Activity Bonds	TEB/PAB	Program	Developers use Tax Exempt Bonds to access low-interest rate loans for the construction or rehabilitation of affordable multifamily housing. In addition, TEB generates a small amount of LIHTC to create equity for the project.	SC Housing (8/5/24)
Technology Employee		Position (Job)	A "technology employee" is defined as an employee at a technology intensive facility who is directly engaged in the design, development and introduction of new products or innovative manufacturing processes, or both, through the systematic application of scientific and technical knowledge at a technology intensive facility.	SCTCS (11/15/19)
Technology Intensive Facility		Activity	A "technology intensive facility" is defined as a firm engaged in the design, development, and introduction of new products or innovative manufacturing processes, or both, through the systematic application of scientific and technical knowledge. [Section 12-6-3360M (14)] Included in this definition are the following North American Industrial Classification System (NAICS) codes published by the Office of Management and Budget of the Federal Government: <ul style="list-style-type: none"> • Software Publishers- NAICS Code 5112 • Custom Computer Programming Services- NAICS Code 541511 • Space Research and Technology- NAICS Code 9271 • Research and Development in the Physical, Engineering and Life Sciences- NAICS Code 541712 (2007) • Data Processing, Hosting, and Related Services- NAICS Code 518210 	SCTCS (11/15/19)
Temporary Assistance for Needy Families (DSS)	TANF	Program	Temporary Assistance for Needy Families (TANF), administered by DSS, is the monthly cash assistance program with an Employment Services component for low-income families with children under age 18 or children age 18 and attending school full time.	DEW (10/18/19)
Temporary-to-Permanent		Position (Job)	Commonly called "Temp-to-Perm" or "Temp-to-Hire", this term refers to a hiring model where individuals are hired into a temporary job with the possibility of the assignment to turn into a permanent job.	SCTCS (11/15/19)
Tertiary Industry		Data	Known as the service industry; examples include: banking, finance, insurance, transportation, tourism, education, and security.	Clemson University (10/16/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Third Party Reimbursement Program	TPRP	Program	Also known as SNAP2Work, the TPRP is a subset of the SNAP E&T program and is the abbreviated reference to all of the partner providers in the SNAP E&T network and include organizations such as technical colleges, community based organizations, and state agencies.	DSS (4/17/23)
Ticket to Work Program	TTW	Program	Ticket-to-Work (TTW) Program is a free and voluntary program that can help Social Security beneficiaries go to work, get a good job that may lead to a career, and become financially independent, while they keep their Medicare or Medicaid.	DEW (10/18/19)
Time Limit Extension	TLE	Strategy	TANF is a time-limited program and participants are only eligible to receive TANF cash assistance for 24 months in a 10-year period. Some participants may be nearing a certification completion or may have received an offer of employment which has not yet started. In these circumstances and other similar situations, a time limit extension may be warranted.	DSS (4/17/23)
Total Number of Jobs		Data	The total number of full-time positions a client company will be creating in South Carolina at the time that the scope document is agreed upon.	SCTCS (10/15/19)
Total to Train		Data	The agreed upon number of employees readySC™ will train for the client company.	SCTCS (10/15/19)
Trade Adjustment Assistance Program	TAA or Trade	Program	The TAA Program seeks to provide workers adversely impacted by foreign trade with opportunities to obtain the skills, credentials, resources, and support necessary to (re)build skills for future jobs. Required WIOA Partner Program.	DEW (10/18/19)
Trade Petition		Document	An application to USDOL to determine if a group of workers can be certified under TAA and receive assistance.	DEW (10/18/19)
Trade Readjustment Allowance	TRA	Resource	TRA is a form of income support payments made to individuals that meet certain conditions after all unemployment compensation is exhausted and whose jobs were directly affected by foreign imports as determined by a certification of group coverage issued by the US Department of Labor. This is a benefit of TAA and is not a program in itself.	DEW (10/18/19)
Train the Trainer	TTT	Activity	readySC™'s method of supporting the development and increasing the effectiveness of instructors. Concepts covered include adult learning, instructional techniques and evaluation.	SCTCS (10/15/19)
Trainee Course Evaluation		Document	A form required for the first class of trainees enrolled in pre-employment of a project to complete. The form provides an evaluation of the course of study and instructors (see Policy 3-510).	SCTCS (10/15/19)
Training and employment Guidance Letter	TEGL	Document	The Employment and Training Administration (ETA) of the US Department of Labor (DOL) issues Training and Employment Guidance Letters (TEGLs) to state workforce agencies, local workforce agencies, and other appropriate organizations to provide guidance on workforce programs overseen by DOL.	DEW (10/18/19)
