

# PY23 24 Integrated Education and Training (IET) Plan

## IET Program Implementation - Introduction

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This tool provides TWC with an overview of your Integrated Education and Training (IET) program for PY 23-24. For additional resources or tools, see the [TRAIN PD Career Pathway Website \[link\]](#) or reach out to your Program Specialist or AELTA@twc.texas.gov.

### **Direct Links to Tools:**

[IET Design Toolkit on TCALL Web site](#)

[Developing Basic Skills Curriculum for an IET \(Texas Adaptation\)](#)

[Setting Up Training Services in TEAMS](#)

[MSG Desk Aid](#)

[Understanding Credentials In Texas](#)

### Grantee and Provider Information

1. Grant Recipient:
2. Service provider (If provider is not the Grant Recipient):
3. Name of person completing this form:
4. What's your role in your AEL Program?
5. Email address:
6. Phone:

### Previous Provided IET Program (No Changes)

If you provided this IET program last year and submitted a survey, complete this section. Make sure you have the number of the Survey you submitted last year for question # 8. Surveys have been returned to AEL Grantee Director.

### **7. Select the best response below:**

Yes, I provided this IET last year.

No, this is a new IET (either new or improved from previous years).

### Previously Provided IET

8. Write the survey number in the blank below and the occupational area. (example: Survey 26 for Welding Tech I.)

9. Did you make any substantial changes to the intensity, duration, MSG, or credential outcomes to be awarded?

Yes No

10. Did you have completers who were awarded MSGs and Credentials?

Yes No

11. Is this an IET with an Employer?

Yes - No

12. Who is the employer?

13. Do you have an MOU with the employer?

Yes No

Not yet, It's in development.

**14. What are the goals of the program as outlined in the MOU?**

### **IET Program Description**

**15. Select the Workforce Training provided in the IET program.** (Your selection here will customize the subsequent survey options.) Select only one. (Selections are general demand occupations in Texas)

**16. What is the name of the IET Program? (May be the same as above.)**

**17. What is the *anticipated* start dates for:**

1) the contextualized AEL instruction and

2) for the Workforce Training class?

(Also, what is the End date of IET Date?)

**18. Approximately how many people do you anticipated to enroll in this IET over the course of the year?**

**19. Is this IET Program on the Eligible Training Provider List (ETPL) as an IET? ([See handout on Setting Up a Training Service](#))**

**20. Select the type of entity providing the Workforce Training:**

- Institution of Higher Education [IHE] - (Credit) IHE - (Non-Credit)
- TWC authorized Career School
- College corporate training division
- A private contractor or independent trainer
- Local non-profit
- Other (Enter type below.)

**21. Are participants required to have a high school diploma or HSE prior to entry?**

YES\_ NO                      Unsure

**22. Does the IET program have a preparation class such as a bridge or on-ramp class?**

*(This is a common strategy for additional time to 1) provide instruction, 2) conduct a career assessment of the individual's interest in the occupation 3) identify and resolve attendance barriers 4) determine student overall readiness for the intensity and duration required.)*

Yes No

**23. How are you recruiting participants for the IET program? Select all that apply.)**

- Recruiting from AEL participants (current and past)
- Recruiting in collaboration with Workforce Solutions
- Referrals from a community college
- Working with a CBO to serve their population
- Participants are employed by a business partner
- Working with a Registered Apprenticeship Program (RAP) Advertising, promotions, on-line posting, various social media
- Recruiting from an existing career exploration or college preparation class

Other (please specify)

**24. How did you determine if the occupation matched the participant's career goals?**

- career exploration was required prior to enrollment
- work experience in the field
- the participant self-selected from a list of options
- career inventory used to determine match
- employer recommendation
- basic skill level was sufficient for entry

Other (please specify)

## Requirements of an IET: Core Components

This page asks questions about the instructional design and the performance outcomes for the IET program of study.

See AEL letters:

[AEL 02-16ch1: Implementing the Integrated Education and Training Approach to Service Delivery](#)

[AEL 03-17 Implementing and Reporting Workforce Training under the IET Service Approach](#) [AEL 04-17: Implementing & Reporting Workforce Preparation Activities](#)

[AEL 07-17ch1: Required Syllabus Design for AEL Instruction](#) [AEL Performance Guide](#)  
[Texas AEL Guide](#)

25. Indicate (check) the Core Components provided in the IET:

- AEL Activities contextualized for Workforce Training
- Workforce Preparation Activities
- Workforce Training for a specific in-demand or targeted occupation or occupational cluster, as determined by the Board.

Unsure at this time.- please contact me.

**26. Select how the IET Components will be delivered.**

- IET Components will be delivered concurrently at points within the overall timeline of the Workforce Training schedule.
- The AEL Activities will be delivered prior to and after the Workforce Training component. *(Due to constraints with the workforce training schedule.)*
- I don't know at this time. Other (please specify)

**27. How does the IET support the occupational needs of the local, state or regional economy?**

- The IET is a local partnership between the AEL provider, Workforce Board and employer(s). We're collaborating on this effort to meet the demand of the regional economy through providing job training and job placement.
- The Workforce Training is an in-demand (or targeted occupation), as defined by the Local Workforce Development Board.
- AEL worked with the Workforce Development Board and determined there

was local need that supports training in this industry and occupation.

