

## Process Checklist for IET Models

1. Demonstration of need/demand for career pathway
  - Labor market information (LMI)
    - ✓ What jobs are available?
    - ✓ What skills are those employers looking for?
    - ✓ What is the earning potential?
    - ✓ What are the chances for future employment?
    - ✓ What are the opportunities for advancement?
  - Inclusion on LWIB Demand List
  - Alignment with Local and Regional Plans for Workforce Development under WIOA
2. Partners
  - Business and Industry
  - CTE Departments/Training facilities
    - ✓ What does the community college/training facility offer in terms of certificate programs, advanced certificates, associate degrees, apprenticeships, etc. in the pathways indicated in your LMI?
  - Who is willing to be your partner? (LWIB/Employers)
  - College programmatic and policy efforts to promote the transition and postsecondary completion of adult education students?
  - Level of integration between adult education and community college? (financial aid, orientation, library, learning labs, health and wellness centers, etc.)
  - Letters of commitment from ALL partners
3. Pathway Flowchart
  - Progression of classes and training
    - ✓ Starting point for students and where will your program lead them ultimately?
  - Articulation of one or more educational pathways?
  - Concurrent provision of components
    - ✓ Match the student to the appropriate pathway according to their interest and availability
    - ✓ Develop a pathway with the student
    - ✓ Where are they now? What steps will they need to follow to achieve their goal?
4. Credentials to be awarded
  - College/Credit-based credentials (if applicable)
    - ✓ Look for entire Program of Study for the certificate program, etc.
    - ✓ Break down into stackable certificates for ICAPS programs

- ✓ Marketable?
  - Industry recognized credentials
  - HSE
  - Evidence-based dual enrollment strategies? (paired courses, etc.)
- 5. Recruitment and Retention Plan
  - Target population High Intermediate ABE thru ASE (NRS Level 4 and above) and ESL High Intermediate (NRS Level 5 and above)
  - Marketing and Recruitment Plan
    - ✓ Survey students
    - ✓ Share information gathered from LMI and other sources and provide options for offered pathways/certificates, etc. with students
    - ✓ Determine student interest in learning the skills needed, earning certificates and ultimately getting a job and earning money
  - Strategies and Plan for student retention
- 6. Team Teaching (if applicable)
  - Format
    - ✓ Stage One: Observing and Planning
    - ✓ Stage Two: Traditional Team Teaching
    - ✓ Stage Three: Collaborative/Integrated Teaching
  - Integrated Outcomes and joint objectives
  - 50% overlap
  - Communication
  - Adult Education Support Class
  - Acceleration strategies
    - ✓ Contextualized learning
    - ✓ Use of hybrid course designs
- 7. Transition and Support Services
  - What services will be provided?(tutoring, child care, transportation, access to public benefits, subsidized jobs, etc.)
  - By whom will services be provided and how?
    - ✓ Directly?
    - ✓ Referral to partner entity?
- 8. Three required components of IET
  - Adult Education and Literacy
    1. Alignment with AE CCRS
    2. Demonstration of contextualization/integration of instruction
      - ✓ Use of Statewide Bridge Curricula or other contextualized curricula
    3. Incorporation of Workforce Preparation Activities
  - Workforce Preparation
    1. OCTAE Employability Skills

2. Digital literacy Skills
- Workforce Training (may include any of the following)
  1. Occupational skill training
  2. On-the-job training
  3. Incumbent worker training with related instruction
  4. Training programs operated by the private sector
  5. Skills upgrading and retraining
  6. Entrepreneurial training
  7. Transitional jobs
  8. Job readiness training provided in combination with services
  9. Adult education and literacy activities, including English language acquisition and integrated education and training programs provided concurrently or in combination with services listed in 1-7 above
  10. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
9. Course Approval for any new AE courses
  - ✓ Course approval form
  - ✓ Curriculum outline
  - ✓ Syllabus for course
  - ✓ Explanation of course delivery, LMI support and other considerations from the Process Checklist
  - ✓ Submitted for approval to Ben McDaniel, ICCB