**HOW TO USE THE TRAILBLAZERS LABOR MARKET DATA TOOL FOR NEW COURSE APPLICATIONS**

**FEBRUARY 28, 2024**

**00:00:00: VDOE - Sharon Acuff:** It is with great pleasure that I introduce you today's presenter, Kathryn Piper Crespin, Research Consultant and Trailblazers Project Manager at the University of Virginia, at the Weldon Cooper Center for Public Service. Kathryn will give us an overview and demonstration of the new Trailblazer's Labor Market Data Tool, and its features, and how it can be utilized for completing new course applications. Kathryn.

**00:00:28: Kathryn Crespin:** Great. Thank you very much, Sharon. Sorry for the technical difficulties there. I’m very happy to be here today to share information about this new tool that has been developed for you to make new course applications easier. And since I have a lot of material to cover, I'm going to dive right in. I will be turning off my camera during the presentation. But we'll be back again at the end when we take questions.

**00:01:03: Kathryn Crespin**: Alright. So, in today's webinar, after providing some background information about labor market data and new CTE course applications, I'd like to take a closer look at the labor market information that is in the tool, and how you can use it to evaluate which three to five occupations in your region provide the strongest evidence of labor market demand for your proposed program or course. I’d then like to provide an overview of the tool’s features, and how to use them. And I'm going to do that in two ways. First, in the interest of time, I'm going to move pretty quickly through a set of slides to introduce you to some basic concepts about how to use the tool, and then I'll go over many of these same concepts again in more detail during a live demo of the tool. I think that many aspects of filtering and sorting data within the tool are going to be familiar to you as users of the Internet and Excel. And honestly, one of the best ways to get familiar with this tool is to just get into it and start working with it. However, the tableau interface does have a few special quirks that I'd like to address and bring to your attention in this webinar today, and I'd also like to emphasize that all of these slides and more are available to you for later reference as a set of tool instructions on the Labor Market Data page of the Trailblazers’ web portal.

**00:02:33: Kathryn Crespin:** At the end of the webinar, I'd like to show you where you can access the tool, instructions, and additional resources in the Trailblazers’ web portal, and I'll field any questions you may have about the tool.

**00:02:48: Kathryn Crespin:** Alright, so, a little bit of background information about why you're required to provide labor market data along with your new course applications. In 2014, Joint Legislative Audit and Review Commission, or JLARC, report recommended that Virginia develop criteria to determine whether new CTE courses proposed by school divisions were in alignment with regional labor market demand. In response, the Virginia Department of Education developed a new CTE Program Course Application that requires applicants to provide labor market data to justify the addition of the new program or course offering. Since that time, the Trailblazers program at the University of Virginia has been providing labor market data that are aligned with the CTE Career Cluster framework specifically for the purposes of new CTE course applications.

**00:03:48: Kathryn Crespin:** This new Trailblazers Labor Market Data dashboard tool will hopefully make it much faster and easier for you to analyze and submit labor market data with your new CTE course applications. The tool was designed specifically for this purpose. The Trailblazers Labor Market Data can be filtered and sorted in many different ways. Regional high-demand / high-growth occupations can be identified quickly. And you will no longer be required as applicants to fill in labor market data manually in the application itself. Data assembled, using the dashboard tool can be downloaded easily as a PDF file and then later attached to your new course application packet.

**00:04:39: Kathryn Crespin**: So, the tool's purpose is to help you identify three to five occupations that are related to your proposed program or course that are in high demand and/or show the most promising future job growth based on six labor market data points or measures. Now, these measures are the same ones you've been using for the new course applications in the past. They provide information about the job growth that is projected to occur between 2020 and 2030 at three different geographic levels. Regional, in this case by local workforce development area, as well as state and national levels.

**00:05:25: Kathryn Crespin:** Each row in the dashboard represents one occupation and displays its data across these six measures.

