Occupational Skills Awards

An Occupational Skills Award (OSA) is a sequence of credit courses that meet the minimum standard for program length specified by the Texas Workforce Commission for the federal Workforce Innovation and Opportunity Act (WIOA) program (9-14 SCH for credit courses or 144-359 contact hours for workforce continuing education courses). An OSA award must meet the following characteristics:

a. The credential is TSI-waived under Coordinating Board Rule 4.54b;
b. The content of the credential must be recommended by an external workforce advisory committee, or the occupation must appear on the Local Workforce Development Board's Demand Occupations list;
c. In most cases, the credential should be composed of WECM courses only. However, non-stratified academic courses may be used occasionally if recommended by the external committee and if appropriate for the content of the award;
d. The credential complies with the Single Course Delivery guidelines for WECM courses and
e. The credential prepares students for employment in accordance with guidelines established for WIOA.

The process to develop an Occupational Skills Award includes the following:

1. Convene the Advisory Committee in order to select 9 – 14 hours of coursework from an existing A.A.S. or certificate program.
2. The Advisory Committee will develop a rationale as to the benefit of this Occupational Skills Award.
3. The Department Chair submits a Revision Request Form, including a list of courses required, the rationale for the Occupational Skills Award, and a copy of the Advisory Committee minutes showing approval to the Division Curriculum Committee.
4. If approved by the Division Curriculum Committee, Division Curriculum Committee Chair submits the Revision Request Form with the documentation and minutes of the Division Curriculum Committee to the Office of Curriculum.
5. The Office of Curriculum will place the Occupational Skills Award on the agenda for the next meeting of the College-Wide Curriculum Committee.