



Department of
**Labor & Workforce
Development**

Benchmarks/ Measurable Skills Gains

(TAA)

Trade Adjustment Assistance

- Benchmarks & Measurable Skills Gain must be completed at a minimum of every **60** days.
 - TAA Representatives will check participant's progress every 30 days and document it through case notes.

Trade Adjustment Assistance

- The TAA Representative is responsible for scheduling, monitoring, and documenting all benchmark related processes. To include (but not limited to):
 - Scheduling Benchmark appointments with participants and documenting appointment in jobs4tn.gov case notes.
 - Reviewing benchmark & measurable skills gain documentation provided by participant or training provider (e.g., grades, progress reports, communication with school) in order to answer questions accurately in jobs4tn.gov.
 - Obtaining participant signatures on benchmark & measurable skills gain paperwork.

Trade Adjustment Assistance

- The TAA Representative is responsible for scheduling, monitoring, and documenting all benchmark related processes. To include (but not limited to):
 - Upload benchmark & measurable skills gain paperwork within the case note in the benchmark and notify TAA Regional Coordinator of benchmark completion.
 - Documenting benchmark & measurable skills gain in the Individual Employment Plan.
 - Notifying TAA Regional Coordinator if benchmark or measurable skills gain is not being met.

Trade Adjustment Assistance

- The TAA Representative is responsible for obtaining updated paperwork (academic plan, class schedule, academic calendar, cost sheets, etc.) at the end of each term from the participant or training facility and uploading paperwork with benchmark.
- Benchmarks & Measurable Skills Gain must continue to be completed during breaks in training.

Finish



Questions