**00:05:36: Kathryn Crespin:** Now, what should you be looking for in this labor market data in order to evaluate which occupations provide the greatest support for your application? In the next several slides, we're going to be looking at data for the Social and Human Services Assistants occupation in the Shenandoah Valley, LWDA. Now, there are basically six questions that you really should be asking yourself as you narrow down your list of occupations to about three to five, that are also all outlined for you in the new course application itself. So, six things to look for.

**00:06:24: Kathryn Crespin:** The first is whether or not the occupation is on the Virginia Office of Education Economics “high-demand” list. The tool makes it very easy for you to recognize these occupations, because if they're, if the occupation's measures are highlighted in lighter green or a lighter color if you don't see green, this means that the occupation is on the VOEE “high-demand” list.

**00:06:53: Kathryn Crespin:** The second thing to look for is whether or not Measure 1, for the occupation, is highlighted in a darker green or a darker color, again, if you don't see green. If it's highlighted, this means the occupation has a job growth rate that is projected to be greater within the region, or the LWDA, than it is within the state. In other words, the value in Column 1 is greater than the value in Column 3. In the tool, these occupations are referred to as LWDA high-growth occupations. And it's important to not only consider the regional job change rate or percent that you see in Column 1, but also consider the raw number of jobs that are projected to be created or lost by the occupation in the region in Column 2. You should really always consider, Measure 2 along with Measure 1. For example, the addition of only one new job to an occupation currently consisting of only one job in a region, would represent a job change rate of 100%. On the other hand, the addition of 40 new jobs to an occupation currently consisting of 100 jobs in a region would represent a job change rate of only 40%. In the second scenario, however, despite a lower projected job change rate than in the first scenario, 40 new jobs have been created in the region compared to only one new job in the first scenario.

**00:08:37: Kathryn Crespin:** Alright, so, the fourth thing that you want to be looking for in the labor market data is, is the occupational, occupation's regional projected job growth rate greater than the average projected job growth rate for all occupations in the region? So, in other words, is the value in Column 1 greater than the value in Column 5? If so, that means the occupation's regional job growth rate is expected to be higher than the average for the region.

**00:09:10: Kathryn Crespin:** Similarly, is the occupation state projected job growth rate greater than the average projected job growth rate for all occupations in the state? So, in other words, is the value in Column 3 greater than the value in Column 6. If so, what this means is the occupation's state job growth rate is expected to be higher than average for the state.

**00:09:40: Kathryn Crespin:** And the sixth and the final thing to be looking for in the data is whether or not the occupation state projected job growth rate is greater than its national projected job growth rate. In other words, is the value in Column 3 greater than the value in Column 4. It doesn't always have to necessarily be the case that you answer “yes” to all six of these questions, because if you look at this slide, for example, the growth rate is pretty high at both the state and national levels. So just be aware that just because you answer “no” to some questions, does not mean that an occupation is not a candidate to include in your final list of three to five.

**00:10:25: Kathryn Crespin:** Alright, so now I'd like to get into, give you a quick overview of the dashboard layout. So, one important mention I'd like to make at this point in time, is that the dashboard view has been sized in tableau to fit a typical laptop-sized screen. However, if you find that the dashboard view is larger than your screen, and you're having to constantly scroll horizontally and vertically, just to see the dashboard view and interact with the tool, please do contact me, because in less than a minute, I can customize the size of the tool to fit on your particular screen and send you a special link to use the newly sized dashboard tool instead. Okay, so please don't spend any time dealing with that particular scrolling frustration.

**00:11:16: Kathryn Crespin:** Now, on the left side of the dashboard, what you will see are various categories that are related to each occupation. So, we will see the occupations LWDA, which career clusters and pathway belongs to, excuse me, career cluster and career pathway that it belongs to, and these are arranged in what I will call a nested hierarchy. So, these categories are both collapsible and sortable.

**00:11:50: Kathryn Crespin:** In the upper right corner of the dashboard are the data selection filters that determine which occupations will be displayed in the dashboard view. And then right below that is the high-demand / high-growth filter, which basically can be toggled between two options. The default option is to display all occupations in the dashboard view. But if you select the high-demand / high-growth only option, only those occupations that are VOEE high-demand occupations and/or LWDA high-growth occupations, will appear in the dashboard view.

