

IET Implementation Plan

The purpose of submitting your IET plan is for TWC to obtain an overview of the grantee's Integrated Education and Training (IET) program in PY 21-22. For additional resources or tools, see the TRAIN PD Website or reach out to your Program Specialist or AELTA@twc.state.tx.us.

Grantees may refer to AEL Letter 02-16, Change 1, *Implementing the Integrated Education and Training Service Approach—Update* for guidance on implementing an IET, located on Workforce Policy & Guidance page: <http://www.twc.state.tx.us/partners/workforce-policy-guidance>. Also see the Draft AEL Performance Guide (September 2021) for guidance on Measurable Skills Gains (MSGs) or see these videos on [MSGs here](#).

NOTE: You are not able to "save" a survey to submit at a later time, so it's recommended to download a PDF of the survey posted [\[HERE\]](#) before completing it online, in order to plan responses.

Make sure to hit "Done" so that the survey is submitted as complete; otherwise, your responses will not be recorded.

1. Grant Recipient:
2. Service provider (If provider is not the Grant Recipient):
3. Name of person completing this form:
4. Email address:
5. Phone:
6. Is this an IET with an Employer? Yes No

IET with an Employer (Not Applicable if not working with an employer)

7. Who is the employer?
8. Do you have an MOU with the employer? Yes No Not yet.
9. What are the goals of the program as outlined in the MOU or in development with the employer? (Include the anticipated MSGs and credentials.)

IET Program

10. Select the Workforce Training provided in the IET program. (Your selection here will customize the subsequent survey options.) Select only one. (Various Occupational Areas are listed) (Please specify. If a Registered Apprenticeship Program (RAP), indicate Name of RAP.)

11. Does the IET program have a preparation class such as a Transition, bridge or on-ramp class?

Yes No

12. What methods are you using to recruit participants for the IET program? Select all that apply.)

- Recruiting from AEL participants
- Recruiting in collaboration with Workforce Solutions Referrals from a community college
- CBOs are recruiting as a pipeline to services and jobs
- [For an IET with an Employer] Participants are employed by the business partner Working with a Registered Apprenticeship Program (RAP).
- Advertising, promotions, on-line posting, various social media.
- Other (please specify)

13. List the minimum baseline assessment for placement into the IET program. (i.e. range of basic skills needed for enrollment (For example: Individuals that TABE test above 9th grade in reading or we search for those with a HSE? etc.)

14. Does the program have a specific preparation class such as a transition, bridge, or an on-ramp class that is specific to that career cluster? Yes No

15. How did you determine a "fit" of the participant for the career pathway? Select all that were used for the cohort.

- career exploration prior to enrollment
- work experience in the field
- participant choice
- career assessment
- employer recommendation
- referral from a Workforce Solutions (WFS) office
- Other (please specify)

16. Are participants required to have a high school diploma or HSE prior to entry? Yes No Unsure

17. Is this career pathway training on the Eligible Training Provider List as an IET or as a program of study for Title I (Adult, Dislocated, Youth) participants? Yes No I don't know

Requirements of an IET

18. Indicate (check) the Components provided in the IET program model, as outlined in AEL Letter 02-16

- 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

19. Will the IET Components be delivered through *Integrated Services*, as defined in [AEL Letter 02-16, Change 1](#), concurrently and contextually such that the IET Components:

- are provided simultaneously at points within the overall scope of the program;
- are of sufficient intensity and quality and based on the most rigorous research available to support the advancement of education and career development;
- use occupationally relevant instructional materials;

- have a single set of learning objectives that identify specific competencies across the IET Components, which may include established learning objectives and/or trade-related benchmarks or competencies for a particular in-demand or targeted occupation or occupational cluster required for attaining a Recognized Postsecondary Credential;
- and are organized to function cooperatively.

Yes, the IET Components (AEL Activities, Workforce Preparation Activities, and Workforce Training) will be delivered through Integrated Services.

No, the IET Components (AEL Activities, Workforce Preparation Activities, and Workforce Training) will not be provided through an Integrated Services delivery model. (Please provide an explanation as to why.)

20. Is the IET program model aligned to support the occupational needs of the local, state or regional economy? (Select all that apply.)

- Yes, as defined by the Local Workforce Development Board.
- Yes, the Workforce Training is in an in-demand or targeted occupations, as defined by the Local Workforce Development Board.
- I don't know
- No (describe why)

21. During the PY of enrollment, what is the expected MSG option(s) to be attained by the participant? (See the new AEL Performance Guide)

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)

22. Upon completion of the IET, will the participant receive a Recognized Postsecondary Credential (Credential), as described in AEL Letter 02-16, Change 1? (Select which one)

- Industry- recognized occupational certificate or certification
 - Certificate of completion of an apprenticeship
 - Occupational licensure recognized by the state or federal government
 - Occupational Skills Award
 - Continuing Education Certificate
 - Level 1 Credit Certificate
 - Level 2 Credit Certificate
 - There is no credential or certificate
 - No. (Explain why this requirement will not be met.)
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IET: AEL Activities

24. 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

25. Who delivers the Adult Education and Literacy services?

- My organization's instructors
- A partner organization (Indicate which organization)

26. Are the AEL activities provided within the overall scope of the Workforce Training program, and delivered through Integrated Services?

