

Chesapeake Bay Trust Career and Workforce Programming Database Manual



Prepared by WE Strategies in consultation with the Chesapeake Bay Trust – Spring 2024



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Bay Trust**
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This document serves as an instructional guide on the uses and key aspects of the *Career and Workforce Training Provider Database*. The Career and Workforce Programming Database is a tool to showcase specific information training providers that prepare job seekers in green jobs industry in the Chesapeake Bay region. This guide provides background on the areas for which data will be showcased.

Career and Workforce Programming Database: <https://tinyurl.com/jc4m8nrv>

The *Database* is broken down into four sections with 39 total fields distributed as outlined below. The table below shows the various fields represented by columns within the database tool. Each field can filter responses using the *Field Description* row drop-down filter. This will isolate relevant training providers based on the field that was selected. If there is information missing in this form, the information is not publicly available.

No.	Section	Description	# of Fields
1	Program Information	Basic information identifying characteristics for each training provider.	17
2	Participant Eligibility	Documents criteria needed to enroll in the various programs offered by the training provider.	3
3	Program Outcomes	Documented linkages between the training provider and employers from emerging green industry.	10
4	Accessibility	Documents ways in which the training provider programs can be easily accessed by diverse groups of job seekers.	9

Each field is accompanied by a short description providing insight on specific information being sought. As this project is connected to the DEIJ Landscape Analysis you can find information in certain fields that are related to certain outcomes. Such examples are highlighted below.

Column L
Type of Training Offered
Shows the type of training that is offered

Column AD
With which primary occupational skillset does this program closely align?
Shows occupational skillset is instructed by the provider

Column AF
Potential Employment Needs per Goal Implementation Team (GIT)
Shows the alignment of training to GIT employment needs



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