**00:12:29: Kathryn Crespin:** Using the data selection filters, you can quickly filter Trailblazers labor market data by Local Workforce Development Area, CTE Career Cluster and Pathway, Occupation Title, as well as Standard Occupational Classification or SOC Occupation Code. As I just mentioned, you can also filter the view for seeing high-demand / high-growth occupations only.

**00:12:55: Kathryn Crespin:** The data selection filters operate as a nested hierarchy from top to bottom. So, each filter controls what options are available in the filters below it in the hierarchy. The bottommost filter with active selections is the most specific limiter of what occupations are displayed in the dashboard, and I think it will be much easier to see this once we get typical live demo.

**00:13:27: Kathryn Crespin:** An exception to the hierarchy rule is that the Occupation Title and Occupation Code filters always work together in tandem since they both refer to the same occupation.

**00:13:43: Kathryn Crespin:** Individual data selection filters can be cleared in one of two ways. First, by opening the data selection filter menu and checking or unchecking individual selections, or to quickly select all of the occupations at, or excuse me, all of the options menu options at once, you can select the check box next to the “All” category at the very top of the menu. Checking and unchecking the “All” box will quickly select or deselect all options in the menu. You can also clear your data selection filter by moving your cursor over the right side of the filter and clicking on the filter icon with a red X on it. You, the filter icon with a red X on it indicates that you currently have selections within that particular data filter. If you see the filter icon without a red X on it, that means the default “All” options are currently selected in that particular data selection filter.

**00:14:54: Kathryn Crespin:** To reset or clear all of the data selection filters all at once, you can click on the black “Reset all Selections Above” button. I should mention that this will clear all the filters that are above the button in the tool, but this will not reset the high-demand / high-growth only filter.

**00:15:20: Kathryn Crespin:** Now to limit your current data selections to display only those high-demand or high-growth occupations as I've mentioned, you can select high-demand / high-growth only in the high-demand / high-growth filter. When you do so, though, you should be aware that this will affect which options are available to you in the Occupation Title and Occupation Code data selection filters above that. So, if you have high-demand / high-growth only selected only high-demand / high-growth occupations will be available for selection in the Occupation Title and Occupation Code filters.

**00:16:01: Kathryn Crespin:** Now, what are, what exactly are VOEE high-demand occupations? These are occupations that were classified as such by the VOEE based on several factors. One is the minimum annual wage at the 50th percentile of occupational earnings or above. The second criteria is the typical entry level education range. The minimum would be no formal education required, and the maximum a bachelor's degree. This does represent a slight departure from their 2022 criteria, the criteria in terms of education range are now tailored to align more closely with occupations that are most amenable to short- and medium-term education and training available through the public workforce system. Consequently, occupations requiring a graduate degree for entry level positions were not considered for inclusion on the high-demand list.

**00:17:04: Kathryn Crespin:** A third criteria for the high-demand list was whether or not an occupation had a minimum of 100 job openings statewide. Fourth, whether or not the occupation had a minimum, 1% job growth rate over a five-year projection period. And fifth, whether or not the occupation was linked to a sponsor's qualified registered apprenticeship program with a minimum of ten active, registered apprentices since 2018.

**00:17:39: Kathryn Crespin:** Again, VOEE high-demand occupations are easy to recognize in the tool, since they have their measures highlighted in a lighter color green.

**00:17:51: Kathryn Crespin:** Likewise, LWDA high-growth occupations are easy to recognize since Measure 1 is highlighted in a darker colored green. And again, LWDA high-growth occupations are defined as those with positive job growth percentages that are greater at the regional level than at the state level. In other words, Column 1 is greater than Column 3.

**00:18:18: Kathryn Crespin:** There are essentially four different combinations of highlighting that you will see in the tool. If an occupation, if all of an occupation's measures are highlighted in that lighter colored green, that means that the occupation is a VOEE high-demand occupation only.

**00:18:43: Kathryn Crespin:** If the occupation's Measure 1 is highlighted in the darker green, but no other columns are highlighted, that means it's an LWDA high-growth occupation only.

