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To: Local Area Administrators
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From: Nina Staggers, AED – Workforce Development
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Subject: **Removal of Soft Skills Activity Code Requirement**

Date: October 20, 2025

In December of 2020, the Department of Employment and Workforce (DEW) published *State Instruction 20-02, Soft Skills Instruction and Activity Code*. The guidance updated the list of activity codes for the Wagner-Peyser (WP) and Workforce Innovation and Opportunity Act (WIOA) Title I programs to include the addition of soft skills instruction.

DEW has reviewed this requirement and determined that it is no longer necessary to record and report the facilitation of soft skills instruction across partner programs. Activity Code 142: Soft Skills Instruction will be inactivated by October 27, 2025, and State Instruction 20-02 has been expired.

This change does not remove the need or diminish the importance of reskilling, upskilling, and soft-skilling jobseekers, but reduces the administrative burden of documentation. Soft skills activities can continue to be documented by utilizing the “132 – Workshops/Seminars” activity code OR the “215 – Short Term Pre-Vocational Services.” for soft skills service provisions that do not coincide with a workshop or seminar.

SC Works centers should continue to provide soft skills activities and conduct workshops. Delivering soft skills instruction equips individuals with communication, digital literacy, problem solving, professionalism, teamwork, and time management skills. Offering these activities to jobseekers ensures they are equipped with the essential skills needed in today’s workplace and supports a skilled workforce.

Questions may be directed to WorkforcePolicy@dew.sc.gov.