

**INTRODUCTORY EMAIL FOR THE SURVEY OF TECHNOLOGY-BASED LEARNING
FOR LOCAL WORKFORCE INVESTMENT BOARD EXECUTIVE DIRECTORS**

Dear [NAME OF LWIB EXECUTIVE DIRECTOR],

The U.S. Department of Labor's Employment and Training Administration (ETA) invites Local Workforce Investment Board (LWIB) Executive Directors to complete an online survey about the current state of technology-based learning (TBL) within Local Workforce Investment Areas (LWIAs). This invitation provides background on the larger TBL data collection effort and information about completing the survey. LWIB Executive Directors are encouraged to complete the survey by <DATE: ONE MONTH FROM EMAIL INVITATION>.

Background:

Within the last decade, the workforce investment system has seen an increase in the availability and use of technology-based learning (TBL). TBL, also known as distance learning and/or e-learning, is defined as any learning via electronic technology. TBL includes online education as well as learning facilitated by other electronic technologies like intranet sites, satellite broadcasts, audio and video conferencing, Internet bulletin boards and chat rooms, web casts, simulations, electronic gaming, podcasting, CD-ROMs, and a variety of mobile options (e.g., smart phone applications or "apps").

ETA launched a national strategy TBL agenda¹ in 2006. As part of this agenda, ETA is examining the development and implementation of TBL in the public workforce investment system. Additionally, ETA contracted with Abt Associates to develop and administer surveys to explore the current use of TBL in the public workforce investment system².

This survey is for LWIB Executive Directors and is designed to obtain information about the current status of TBL development and implementation in LWIAs. As part of the administration of this survey, Abt Associates staff may conduct site visits with a small number of respondents from LWIAs. The site visits will involve interviews and observations to gather information about the local design and implementation of TBL that can potentially benefit other practitioners in the planning and/or refinement of their own programs.

Upon receipt of the completed surveys, Abt Associates will analyze all responses and prepare a report with the findings. ETA will post the report on the [ETA Research Publication Database Website](#) and share it with the public workforce investment system via the [ETA advisory system](#). A briefing discussing the survey administration and findings also is planned. The report will be useful to local and state leaders to assess their TBL usages and practices, and share models for replication or partnerships.

The final report will not refer to individual survey respondents or individual LWIBs. Additionally, the data provided for this collection will not affect LWIBs' relationships with ETA or future funding opportunities.

Completing the survey:

This survey requires answering 29 questions about the use of TBL in core, intensive, training and Title II services at the level of the LWIA. It should be completed by <DATE: ONE MONTH AFTER RECEIPT OF INVITATION>.

LWIB Executive Directors will complete this data collection and should, as needed, draw upon their staff and data resources to obtain the requested information. The survey may require a small amount of fact finding on the part of the primary respondent and/or input from multiple respondents. In particular, Executive Directors may need to consult with American Job Center Director(s), local Eligible Training Provider Lists (ETPLs), data on Individual Training Accounts (ITAs), and a small number of training and Title II service providers.

The survey is estimated to require 60-90 minutes to complete, though completion time may vary from organization to organization, and may be completed over multiple sessions. To ensure secure access to and completion of the survey,

¹ Issued January 3, 2008, Training and Employment Guidance Letter (TEGL) No. 17-07 entitled, Using Technology-Based Learning in the Workforce Investment System (http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2574).

² In addition, State Workforce Agency Administrators are being surveyed about TBL usage at the state level.

each LWIB Executive Director is assigned a personalized link to the survey. The survey can be accessed through the following personalized link:

<LINK>

Each web address is linked to a specific LWIA and can be shared with staff in that LWIA if they are assisting with the survey. However, an LWIA's link should *not* be shared outside of that LWIA.

ETA and Abt Associates appreciate LWIB Executive Directors' assistance in providing information that can improve services for the clients of the public workforce investment system. Any inquiries, comments or questions, and supporting information requested in the survey should be sent to the [TBL Survey Solutions Desk](#) at Abt Associates or call the Solutions Desk at 855/295-5528 (toll free).

For general information about ETA's TBL Initiative, please contact [Michelle Ennis](#), Division of Research and Evaluation, Office of Policy Development and Research, Employment and Training Administration, U.S. Department of Labor.

Sincerely,

Glen Schneider
Project Director
Abt Associates

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such a collection displays a valid OMB control number. The valid OMB control number for this information collection is 1205-0436. Participation in this information collection is voluntary; however this is the single point of data for each LWIA's adoption and use of TBL. The time required to complete this information collection is estimated to average 90 minutes per response, including the time to review instruction, search existing data resources, gather the data needed, and complete and review the information collection. Any comments concerning the accuracy of the time estimate or suggestions for improving this form should be submitted in writing to the U.S. Department of Labor, Office of Policy Development and Research, Room N-4511, Washington, D.C. 20210.