# Appendix 2: Adult Education Provider **Career** Pathways Survey

**Name(s) of Staff Competing Form:**

**ABE Program: State: Date:**

## Overview of the ABE Provider Career Pathways Survey

The ABE Provider Career Pathways Survey is designed to be used by adult basic education (ABE) administrators and staff in:

* Documenting their programs’ current career pathways activities in the key components of a local/regional career pathways system;
* Determining gaps in ABE programs’ current career pathways activities; and
* Designing the implementation of new and expanding existing career pathways activities in ABE programs.

The survey also is intended to stimulate ABE program staff’s thinking about local/regional career pathways systems and the types of activities that can be taken
by ABE programs and their partners to facilitate ABE learners’ development of a career pathway. The Adult Education Provider Career Pathways Survey was developed as part of the *Moving Pathways Forward: Supporting Career Pathways Integration* project, funded by the U.S. Department of Education’s Office of Career, Technical, and Adult Education.

The key components of a local/regional career pathways system addressed in this survey are:

1. **Coordinate with Interagency Partners:** ABE programs carry out coordinated activities with community colleges, career and technical education institutions, workforce development, businesses, social services, and other entities to implement a comprehensive local/regional career pathways system.
2. **Identify Sector or Industry and Engage Employers:** ABE programs work with business and industry partners in identifying career pathways target occupations and the skills, training, and credentials required for participants’ placement into target occupations.
3. **Provide Education and Training Services:** ABE programs, in collaboration with partners, provide processes, procedures, and materials for the delivery of assessment, instruction, training, and support services that facilitate participants’ development of a plan for a career pathway that documents progress toward completion of postsecondary education and training and attainment of high-demand, family-sustaining jobs. Professional development is provided to support staff in delivering education and training services.
4. **Implement Policies:** ABE programs, in collaboration with local and state partners, provide career pathways system guidance for conducting assessment; delivering instruction; providing advising, support, and referral services; participating in training and technical assistance; providing financial support to participants; and collecting, analyzing, and reporting data.
5. **Identify Funding Needs and Sources:** ABE programs identify costs, funding sources, and procedures for obtaining funds to implement comprehensive career pathways services that include ongoing professional development and data systems management.
6. **Use Data to Monitor and Evaluate Performance:** ABE programs use data on participant background characteristics, attendance, learning progress, credential attainment, and employment to assess participants’ progress and outcomes and to identify program practices and policies that can facilitate participants’ attainment of career pathways outcomes.
7. **Conduct Public Relations and Ongoing Communication:** ABE programs, in collaboration with partners, provide messaging and ongoing communication with stakeholders and constituents about career pathways purposes, benefits, activities, and outcomes.

### Directions for Completing ABE Provider Career Pathways Survey

The survey is designed to be completed by the ABE program director and staff involved in delivering ABE services to support learners’ development of career pathways. In completing the survey, please:

1. List the names of all staff who contributed to the survey, the program’s name, state, and date the survey is completed; and
2. Provide the information requested in the tables and respond to the questions at the bottom of each table.
3. Coordinate with Interagency Partners

ABE programs carry out coordinated activities with community colleges, career and technical education institutions, workforce development, businesses, social services, and other entities to implement a comprehensive local/regional career pathways system.

Directions: Possible interagency partners are listed in this column below. For each of the entities listed, rate the extent to which your ABE program has a current partnership by placing an “X” in the appropriate rating column. For agencies rated as “Activity Is Underway” (2), in the last column describe the types of interagency activities that your ABE program is conducting with its partners, particularly supporting career pathways. Provide examples of activities for specific partners.

|  Partner | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of interagency activities that the ABE program is conducting with each partner rated as “2.”  |
| --- | --- | --- | --- | --- |
| Community college(s) and other postsecondary education providers |  |  |  |  |
| Career and Technical Education providers |  |  |  |  |
| TANF providers and human service agencies |  |  |  |  |
| Local workforcedevelopment providers |  |  |  |  |
| Local economic development agencies |  |  |  |  |
| Labor‐management organizations |  |  |  |  |
| Business representative(s) |  |  |  |  |
| Other local partner (List type of organization): |  |  |  |  |
| Other local partner (List type of organization): |  |  |  |  |
| Other local partner (List type of organization): |  |  |  |  |

1. Identify Sector or Industry and Engage Employers

ABE programs work with business and industry partners in identifying career pathways target occupations and the skills, training, and credentials required for participants’ placement into target occupations.