**00:18:58: Kathryn Crespin:** If an occupation has both the darker green highlighting in Column 1 along with lighter green highlighting in the other measures, this means that it is both a high-demand and a high-growth occupation.

**00:19:13: Kathryn Crespin:** And finally, if no measures are highlighted for the occupation that means it is neither VOEE high-demand nor LWDA high-growth.

**00:19:26: Kathryn Crespin:** So, now I'd like to get a little bit into how you can sort the data within the dashboard tool. So, the default sort order in the dashboard is descending alphabetical order within each category. So, in this slide you can see that within each pathway, occupations are ranged in descending alphabetical order.

**00:19:54: Kathryn Crespin:** All categories except SOC Code can be sorted by the measure values in columns one through six.

**00:20:06: Kathryn Crespin:** You're looking at the same set of occupations that we were couple of slides ago. This dashboard is now sorted by Column 1 values in descending order within each pathway.

**00:20:26: Kathryn Crespin:** Now it's great that the tableau interface enables us to sort the data by measure. However, the interface does have a few quirks that you should be aware of when it comes to sorting. So, for this reason I've created a set of four sorting rules that will help ensure that your data get sorted in the way that you intend. Now, the first sorting rule is that you should always use a category sort menu to sort it rather than using the single click sort icons. You can access the categories sort menu by using that upside down triangle arrow which will open up the sort menu.

**00:21:11: Kathryn Crespin:** Sorting rule number two is that when sorting by measure in the sort menu, you should always use the nested sorting option. Never use the field sorting option. The reason for this is that using this, the field sorting button, could result in an incorrect sort because our data is arranged in that nested hierarchy. So, pathways are nested in career clusters which are then nested in the LWDAs.

**00:21:49: Kathryn Crespin:** Sorting rule number three is never sort by container in the sort menu, and this is because container really refers to something that's on the back end of the dashboard development, and if you sort by container, it will likely just produce incorrect sorting results.

**00:22:11: Kathryn Crespin:** And then finally sorting rule number four, when sorting by a measure, be sure that each and every one of the relevant categories are being sorted by the same measure. So, you'll need to go into each category sort menu to make sure the same measure is checked. You'll know that a category is being sorted by a measure if you see a check mark appearing next to that measure in the category's sort menu. And again, this will be much easier to see live in the demo.

**00:22:44: Kathryn Crespin:** To fully clear a sort by measure, click on the measure again in each and every category sort menu, and you can tell the measure has been cleared from the sort when there is no longer a check mark appearing next to it.

**00:23:05: Kathryn Crespin:** The LWDA Career Cluster and Career Pathway categories are also collapsible for sorting purposes. To collapse or expand these categories, click on the minus or plus icon at the bottom right of the LWDA or Career Cluster category headings.

**00:23:24: Kathryn Crespin:** Alright. As an example, this dashboard has all categories fully expanded and assorted by the values in Column 1. Occupations are now arranged in descending order of their Column 1 values within each Career Pathway.

**00:23:42: Kathryn Crespin:** Now you can no longer see the Career Pathway heading because Career Pathways have now been collapsed into Career Clusters. The occupations are now arranged in descending order of their Column 1 values within each cluster.

**00:23:58: Kathryn Crespin:** And at this dashboard, you can now only see the LWDA heading, because Career Clusters have been collapsed into LWDA's. Occupations are now arranged in descending order of their Column 1 values within each LWDA. How might this be valuable to you? If you just want to see all of the occupations and their corresponding data, for example, their regional job growth rate, and be able to just kind of browse them, this gives you the chance to see them sorted within the LWDA instead of by each pathway.

**00:24:43: Kathryn Crespin:** Right now, I'd like to talk a little bit about data suppression. Because some data in the Trailblazers’ projections are suppressed due to concerns about data confidentiality and reliability, you will see that some cells in the tool are blank.

**00:25:01: Kathryn Crespin:** When sorting by measures, occupations with suppressed values will always sort to the bottom of the category.

