# Six key elements.png

Adult Career Pathways Leadership Certification Workbook



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| **Career Pathways Focus Area** |
| **1. Build Cross-Agency Partnerships & Clarify Roles Partnership efforts are coordinated among secondary education, postsecondary/higher education, career and technical education, adult education, business and industry, workforce development, economic development, community-based organizations, and other community stakeholders in developing and supporting a career pathways system.** | |

1. *Does your career pathways partnership have a shared vision and decision-making process?*
2. *Are all stakeholders represented (secondary and postsecondary educators, employers, workforce development and economic development groups, community-based organizations)? How are they engaged?*
3. *Do you have a written agreement (MOU, etc.) outlining the basic elements of the partnership, roles and responsibilities, etc.?*

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| **Career Pathways Focus Area** |
| **2. Identify Sector or Industry and Engage Employers Industry sectors for career pathways are selected through labor market information and engagement with local/regional employers who identify high-growth, high-demand occupations and the skills, education/training, and credentials required to succeed in them. Employers provide a broad range of work-based learning experiences for students and faculty.** | |

1. *Has an inventory/survey of the economic development and labor market needs of the community been conducted?*
2. *Have existing programs aligned to the identified high-growth career pathways been identified, or will new programs need to be designed to meet the workforce needs of the community?*
3. *Will the career pathway accommodate multiple entry and exit points that are aligned to credential attainment?*
4. *Are the committees employer-led?*
5. *How are employers regularly engaged in curriculum review and revision?*
6. *Have local employers identified which credentials they value for occupations in selected career pathways?*
7. *What type of work-based learning experiences are employers providing? Mentoring? Job-shadowing? Guest speakers? Internships? Teacher Externships?*

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| **Career Pathways Focus Area** |
| **3. Design Programs  Career pathway programs provide a clear sequence of courses spanning secondary and postsecondary education that result in credentials that meet the skill needs of high-demand industries. Career pathways are developed, implemented, and maintained by partnerships involving educators, employers, and community leaders.** | |

1. *Does the pathway result in industry-validated credentials at multiple exit points?*
2. *Have Bridge programs been identified in your programs of study and/or developed for adult learners, as applicable to the learners your institution serves?*
3. *Do all pathways provide work-based learning opportunities for students?*

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| **Career Pathways Focus Area** |
| **3. Design Programs; Contextualized Learning  Career pathway programs provide a clear sequence of courses spanning secondary and postsecondary education that result in credentials that meet the skill needs of high-demand industries. Career pathways are developed, implemented, and maintained by partnerships involving educators, employers, and community leaders.** | |

1. *Is teaching done contextually (in the context of how academic concepts are applied in the real world)?*
2. *Have instructors been provided training to support contextualization?*
3. *How will you implement the REACT strategy in your classroom?*

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| **Career Pathways Focus Area** |
| 4. **Identify Funding Needs and Sources** **Identification of costs, funding sources, and procedures for developing and maintaining a local career pathways system and programming.** | |

1. *Have all costs associated with developing a local career pathways system been identified?*
2. *Has adequate funding been secured to support career pathways partnering and program development efforts?*
3. *Is a plan in place for institutionalizing support of career pathways programs once they mature beyond the pilot stage?*

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| **Career Pathways Focus Area** |
| **5. Align Policy and Programs; Professional Development Policies are in place to facilitate career pathways program development and implementation across secondary and postsecondary education as well as with the local workforce system.** | |

1. *Do counselors or career advisors receive professional development that includes connections with business/industry and current labor market and economic development data?*
2. *Is professional development provided for faculty, administrators, and counselors/coaches to improve teaching/learning and integration of technical and academic instruction for college and career readiness?*
3. *Are student services such as tutoring, career counseling, career exploration and planning, flexible scheduling, and access to case mgt (including child care and transportation for adult learners), financial aid, and job placement available?*

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| **Career Pathways Focus Area** |
| **5. Align Policy and Programs; Communication Public support for career pathways is built through ongoing public relations and communications efforts that provide consistent messages about career pathways benefits across diverse audiences in the community.** | |

1. *Is there a community awareness campaign or plan to inform the community of the changes needed in educational systems and the career pathways solution/vision? Explain.*
2. *How are family members informed of the opportunities available through career pathways?*
3. *How are potential adult learners informed of the opportunities available through career pathways?*

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| **Career Pathways Focus Area** |
| **6. Measure System Change & Performance**  **Measure performance outcomes to ensure continuous improvement.** | |

1. *Does the partnership draw upon education data (secondary & postsecondary), labor market trends, economic and community data for planning purposes?*
2. *Have the types of data currently being collected been identified?*
3. *Have additional data needs been identified with a plan for collection?*
4. *Has a process been established for collecting and sharing performance data to establish participant outcomes, evaluate program success, and continuously improve the effectiveness of the programs that form the career pathways system?*
5. *Is there a plan to recognize success?*

**References:**

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