Directions: For each of the items below, rate the extent to which your ABE program is conducting the activity by placing an “X” in the appropriate rating column. For each item rated as “Activity Is Underway” (2), in the last column describe the types of activities that your ABE program is conducting. Please respond to the question below this table.

| Sector, Industry, or Employer | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of activities that the ABE program is conducting for each item rated as “2.” Specify if any partners are involved. |
| --- | --- | --- | --- | --- |
| 1. ABE program has identified high-demand and growth industry sector(s) in the community or region.
 |  |  |  |  |
| 1. ABE program has identified the types of projected jobs in the high-demand and growth industry sector(s) in the community or region.
 |  |  |  |  |
| 1. ABE program has analyzed the education and skill needs of employers in the community/region.
 |  |  |  |  |
| 1. ABE program has developed an outreach strategy to determine which employers to target and how to engage them in career pathways system activities.
 |  |  |  |  |

Has the ABE program conducted any other activities related to working with business and industry on career pathways activities? Yes \_\_\_\_ No \_\_\_\_

If “Yes,” please describe the activities that have been conducted and the types of organizations, in addition to the ABE program, which have been involved.

1. Provide Education and Training Services

ABE programs, in collaboration with partners, provide processes, procedures, and materials for the delivery of assessment, instruction, training, and support services that facilitate participants’ development of a plan for a career pathway that documents progress toward completion of postsecondary education and training and attainment of high-demand, family-sustaining jobs. Professional development is provided to support staff in delivering education and training services.

Directions: For each of the items below, rate the extent to which your ABE program is conducting the activity by placing an “X” in the appropriate rating column. For each item rated as “Activity Is Underway” (2), in the last column describe the types of activities that your ABE program is conducting. Please respond to the question below this table.

| Education and Training Service | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of activities that the ABE program is conducting for each item rated as “2.” Specify if any partners are involved. |
| --- | --- | --- | --- | --- |
| 1. ABE instruction is accelerated academically to prepare learners for placement in postsecondary credit courses or training.
 |  |  |  |  |
| 1. Appropriate assessments are used to place adult basic education learners into accelerated instruction and to measure their college readiness.
 |  |  |  |  |
| 1. ABE instruction is contextualized to incorporate applications from high-demand and growth occupations, as well as from postsecondary education.
 |  |  |  |  |
| 1. ABE instruction is articulated with postsecondary academic and career‐technical training instruction.
 |  |  |  |  |
| 1. ABE instruction is accelerated in terms of duration to facilitate advancement into postsecondary education or employment.
 |  |  |  |  |
| 1. ABE programs provide advising, counseling, and transition services to facilitate learners’ movement to postsecondary education and training.
 |  |  |  |  |
| 1. ABE and postsecondary education staff work together to facilitate the transition of ABE learners to postsecondary education and training.
 |  |  |  |  |
| 1. Professional development is provided to ABE staff to support ABE program’s career pathways activities.
 |  |  |  |  |
| 1. ABE learners prepare individualized career plans to guide their progression through an occupational pathway, which specify the education, training, and credentials they must complete to attain their goals.
 |  |  |  |  |
| 1. Supportive services are available to ABE learners, including job placement services, career guidance, and financial aid counseling, especially during points of transition.
 |  |  |  |  |

Are there additional education or training services that the ABE program is providing to support career pathways? Yes \_\_\_\_ No \_\_\_\_

If “Yes,” please describe the types of services that the program is providing.

1. Implement Policies

ABE programs, in collaboration with local and state partners, provide career pathways system guidance for conducting assessment; delivering instruction; providing advising, support, and referral services; participating in training and technical assistance; providing financial support to participants; and collecting, analyzing, and reporting data.

Directions: For each of the items below, rate the extent to which your ABE program is conducting the activity by placing an “X” in the appropriate rating column. For each item rated as “Activity Is Underway” (2), in the last column describe the types of activities that your ABE program is conducting. Please respond to the question below this table.

| Policies/Guidance | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of activities that the ABE program is conducting for each item rated as “2.”  |
| --- | --- | --- | --- | --- |
| 1. ABE program has policies/ guidance regarding learners’ skill levels to be placed in accelerated ABE instruction to prepare them for postsecondary participation.
 |  |  |  |  |
| 1. ABE program has policies/ guidance regarding learners’ readiness to take the General Educational Development (GED) or other secondary credentialing test.
 |  |  |  |  |
| 1. ABE program has policies /guidance about the types or instructional approaches and/or instructional content to use to prepare learners for participation in postsecondary courses.
 |  |  |  |  |
| 1. ABE program has policies/ guidance about the types of advising that learners should receive to ensure their completion of the GED or other secondary credential.
 |  |  |  |  |
| 1. ABE program has policies/ guidance about the types of activities that ABE staff need to perform to assist learners to transition to postsecondary education or employment.
 |  |  |  |  |

Does the ABE program currently have other types of policies/guidance for the implementation of ABE services to support learners’ development of a career pathway?