- Other (describe)

**28. During enrollment in the IET, what is the expected MSG option(s) to be attained by the participant? (This should be reflected in the student ITEC Plan. See the new [AEL Performance Guide](#)) And MSG Desk Aid can be found here: [insert link]**

- MSG Type 1a (EFL- Gain in Basic Skills/ESL based on a post-test)
- MSG Type 1b: Postsecondary enrollment after IET completion and AEL exit
- MSG Type 2: High School Diploma or HSE achievement during the program year
- MSG Type 3: Postsecondary Transcript or Report Card
- MSG Type 4: MSG (Progress Milestone)
- MSG Type 5: MSG (Skills progression)
- Unsure at this time. Request Technical Assistance.
- None of the above

**29. Upon completion of the IET, what Recognized Postsecondary Credential (Credential), will be awarded? [See the AEL Performance Guide or Understanding Credentials in Texas](#)**

**Required IET Components: AEL Activities**

**30. What Adult Education and Literacy Activities are provided? (Select all that apply.)**

Contextualized reading

Contextualized writing

Contextualized math

Contextualized ESL

Preparation for the Texas Certificate of High

School Equivalency

Digital Literacy skills

Other (please specify)

31. Approximately, how many AEL Direct hours will be provided between the IET start and end date?

32. Will the grantee use a Distance Learning Curriculum to support AEL activities?

Yes (Enter the DL Curriculum in box below.)

No

Unknown at this time.

Name the DL curriculum:

### Required IET Components: Workforce Preparation Activities

**33. Who provides the Workforce Preparation Activities? For more on Workforce Preparation Activities see link [here](#). Also [AEL Letter 04-16](#).**

My organization's instructors

A partner organization

Comment

**34. Select the type(s) of Workforce Preparation Activities provided? (all that apply):**

- cross disciplinary skills (for example research, inquiry, reasoning, problem solving, ethics)
- critical thinking
- career advising
- digital literacy
- career knowledge
- time management skills
- self management skills
- teamwork skills
- cultural understanding
- civics learning
- learning styles
- study skills

- test taking skills
- job search
- job interviewing
- resume writing
- financial literacy
- Other (please specify)

**35. How many hours of Workforce Preparation Activities are provided?**

**36. Is Workforce Preparation being provided as "direct hours" or as a Career Service (no AEL Activities)?**

AEL Activities

Career Service (No AEL instruction)

Unsure. Please reach out to my program.

**37. Is the Workforce Training for the IET customized to allow AEL students to enter below the standard entry requirements? (and in what way).**

YES. The high school diploma/HSE entry requirement is waived. YES. The

TSIA requirements for college readiness is waived.

YES. A specified reading/math level is waived.

NO. No specific Workforce Training program requirement is waived for AEL students. (AEL students must meet the same requirements as all other students that enroll.)

NO. There is no pre-requisite or established academic

program entry requirement. I don't know. Please

contact me to discuss.

Other (please explain)

**38.** How many hours of Workforce Training is provided. (Estimate a 3 hr. credit course = 48 hours of seat time of training.)

**39.** Using the following typology of integration, indicate the level of integrated instruction of the basic skills and the Workforce Training (WFT) instruction: Select the model that most accurately reflects the delivery and instructional collaboration. All models represent ways that IETs can be implemented.

- ❖ **Model One:** (Non-Integrated) AEL instructor works alone to design the learning objectives and delivers the AEL component at a separate time without the Training teacher's engagement.
- ❖ **Model Two:** (Aligned Instruction- Separate classes) The AEL and WFT instructors jointly develop the learning objectives but teach separately.
- ❖ **Model Three:** (Partially Integrated) The WFT and AEL instructors jointly modify the existing WFT course to accommodate for more time to deliver all components to meet the needs of the basic skills students. The AEL Instructor and the WFT instructor do not teach in the same classroom but teach during the same timeline.
- ❖ **Model Four:** (Integrated Instruction) (Separate classes) The AEL and WFT instructors work together to design the IET that is co-taught 100% of the time with AEL/WFT fully interwoven within the same classroom over the timeline of the IET.
- ❖ **Other:** One instructor that teaches both the occupational content and the AEL as a sole instructor (Must be Pre-Approved.)

#### **IET Program: Workforce Training Costs**

40. What are the approximate costs for one individual to attend this IET? (Costs may include any pre-requisite items such as CPR or First Aid courses, background checks or drug screening, WFT tuition or cost of occupational instructor, fees, books, student supplies, tools, uniforms, testing fees, physical examinations, for example.)

You can find guidance about allowable costs in:



[AEL Letter: 03-17 Implementing and Reporting Workforce Training under the IET Approach to Service Delivery](#)

I'm unsure at this time and need assistance in determining costs. Approximate cost is listed below:

**41. How will the program pay for the Workforce Training and related costs?**

**(Check all that apply.)**

- TWC AEL Grant (AEFLA)
- Program eligible for federal financial aid
- Program eligible for financial aid under Ability to Benefit
- Texas Public Educational Grant (TPEG)
- Title I - Training Account
- Other Workforce Board support
- Other IHE support or specialized program
- Self-pay (partial)
- Local (non-AEFLA) funds
- Other scholarship, foundation or grant
- Institution is waiving all or some of the tuition and fees
- Other (please specify)

[IET - Support Services](#)

[AEL 03-21 Allowability of Funding Transportation Support Services with AEFLA Funds](#) for additional information.

Texas Workforce System Partnerships are a primary strategy for providing support services for IET participants.

**42. Check which additional services are provided to students by the grantee and/or grantee partner:**

**Grantee Provides or Partner Provides**

- Career navigation
- Digital literacy instruction
- Job placement
- Transportation (gas cards/bus passes)
- Job development
- placement assistance
- Housing assistance
- VR Services (per participant need)
- WIOA Title I case management
- Transportation
- Childcare
- Youth co-enrollment (AEL & Title I)
- Other (please specify)

**Determining Success - Program Evaluation**

43. How are you evaluating the success of the program?

[Click \*\*DONE\*\* to submit your plan.](#)

Thank you.

If you have any questions about this survey, please contact your Program Specialist or email [AELTA@twc.texas.gov](mailto:AELTA@twc.texas.gov)

Click "Done" to submit your IET plan.