**00:25:11: Kathryn Crespin:** What I'd like to point out to you, though, is that you shouldn't necessarily be hesitant to use occupations with suppressed data for your applications. Only measures one and two will be missing for an occupation that is suppressed. So, you can still use measures three through six for evaluation, and you can still also tell whether an occupation is a VOEE high-demand or an LWDA high-growth occupation based on the color highlighting for the occupation. So, in this, for this occupation that is highlighted on the slide, even though its regional job change data are suppressed, we know that it's a VOEE high-demand occupation because its measures are highlighted in lighter green. We also know, based on looking at Column 3, that it has a positive projected state level job growth rate of 1%.

**00:26:11: Kathryn Crespin:** The measure highlighting also provides some clues about the missing values. Okay, so in the occupation that's highlighted on this slide, we know that this occupation is an LWDA high-growth occupation, because its Column 1 cell is highlighted in darker green. Thus, even though we don't know the exact value of the occupation's projected regional job change rate or the value in column one, we know by definition of LWDA high-growth occupations, that the Column 1 value is greater than the Column 3 value of 9.1%. So, we know that regional projected regional job growth rate is greater than 9.1% for this particular occupation. And that may be handy when selecting your final list of occupations. So, although the suppressed, occupations with suppressed data might not be your best options for inclusion in your final list, you shouldn't necessarily automatically exclude them.

**00:27:20: Kathryn Crespin:** And one last feature I'd like to highlight about the tool is that when you move your cursor over the data, specifically the measures, the numbered measures, tooltips will appear that show additional career clusters and pathways that are related to your occupation. If you're struggling to find occupations that are related to your proposed course, this may be helpful in locating some additional occupations for inclusion in your final list.

**00:27:55: Kathryn Crespin:** And last, but not least, the tool enables you to easily download your final list of occupation as a PDF file that you can easily attach to your application packet. To do so, you simply click on the black Download PDF box in the upper right-hand corner of the dashboard and make a few formatting adjustments in the menu that appears. First, you need to adjust the scaling to be, at most, one page wide, and then change the orientation to landscape. Hit the download button and then save the PDF document in your own files for attachment later. And again, all of these instructions are available to you in the Tool Instructions on the Trailblazers Labor Market Data page in the Trailblazers web portal.

**00:28:46: Kathryn Crespin:** Alright. So now I'd like to move to do a live demonstration of the tool. Again, review some of these tool features and get into the details, mechanics of filtering and sorting. Talk a little bit about how to approach narrowing down your occupation list, and then I'll provide some additional helpful resources.

**00:29:21: Kathryn Crespin:** Alright? So, one of the first things I want to point out is that when you're using the data selection filters, there may be times when you'll need to scroll to see all options. For example, in the LWDA data selection filter here, where is Western Virginia? It's there, but it's just hiding at the bottom. So, once you move your cursor, you can see that you'll be able to scroll down to find it. Now here is where, if we're interested in only seeing occupations in Western Virginia LWDA, quick way to do so is to click the check box, again, click the check box next to the “All” option, and then move down to select your individual selection.

**00:30:25: Kathryn Crespin:** Now we are only seeing occupations in the Western Virginia LWDA in our view. Again, I want to mention that these filters work in a hierarchy. So, as we make selections in these filters, what that is doing is actually filtering the other filters. So, if we select “STEM”, “Architecture and Construction” in the career cluster menu or filter, we will now, if we move down to the “Pathways”, we will see that only pathways in those two career clusters are available for selection. Because the pathway, excuse me, the Career Cluster menu is the bottommost filter we have active, we are seeing currently all of the occupations in that particular career cluster. If we move down to the career pathway filter, and then narrow this down, you can now see that only occupations in the construction pathway are showing in our dashboard view.

**00:31:56: Kathryn Crespin:** Now, let's talk about how we clear a filter. Suppose we want to go back to selecting more options in the Career Cluster menu. How can we clear this particular pathway filter? Well, the default is always “All”, so you can always just select the “All” button, and you'll see that the filter icon now does not have a red X next to it. But you can also clear the filter by just clicking on that filter icon with the red X on it and that will then revert that particular filter to showing all options.