Training Manager	TM	Position (Job)	The role of the training manager is to work with the client company, Creative Services, the Support Unit and any other appropriate project teams to discover the needs and design the training component of a readySC™ project. This person may also assist with implementation of the training to the extent that he/she would be involved in recruiting, training and certifying instructors and re-working curriculum until the desired project training goals as met. The training manager works with the project manager. On smaller projects, the training manager and project manager roles may be held by the same person (often the Area Director).	SCTCS (10/15/19)
Training Services		Service	Services include occupational skills training, including training for nontraditional employment, OJT, skill upgrading and retraining; entrepreneurial training; transitional jobs; job readiness training; and adult education and literacy activities in combination with other training.	DEW (10/18/19)
Training Summary		Document	Also referred to as training outline or training plan. A document submitted by the training provider that shows the subjects/objectives taught, total hours of training allotted, and the planned training schedule.	SCTCS (10/15/19)
Training Within Industry	TWI	Service	Training Within Industry is a dynamic and prevent training methodology developed in WWII to support the influx of non-manufacturing workers to production facilities. This prescriptive approach to knowledge transfer is comprised of three modules: JI (job instruction), JR (job relations), and JM (job methods). SCMEP has an instructor certified through the TWI Institute to deliver this program.	SCMEP (7/31/24)
Transdisciplinary		STEM	Student driven approach to teaching and learning in which students, guided by their own questions, design solutions to solve complex, real world problems by calling upon the knowledge, skills, and processes of multiple disciplines as they are needed.	SCCMS (11/7/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Transfer Student		Person	Degree-seeking undergraduate or graduate student that is transferring credits into another college or university.	Lander University (10/15/19)
Transitional Child Care	TCC	Service	Transitional child care may be provided when a TANF participant's case is closed, for example, due to employment or increase in earned income. TCC may be provided for up to 52 weeks from the effective date of the TANF case closure.	DSS (4/17/23)
Transitioning Service Member	TSM	Service	An individual separating or retiring from the U.S. Armed Forces.	SCDVA (7/17/24)
Trial Work Experience	TWE	Resource	An exploration of an applicant's abilities, capabilities, and capacity to perform in realistic work situations to determine whether or not there is clear and convincing evidence that the applicant is capable of benefiting from vocational rehabilitation services in terms of a competitive integrated employment outcome. Trial work experiences can include training, accommodations, assistive technology, and other experiences using realistic work settings.	SCVRD (5/2/23)



TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Underemployed Individual		Person	An individual who is employed less than full time who is seeking full time employment; employed in a position that is inadequate with respect to their skills and training; employed and meets the definition of low-income individual; or employed, but whose current job's earnings are not sufficient compared to their previous job's earnings from their previous employment per local policy.	DEW (10/18/19)
Unemployed individual		Person	An individual who is without a job and who wants and is available for work.	DEW (10/18/19)
Unemployment Compensation	UC	Program	Unemployment Compensation Programs provide unemployment benefits to eligible workers who become unemployed through no fault of their own and meet certain other eligibility requirements. Required WIOA Partner Program.	DEW (10/18/19)
Unemployment Insurance	UI	Program	Unemployment benefit payments are made to workers (claimants) who are temporarily unemployed through no fault of their own and attempting to re-enter the labor force.	DEW (10/18/19)
United States Air Force	USAF	Program	The United States Air Force is the air service branch of the United States Armed Forces, and is one of the eight uniformed services of the United States.	SCDVA (7/17/24)
United States Army	USA	Program	The United States Army is the land service branch of the United States Armed Forces. It is one of the eight United States Uniformed Services, and is designated as the Army of the United States in the United States Constitution.	SCDVA (7/17/24)
United States Coast Guard	USCG	Program	The United States Coast Guard is the maritime security, search and rescue, and law enforcement service branch of the United States Armed Forces and one of the country's eight uniformed services.	SCDVA (7/17/24)
United States Marine Corps	USMC	Program	The United States Marine Corps, also referred to as the United States Marines, is the maritime land force service branch of the United States Armed Forces.	SCDVA (7/17/24)
