INTEGRATED EDUCATION AND TRAINING/WORKPLACE LITERACY PLANNING TOOL

This is a living document and changes are made based on emerging needs.
See the KAERS State Resources for the latest version.

Instructions

Many **Integrated Education and Training** and **Workplace Literacy** programs may now be counted as Measurable Skill Gains. To make sure fiscal agents are compliant with federal and state guidelines, Kentucky Adult Education (KYAE) created a Planning Tool. Each fiscal agent **must** submit the planning tool for any proposed IET or Workplace Literacy Programs in their service area. The **Planning Tool** consists of four phases:

What?	When?	Who?
Phase 1: Research and Assess	Before	Director and/or designated IET/WL Coordinator
Phase 2: Design and Plan	Before	Director and/or designated IET/WL Coordinator
Phase 3: Develop and Implement (not submitted)	During	Adult Education Instructor and/or Training Partner
Phase 4: Reflect, Revise, and Return on Investment (ROI)	After	Director and/or designated IET/WL Coordinator AND Adult Education Instructor and/or Training Partner

The Planning Tool must be submitted to the KYAE **before** implementation. A review team at KYAE will provide recommendations. If any recommendations are made, the planning tool must be resubmitted by the fiscal agent to KYAE for further review.

Please submit all planning tools to the review team KYAEplanningtool@ky.gov.

Definitions of MSG Types 3, 4, and 5 from OCTAE Program Memorandum 17-2

MSG Type 3: IET Postsecondary Transcript
Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards

MSG Type 4: Workplace Literacy Progress towards Milestone
Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training

MSG Type 5: IET Passage of Occupational Exam
Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

Definitions of Fields are located on page 6.

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Phase 2: Design and Plan

Fiscal Agent:	**County:**	**MSG Type:**
Career Pathway: 34 CFR 463.38	**Training Provider and/or Employer Partner:**	
# of Cohorts *or* Rolling Enroll:	**Projected Number of Students Served:**	
Dates of Course/Weekly Schedule:		**Instructor(s):**
Funding Source(s):	**Salary Range for Target Job (with citation):**	
Prepared By:	**Contact Info:**	

Plan for Recruitment and Selection:

Co-Planning and Communication Activities to Assist with Student Barriers Employment:

Support Services:

Training Provider:

Other:

If you are resubmitting Phase 2, please provide a brief description of changes:

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For MSG Type 3 and 5 (IET) Submissions, please complete the following three sections:

Please list min. 3 standards for each components which are taught concurrently and contextually, reinforcing all three types of content through a typical week of the course: 34 CFR 463.36

Workforce Training	**Workforce Preparation**	**Adult Education & Literacy**
These standards come from the occupational sector or the workforce training partners.	Kentucky Employability Standards	College and Career Readiness Standards, English Language Proficiency Standards

Single Set of Learning Objectives: Combining the standards for workforce training, workforce preparation, and adult education and literacy. Example: Students will demonstrate [specific CCR reading and math standards] as they master the healthcare competencies needed to obtain their CNA certification and First Aid/CPR certification. **Please include a sample of 3 SSLOs.**

1.

2.

3.

Credential/Stackable Credential Earned:

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For MSG Type 4 (WPL Progress Toward Milestone) Submissions, please complete the following section:

Please describe the employer requested skills to reach milestones and the agreed upon milestones:
Please submit a copy of your MOU outlining the arrangement and agreement with the employer.

For all IET and WPL Programs

Please provide a brief list of planned curriculum/assessments,* technology/tools, and proficiency thresholds that will be utilized by the adult educator and student:
*OAE may request copies of assessments and materials at a future date.
Please provide a brief list of documentation that will be collected for proof of MSG and describe the collection process (when, who, how):

STOP: After completion of Phase 2, please submit to KYAEplanningtool@ky.gov

Phase 3: Develop and Implement

During Phase 3 providers will further develop and implement the IET or Workplace Literacy program.

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Phase 4: Reflect, Revise, ROI

Reflect (What worked? What didn't?):

Revision:

1. Do you plan on continuing with the plan as is?   Yes   No

2. Are there any changes you plan on making?   Yes   No

If yes to question 2, please resubmit Phase 2.

Return on Investment:

Student ID	Title II Funds	Other Funds	Total Cost per Participant
	$	$	$
	Total Cost→		
	←Total MSGs		
	Total Cost per MSG→		

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Definitions of Fields:

Fiscal Agent: The name of the adult education provider where the IET will be held.

County: The county where the IET will be held.

Credential(s): The credentials that the students will earn.

Training Provider: Agenc(ies) delivering occupational training.

Number of Cohorts: The number of times that the IET/WL will be offered in one program year.

Projected Number of Students Per Cohort: Total anticipated number of participants per cohort.

Dates of Course/ Weekly Schedule: The full date range of course including exact dates and times; if there is more than one cohort, list the course schedule for each one.

Funding Source(s): The agenc(ies) paying for the IET/WL.

Teacher(s): The names of the adult education instructor and the trainer who will be delivering the content.

Employer Partner(s): The specific employers who are involved in the curriculum or who have agreed to participate in job readiness and placement activities.

Salary Range for Target Job: The local salary range for the occupation.

Plan for Recruitment and Selection: The plan to recruit and criteria to select the students for the IET/WL.

Single Set of Learning Objectives: The concepts, competencies, and vocabulary that the students will learn across the whole scope of the adult education activities and occupational training activities. Use the CCR or ELP standards for objectives with academic and literacy activities.

Co-Planning and Communication Activities: The plan for the coordination of instructors, employers, trainers, and support services before and during the IET/WL program.

Describe how the three components are taught simultaneously and contextually, reinforcing all three types of content through a typical week of the course: Concisely describe how the content in the three components (adult education, workforce preparation, and occupational training) are taught in a manner that they reinforce each other throughout a typical week's schedule.

Student ID: The ID given to the student when put into KAERS.

Training costs: The cost per student for the actual training. This may include tuition, textbooks, etc.