**00:32:41: Kathryn Crespin:** Now, what happens if we kind of skip over some of the different filters. So, in this case, let's say, we want to choose Architecture and Construction and STEM. We don't make any selections in the pathway filter, and instead, what we want to do is go down here to Occupation Title and search for individual occupations to include in our view. But I'd also like to point out that although it doesn't mention, you know, search here, or anything about a search, at the top of each of these menus is a search box. So, if we want to narrow down what we're seeing in that particular data filter, and again, for some reason, I can't use my keyboard. Sorry about that. Don't know why that's not working.

**00:33:48: Kathryn Crespin:** You can type in any kind of search term here, for example, if you wanted to only see occupations that were perhaps related to electronics or working with electricity, you could type in ELEC in this box and then only those options in the menu that have ELEC in them will appear for your selection.

**00:34:19: Kathryn Crespin:** Now, suppose we make some of those selections related to working with electricity. Here in the Occupation Title Data Filter, what do we need to understand about these? First of all, because we have selections made in our career cluster filter, we're only seeing occupations in the Occupation Title filter that are within the Architecture and Construction career cluster or the STEM career cluster. If we would like to add additional occupations that are related to working with Electricity from career cluster, additional career clusters, we would need to go back up here and make additional selections. So now, if we go back down to the Occupation Title filter, we can see that some new options related to Electricity have now appeared in the Occupation Title filter.

**00:35:35: Kathryn Crespin:** Now, what would happen if we made those selections and then went back up here and removed or unchecked all the career cluster options? You should know that, when you see a blank screen like this, it usually means your filters are in conflict. So, you'll notice that we still have these selections, even though they aren't showing here, we still have those selections in the background related to Electricity. The reason nothing is showing is because we have selected “None” in the Career Cluster filter. So, if you want to see those same occupation selections that we just made again, we could click on “All” in the Career Cluster filter, and without having had to have cleared the Occupation Title selections that we just made, they will reappear.

**00:36:41: Kathryn Crespin:** Okay, so now that we have all career clusters checked, every occupation in every cluster that is related to electrical work is now shown. So, you know, these are just some important points about how you can filter through this data. And understand that if you get a blank screen like that, you just need to check what options you have selected in your filters, and, you know, clear them, accordingly, depending on what results you'd like to actually see in your dashboard.

**00:37:19: Kathryn Crespin:** The other thing I want to show you is that you do also have some “undo” and “reset” tableau options down here at the bottom right of the dashboard. So, if you want to undo your last action, you can click that “undo” button and just like any “undo” that you're familiar with, that will undo your last action. Then you also have a “redo” your last action option. And, if you want to reset all the data filters all at once, you can select the “reset view” button here at the bottom right of the screen, and that actually resets all the filters, including the high-demand / high-growth filter. So now we're back to showing all LWDAs and all occupations.

**00:38:18: Kathryn Crespin:** Now I'd like to show you a little how to sort by measure. Now, again, we had those sorting rules, and first sorting rule was that we should always use the sort menu rather than using the one-click sort option. So again, that's access by this downward facing arrow. And sorting rule number two, I believe it was always choose “nested” sorting. So, what we want to do is we want to sort, and actually, I'm going to narrow this down a little bit more like LWDA. We want to sort by Measure 1. What we need to do to do that is click on the “Sort Menu” icon, choose “Nested” sorting, and then click on the measure by which you want to sort. You must do that for each of the categories for the sort to happen correctly. And again, this is just a tableau work.

**00:39:36: Kathryn Crespin:** Now that we have done so, what we are seeing is that the data is now sorted by the regional job change rate in descending order, with the pathway with the highest rate on top and the occupation within that pathway with the highest rate also on top.

**00:40:03: Kathryn Crespin:** Now, suppose we want to see this sort, but by the career cluster instead of by career pathway. To collapse career pathways into career clusters, but retain this sort, all we have to do is click on the minus icon under career cluster and now we will see that the occupations are in descending order by the value of Measure 1 for the entire career cluster.