Unsubsidized Employment		Activity	Unsubsidized employment is full or part-time permanent employment not financed with state or federal funds.	DEW (10/18/19)



TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Vendor Registration		Activity	The process through which a company must register as a vendor with the State of South Carolina prior to receiving reimbursements.	SCTCS (10/15/19)
Vendor Training		Activity	Training supplied through a 3rd party, such as an equipment vendor or college.	SCTCS (10/15/19)
Veteran	VET	Service	The term "Armed Forces" means the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.	SCDVA (7/17/24)
Veteran Business Owner	VBO	Activity	You served on active duty with the Army, Air Force, Marines, Navy, or Coast Guard. You were honorably discharged or released. At least 51% of your business is veteran-owned You're actively involved in managing the company and its daily operations.	SCDVA (7/17/24)
Veteran Readiness and Employment	VR&E	Service	VR&E is an employment-oriented program that helps transitioning service members and Veterans with service-connected disabilities and an employment handicap to prepare for, obtain and maintain suitable employment.	SCDVA (7/17/24)
Veteran Unemployment Rate		Data	Veteran Unemployment Rate in the State of South Carolina (Percentage of Veterans in South Carolina that are able to work but is not currently in the workforce).	SCDVA (7/17/24)
Veterans Affairs	VA	Service	The United States Department of Veterans Affairs (VA) is an agency of the federal government that provides benefits, health care, and cemetery services to military Veterans.	SCDVA (7/17/24)
Veteran's Employment and Training Service (DOL)	VETS	Organization	A division of DOL, VETS is committed to helping America's veterans and separating service members by preparing them for meaningful careers, providing employment resources and expertise, and protecting their employment rights.	DEW (10/18/19)
Virtual Career Network	VCN	Program	Virtual Career Network provides career exploration and training tools to help jobseekers prepare for careers in healthcare, green jobs, and transportation. Jobseekers can explore careers in those fields, identify education and training programs, access online courses, document their learning and experience to obtain credit for prior learning, and search for local jobs.	DEW (10/18/19)
Virtual Engagement Center	VEC	Resource	The VEC is an online access point to SC Works resource and services.	DEW (5/2/23)
Vocational Rehabilitation	VR	Program	Vocational Rehabilitation (VR) is a federal and state program that helps people who have physical or mental disabilities get and/or keep a job. VR is committed to helping people with disabilities find meaningful careers. In SC, the VR program is administered by the Vocational Rehabilitation Department and the Commission for the Blind (SCCB). Required WIOA Partner Program.	DEW (10/18/19)

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Wagner-Peyser Services	WP	Program	Wagner-Peyser (WP) Services, or Employment Services (ES), provide all jobseekers with assessments, career counseling, job referrals, and resume assistance. Free tools to assist employers include posting job openings, recruiting and screening candidates, and reviewing job market trends. Required WIOA Partner Program.	DEW (10/18/19)
WIN Learning		Program	WIN Learning, through its WIN Career Readiness System, offers the Ready to Work Credential and the Essential Soft Skills Credential that employers can use to recruit, retain, and grow jobs that lead to individual and economic prosperity. The Ready to Work Credential certifies essential skills needed for workplace success and is achieved by taking three WIN Learning assessments in the following areas: Applied Mathematics Assessment—measures workplace mathematical reasoning and problem-solving skills from basic addition, subtraction, multiplication, and division to multiple math functions like calculating percentage discounts and markups; Reading for Information Assessment—measures reading comprehension and reasoning skills using written workplace texts including memos, letters, directions, signs, notices, bulletins, policies, and regulations; Locating Information Assessment—measures comprehension and application of workplace graphics such as charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.	DEW (10/18/19)
Work Based Learning Experience	WBLE	Service	Time-limited arrangements with local business partners to provide work experience and learning on a job site; may be arranged for students or adults.	SCVRD (5/2/23)
Work Eligible Individuals	WEIs	Person	A WEI is an adult or minor parent head-of-household receiving TANF assistance. WEIs are required to participate in the TANF work program.	DSS (4/17/23)
Work Experience Program	WEP or WKEP	Activity	Work experience is a structured activity designed to provide TANF participants with supervised training that is based on a participant's vocational objective. Work experience placements can be at public, private non-profit and private for-profit agencies, businesses, or institutions that provide supervision in a real work environment.	DSS (4/17/23)