Yes \_\_\_\_ No \_\_\_\_

If “Yes,” please describe the policies/guidance.

1. Identify Funding Needs and Sources

ABE programs identify costs, funding sources, and procedures for obtaining funds to implement comprehensive career pathways services that include ongoing professional development and data systems management.

Directions: For each of the items below, rate the extent to which your ABE program is conducting the activity by placing an “X” in the appropriate rating column. For each item rated as “Activity Is Underway” (2), in the last column describe the types of activities that your ABE program is conducting. Please respond to the question below this table.

| ABE program has identified the funding required for developing core components of a career pathways system, including: | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of activities that the ABE program is conducting for each item rated as “2.”  |
| --- | --- | --- | --- | --- |
| Program Services (e.g., assessment, instruction, advising & counseling) |  |  |  |  |
| Professional Development |  |  |  |  |
| Supportive Services |  |  |  |  |
| Administrative Costs |  |  |  |  |

Has the ABE program identified funding sources, in addition to current ABE funding, to support career pathways services? Yes \_\_\_\_ No \_\_\_\_

If “Yes,” please list the funding sources.

1. Use Data to Monitor and Evaluate Performance

ABE programs use data on participant background characteristics, attendance, learning progress, credential attainment, and employment to assess participants’ progress and outcomes and to identify program practices and policies that can facilitate participants’ attainment of career pathways outcomes.

Directions: For each of the items below, rate the extent to which your ABE program is conducting the activity by placing an “X” in the appropriate rating column. For each item rated as “Activity Is Underway” (2), in the last column describe the types of activities that your ABE program is conducting. Please respond to the question below this table.

| Activity | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of activities that the ABE program is conducting for each item rated as “2.” Specify if any partners are involved. |
| --- | --- | --- | --- | --- |
| 1. ABE program has identified the learner outcomes (e.g., program completion, credential attainment, job placement, wages, etc.) that will be measured to evaluate the success of the program’s career pathways system.
 |  |  |  |  |
| 1. ABE program has identified the data that need to be collected to document the learner outcomes that will be measured to evaluate the success of career pathways.
 |  |  |  |  |
| 1. ABE program has established processes for collecting and sharing performance data to document learner outcomes, evaluate program success, and continuously improve the effectiveness of the various services in the program’s career pathways system.
 |  |  |  |  |

Does the ABE program use learner or other types of data to assess learners’ progress and outcomes, or the quality of ABE services? Yes \_\_\_\_ No \_\_\_\_

If “Yes,” please describe the types of data being used and the ways in which the data are used.

1. Conduct Public Relations and Ongoing Communication

ABE programs, in collaboration with partners, provide messaging and ongoing communication with stakeholders and constituents about career pathways purposes, benefits, activities, and outcomes.

Directions: For each of the items below, rate the extent to which your ABE program is conducting the activity by placing an “X” in the appropriate rating column. For each item rated as “Activity Is Underway” (2), in the last column describe the types of activities that your ABE program is conducting. Please respond to the questions below this table.

| Activity | No Activity is Underway:0 | Activity isBeing Discussed:1 | Activity is Underway:2 | Describe the types of activities that the ABE program is conducting for each item rated as “2.” Specify if any partners are involved. |
| --- | --- | --- | --- | --- |
| 1. ABE program conducts public relations activities to disseminate information about career pathways with the community or region.
 |  |  |  |  |
| 1. ABE program communicates with local/regional partners or other stakeholders about the goals, benefits, and outcomes from career pathways.
 |  |  |  |  |

## Reflection Questions

1. In addition to the components of career pathways local/regional systems that have been described above, are there other activities that the ABE program is conducting to support ABE learners’ movement to postsecondary education, training, or employment?

1. What are the key barriers that must be addressed for the successful implementation of these activities?