**00:40:39: Kathryn Crespin:** If we want to see, if we want to merge career clusters into LWDAs, again, we just pick that “minus” icon next to the LWDA heading, and now we are seeing all occupations sorted in descending order within the LWDA.

**00:41:04: Kathryn Crespin:** Now, to clear a sort. Let's say we want to go back to alphabetical order. One tip that I have to speed this up is if your categories are collapsed, you can go to the sort menu for the only category that's showing here. Again, click on the measure to uncheck it. Now we also have to do that for Occupation Title. Make sure all of these categories, with the exception of SOC Code, which has no sort menu, make sure those are all saying the same thing. And then, if you uncollapse the categories, you can see that the sort action that you took on when it was collapsed has now been applied to those categories that were collapsed at that time within the LWDA category. I hope that makes sense.

**00:42:10: Kathryn Crespin:** The worst thing that can happen is, if you accidentally click on, you know, one of these single sort icons, or for some reason, you see that your data isn't sorting the way that you want it to, the best thing to do is just again, go into these individual sorting menus under “Nested”, and make sure that all of these menus are in agreement in terms of how they're being sorted, which measure is selected, whether or not measures are selected, and so forth. So, if you get into a bad sort just again, go through each of these categories, make sure they're all saying the same thing, and you should get back on track.

**00:42:52: Kathryn Crespin:** Alright. Now, the final thing I'd like to show you before we take some questions, is how to download your final results as a PDF. So, what you do is you just click on the black “Download PDF” box here and a menu will pop up. And again, you just have, you need to make two formatting changes. One is change scaling to at most one page wide. And then, because this is a wide view, change your orientation to landscape. Then you can download which will then save your current view, dashboard view, as a PDF file which you can then save among your own files for attachment later with your application packet.

**00:43:49: Kathryn Crespin:** Okay. So, let me go back to the tool itself and, while I still have this up, I'd like to at this time open up the floor for any questions that you may have, or that we may have in the chat box.

**00:44:07: VDOE - Kim Radford | Region 6:** Okay, Kathryn. Right now, we don't have any questions in the chat, but we did have one in Q&A about where this might be found, this information might be found later. So just so everyone has it, we're going to put in the chat for everyone, the Program Administration and Management link where the session recording and transcript will be put after today's session.

**00:44:34: VDOE - Kim Radford | Region 6:** And that's the only, those are the only, that was the only question that I have right now, unless you might want to wait for others.

**00:44:42: Kathryn Crespin:** Okay, I'll give it a moment here.

**00:45:13: VDOE - Dr. Jan Huffman | Region 7:** I do believe I saw one earlier in the chat wanting to know about a copy of the Powerpoint, and I think you were getting ready to show where they might be able to access the directions which had a PDF of the Powerpoint. So, I think you were getting ready to answer that one, anyway, showing the labor market data website.

**00:45:32: Kathryn Crespin:** Okay. Great. Can you all see now that it's on the Trailblazers webpage, web portal page?

**00:45:41: VDOE - Dr. Jan Huffman | Region 7:** Yes, that is correct. We that is what we see.

**00:45:43: Kathryn Crespin:** Great, great. So, some resources that are available to you. This is where you will find the tool itself. The tool is located under heading New CTE Course Applications. This is the link here, and right below that is a set of instructions which includes all of these slides and more actually, provides a little more detail for reference, as you're using the tool. So, if you have any questions about those sorting rules, or you kind of get stuck, you can always refer to these instructions here. Also on the labor market data page is an LWDA map in case you are not familiar with what your region is. We have a link to the older projections. We're now, the projections that are in the tool are the new 2020 to 2030 Trailblazers projections that have just been released. Links to each of those new projections for each region and for the state is here, you know, are here. And there's also some information under resources that describe how to use or understand that these occupational projections a little bit better.