Work Opportunity Tax Credit	WOTC	Incentive	The Work Opportunity Tax Credit (WOTC) is a federal tax credit incentive provided to private sector businesses that hire individuals from the following target groups that have historically faced significant barriers to employment: Unemployed Veterans (including disabled veterans); Temporary Assistance for Needy Families (TANF) Recipients; Supplemental Nutritional Assistance Program (SNAP) Recipients; Designated Community Residents (Empowerment Zone or Rural Renewal County); Vocational Rehabilitation Referred Individuals; Ex-Felons; Supplemental Security Income (SSI) Recipients; Summer Youth Employees (living in Empowerment Zones).	DEW (10/18/19)
Work Readiness Skills		Skill	Work readiness skills include pre-employment skills, work maturity skills, employability skills, basic skills, and generic occupational skills.	DEW (10/18/19)
Work-Based Learning	WBL	Activity	A coordinated, coherent sequence of experiences featuring partnerships with local business and industry. This supervised learning activity for students occurs occur in paid or unpaid workplace assignments, and for which course credit is awarded, to reinforce and deepen classroom learning, explore future career fields, and demonstrate skills in authentic setting.	CHE & Education (10/18/19)
Worker Adjustment and Retraining Notification Act	WARN Act	Legislation	The WARN Act requires certain employers to provide 60 days advance notice of certain events such as plant closures or mass layoffs to affected workers, employee representatives, the State Rapid Reemployment Team, and appropriate units of local government.	DEW (10/18/19)
Workfare		Activity	Workfare requires that individuals perform work in a public service capacity in order to receive their SNAP benefits. The primary goal of workfare is to improve employability and enable individuals to move into regular employment.	DSS (4/17/23)
Workforce analytics		Data	Process of linking multiple governmental data sources and analyzing the results longitudinally to study programmatic outcomes.	Commerce (12/5/19)
Workforce Consultants		Position (Job)	Workforce Consultants provide intensive case management and career planning activities to identify barriers to employment and develop solutions for TAA and WP participants. Workforce Consultants educate individuals regarding SC Works programs, policies, and services.	DEW (10/18/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Workforce Development Assessment		Resource	Questions that will provide valuable insight into how your organization is dealing with workforce challenges of today.	SCMEP (7/31/24)
Workforce Development Playbook		Resource	Workforce Development is a dynamic and ever-changing topic. In recognition of the workforce challenges manufacturers are experiencing, SCMEP has developed this resource.	SCMEP (7/31/24)
Workforce Development System		Strategy	A system of programs or initiatives based on the available jobs in the region that enable individuals to acquire skills and knowledge, access support services, and connect to employment opportunities, and help businesses find and retain skilled workers they need.	DEW (10/18/19)
Workforce Information Portal	WIP	Resource	The WIP provides a secure method for partner staff to obtain the necessary UI data that is used to determine an individual's potential eligibility for training and employment services programs under WIOA.	DEW (10/18/19)
Workforce Innovation and Opportunity Act of 2014	WIOA	Legislation	WIOA is a federal program administered in SC by DEW. The program serves two objectives: addressing the training, education, and employment needs of individuals and developing a skilled workforce that meets the needs of businesses and industry. Designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.	DEW (10/18/19)
Workforce Investment Act of 1998	WIA	Legislation	Replacing the Job Training Partnership Act (JPTA), the federal government, states, and local communities developed a system providing workers with job search assistance, training, and advices, and provide employers with skilled workers. WIA has since been replaced by WIOA.	DEW (10/18/19)
Workforce Investment Board	WIB	Council	Regional entities created to implement the Workforce Investment Act of 1998.	Clemson University (10/16/19)
Workforce Planning		Activity	Workforce Planning is the process of analyzing, forecasting, and planning workforce supply and demand, assessing gaps, and determining target talent management interventions to ensure that an organization has the right people – with the right skills in the right places at the right time – to fulfill its mandate and strategic objectives.	Commerce (12/5/19)
Workforce Recruitment		Activity	The process of finding and hiring the best-qualified candidate (from within or outside of an organization) for a job opening, in a timely and cost effective manner. The recruitment process includes analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee to the organization.	Commerce (12/5/19)
Workforce Specialists		Position (Job)	Workforce Specialists deliver a broad range of frontline services to assist individuals in resolving barriers to employment and increasing skills in order to obtain or maintain employment. Workforce Specialists educate individuals regarding SC Works programs, policies, and services, and make referrals as appropriate.	DEW (10/18/19)
WorkforceGPS		Resource	WorkforceGPS is an interactive online communication and learning technical assistance (TA) platform that was designed to communicate with and build the capacity of the public workforce investment system to develop and implement innovative approaches to workforce and economic development in the 21st century economy. This website, which offers resources and peer-to-peer connections, supplements other TA provided by ETA's national and regional staff to help the public workforce system, education professionals, and business.	DEW (10/18/19)
WorkKeys		Program	ACT WorkKeys® assessments measure foundational skills required for success in the workplace, and help measure the workplace skills that can affect job performance.	Commerce (12/5/19)
World-Class Knowledge		Skill	One of three components of the Profile of SC Graduate referring to knowledge attainment based on rigorous standards in language arts and math for career and college readiness, as well as multiple languages, science, technology, engineering, mathematics (STEM), arts, and social sciences.	SCCMS (11/7/19)
World-Class Skills		Skill	One of three components of the Profile of SC Graduate referring to skills attainment through creativity and innovation, critical thinking and problem solving, Collaboration and teamwork, communication, information, media and technology and knowing how to learn.	SCCMS (11/7/19)

TERM	ACRONYM (IF USED)	CLASSIFICATION (PROGRAM, ACTIVITY, POSITION, SKILL, ETC.)	DEFINITION	AGENCY SUBMITTING
Yellow Ribbon Program		Program	Institutions of Higher Learning (Degree Granting Institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for an education program without an additional charge to your GI Bill entitlement. Degree-granting institutions of higher learning participating in the Post-9/11 GI Bill Yellow Ribbon Program agree to make additional funds available for your education program without an additional charge to your GI Bill entitlement. These institutions voluntarily enter into a Yellow Ribbon Agreement with VA and choose the amount of tuition and fees that will be contributed. VA matches that amount and issues payments directly to the institution.	Lander University (10/15/2019)
Youth Apprenticeship	YA	Program	A Registered Apprenticeship Program (RAP) designed for high school students that combines academic and technical classroom instruction with work experience. It provides the foundation for students to choose among multiple pathways after high school – to enroll in college, to enter continue an apprenticeship program, to begin full-time employment, or any combination of these. While youth apprenticeship programs follow the same requirements that traditional registered apprenticeship programs follow, they differ in time structure and program length to allow for RAP participation in conjunction with a full-time academic schedule during the academic school year.	SCTCS (10/15/2019)
Youth Apprenticeship	YA	Program	Apprenticeship programs for high school students combine academic and technical classroom instruction with work experience through a Registered Apprenticeship Program (RAP). It provides the foundation for students to choose among multiple pathways after high school – to enroll in college, to enter an apprenticeship program, begin full-time employment, or a combination. While youth apprenticeship programs follow the same requirements that traditional registered apprenticeship programs follow, they differ in time structure and program length to allow for RAP participation in conjunction with a full-time academic schedule during the academic school year.	SCTCS (10/15/2019)
YouthBuild		Program	YouthBuild is a community-based, nonprofit alternative education program that provides job training and educational opportunities for at-risk youth ages 16-24. Youth learn construction skills while constructing or rehabilitating affordable housing for low-income or homeless families in their own neighborhoods. Youth split their time between the construction site and the classroom, where they earn a high school diploma or GED, learn to be community leaders, and prepare for college and other postsecondary training opportunities.	DEW (10/18/2019)

APPENDIX

CHE..... South Carolina Commission on Higher Education
Commerce South Carolina Department of Commerce
DEW South Carolina Department of Employment and Workforce
DSS..... South Carolina Department of Social Services
Education..... South Carolina Department of Education
LLR South Carolina Department of Labor, Licensing and Regulation
SC Housing South Carolina State Housing Authority

SCCMS South Carolina's Coalition for Mathematics & Science
SCDA..... South Carolina Department of Agriculture
SCDVA..... South Carolina Department of Veterans Affairs
SCMEP South Carolina Manufacturing Extension Partnership
SCTCS..... South Carolina Technical College System
SCVRD South Carolina Vocational Rehabilitation Department
USC..... University of South Carolina