**00:47:06: Kathryn Crespin:** You can also click into view career cluster highlights, but I will tell you that since we have just released the new 2020 to 2030 occupational projections, these will still be for the older projection data, and we will be working soon on providing you with some new career cluster highlights. But again, here, under new CTE course applications is where you will find a link to the tool as well as a link to a PDF of the slides that were included in today's webinar, as well as some additional more detailed slides.

**00:47:48: Kathryn Crespin:** And I'm just going to go back to the tool in case anyone has any questions about how filtering or sorting works. Again, the best way to do this, I'm sure you're all familiar, pretty familiar with sorting and filtering based on working in Excel or just working with the Internet. So, the best way again is just to kind of dive in here and play around with it a little bit. And I think you'll get the hang of it.

**00:48:16: VDOE - Kim Radford | Region 6:** Katherine, we do have one chat question. When will some of the language be updated and jobs be categorized in the correct career cluster, for example, tree trimmers are arborists and belong and the AFNR career cluster.

**00:48:35: Kathryn Crespin:** Okay. Now, in terms of naming the occupations themselves, that is done at the national level by the Bureau of Labor Statistics and, but it is Trailblazers that does determine which career pathway or which career cluster an occupation belongs to. So, let me see if, identify, tree trimmers and pruners.

**00:49:35: VDOE - Kim Radford | Region 6:** Yeah, she's saying that it's in Architecture and Construction, in the chat.

**00:49:46: Kathryn Crespin:** Currently, in the new data with the new, the 2018 SOC system, this is classified in the Agriculture, Food, and Natural Resources cluster in the plant systems pathway. And I should point out that because the new 2020 to 2030 labor market data is, it's the first set of VEC or Virginia Employment Commission and Trailblazers Occupations that are using the new 2018 SOC system as opposed to the 2010 SOC system. So, along with that came some reclassification. So, you may see some changes as to which career clusters and career pathways an occupation has been assigned to.

**00:50:50: VDOE - Kim Radford | Region 6:** And I think that's all that we have in the Q and A and the chat.

**00:50:54: Kathryn Crespin:** Okay, great, great! I will stop sharing the screen. And I just want to, actually, I do want to show you one, get back to the slides here. For the last few slides that we need to see. I do want to mention that if you're working with the tool and you have some questions, or you have any suggestions for the tool, please don't hesitate to reach out to me. Send me an email. Additionally, I am available to help you if you think you need a live consultation by phone or by zoom, I'm happy to assist you with that. Please just send me an email, and we can arrange that. Alright, so, thank you so much for your time today. And I hope you find this tool useful. And I look forward to hearing your feedback about it.

**00:52:05: VDOE - Sharon Acuff:** Okay, thank you so much, Kathryn, for a wonderful presentation, and for offering to help others as they need your help. This slide displays two more live sessions for Career and Technical Education High-Quality Work-Based Learning professional development sessions on March 6th and March 20th. You can also acquire the registration links for this session as well as others, by referring to the CTE Director's Memo 233-24 dated January 10th, 2024. I hope you will pass this information on to those who would be interested in attending these sessions.

**00:52:46: VDOE - Sharon Acuff:** This slide gives you the contacts for the Office of Career Technical and Adult Education. Dr. Anthony Williams, Director, Ms. Kelly Davis, Associate Director for Curriculum Instruction and Innovation, Mr. Bill Hatch, Associate Director for Program Administration and Workforce Development and my contact information.

**00:53:08: VDOE - Sharon Acuff:** Thank you so much for joining us today. We hope this session was informative and proves to be helpful as you continue to work towards building your Career and Technical Education Programs in your school division. This session, as well as other professional development training sessions have been recorded and will be posted for your review on the Program Administration and Management webpage on the VDOE website and we are putting the link in the chat right now for that location.

**00:53:39: VDOE - Sharon Acuff:** Please keep in mind that only the participants who attended today's live session will earn an attendance certificate by completing the survey at the end of the session. Once you have completed this survey, you will need to allow a few days for the certificates to be generated. Please do not close your zoom window until you receive this survey. If you have any questions or concerns, please do not hesitate to reach someone in the Career, Technical and Adult Education Office to help you. Thank you so much.