- Yes
- No (Explain how and why AEL activities are delivered within the IET to meet the requirement of Integrated Service Delivery)

27. Describe how the AEL activities are contextualized and developed using occupationally relevant instructional materials. (Comment box)

28. How did the program determine what was sufficient intensity and quality for the AEL Activities? (comment box)

29. Will the grantee use a Distance Learning Curriculum to support AEL activities? Yes No

Required: Workforce Preparation Activities

30.. Who provides the Workforce Preparation Activities?

- My organization's instructors
- A partner organization (Indicate which organization)

31. Select the type(s) of Workforce Preparation Activities that are integrated within the IET program (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
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- job search
- job interviewing
- resume writing
- Other (please specify)

32. How are the Workforce Preparation activities integrated within the overall scope of the Workforce Training program?

Required IET Components: Workforce Training

33. Which organization provides the Workforce Training instruction?

- My organization's instructors provide the Workforce Training.
- A partner organization provides the Workforce Training. *(Please enter the name of the organization below.)*
- A community or technical college provides the Workforce Training. *(Please enter the name of the organization below.)*

34. Is the Workforce Training course(s) provided as credit or non-credit?

Credit Non-credit Not applicable

35. Is the Workforce Training instructor teaching the AEL activities (or vice versa)? If yes- provide a justification. Yes- No [Justify your response.]

36. How is the Workforce Training for the IET program customized to allow AEL students to enter below the requirements for standard enrollment?

- The high school diploma/HSE entry requirement is waived.
- The TSIA requirements for college readiness is waived.
- A specified reading/math level is waived.
- No specific Workforce Training program requirement is waived for AEL student customers.
- There is no pre-requisite or established program entry requirement.
- I don't know. Other (please explain)

37. Using the following typology of integration, indicate the level of integrated instruction of the basic skills and the Workforce Training 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) The Workforce Training component is delivered as it normally would be. Contextualized AEL (basic skills) is provided along the same timeline but is separate and delivered as an additional class developed from the perspective of the AEL instructor using the Workforce Training course outlines as a guide.

Model Two: (Aligned instruction with separate, contextualized Basic skills). The Workforce Training is delivered as it normally would be. The Training and AEL instructors jointly identify the basic skills needed to succeed in the course, which are taught separately by the AEL instructor in a separate class.

Model Three: (Partially Integrated Instruction) The Workforce Training and AEL instructors jointly modify the existing Workforce Training course to accommodate the needs of the basic skills students. The course timeline is co-taught and extended to allow for additional time to focus on teaching the basic skills needed to complete the training successfully.

Model Four: (Fully Integrated Instruction) The Workforce Training and AEL instructors work together to design the Integrated Education and Training Program of Study (POS) accommodating a fully integrated approach that is co-taught with basic skills and training fully interwoven within the same classroom throughout the POS.

Total IET Program, Completion Time and Syllabus/Course Outline

38. IET components, AEL activities, Workforce Training, and Workforce Preparation, "must be of sufficient intensity and quality and based on the most rigorous research available to support the advancement of education and career development." (See *AEL Letter 02-16, Change 1*)

What is the duration, in hours, of each of the IET Components?

- AEL Activities Contextualized for the Workforce Training [Fill in hours for AEL Direct hours]
- Workforce Training [Fill in hours for Training]
- Workforce Preparation Activities [Fill in hours WPA]

39. When is the anticipated start date and end date of the IET program? Provide at least one start/end date if the same IET occurs throughout the PY.

Enter Start Date here MM/DD/YYYY and End Date Anticipated

40. Is there a course syllabus and/or outline for the IET program? Yes. No.

41. Upload the course syllabus and/or outline for the IET program. (The file size limit is 16 MB. PDFs and Word Doc/Docx are acceptable formats) [Must Upload a File]

42. If the Workforce Training or IET program is available in an online college course catalog, please provide the URL for that course description here. (If not available, enter "Not available" or N/A.)

43. Approximately how many people may be enrolled in this IET program over the course of the year?

44. What is the proposed class name and class number for the IET program? (If there are to be more than one program start dates (Fall, winter, spring for ex.) please provide the names for the first start date at the time you are completing this survey.)

Class Name Class Number

45. Confirm that you are using the correct TEAMS activity code in setting up classes for these services.
IET (AEFLA) IET (Local) IET (Corrections)

IET Program: Data Reporting and Workforce Training Costs

46. What is the Training Service called in TEAMS? See the Desk Aid: "Setting up a Training Service."

47. How will the program pay for the Workforce Training and training related costs? (Check all that apply.)

- TWC AEL Grant (AEFLA or TANF)
- TWC Accelerate Texas Grant
- THECB Funds: Accelerate Texas or Integrated Career Pathways grants Program eligible for federal financial aid
- Program eligible for financial aid under Ability to Benefit Texas Public Educational Grant (TPEG)
- Workforce Board Eligible Training Provider System Other Workforce Board support
- Self-pay
- Local scholarship
- External funds from foundation or grant Tuition waiver/no tuition required for training Other (please specify)

48. What is the approximate costs for an individual attendee for the program of study for this IET? (Cost should include AEL instruction, WFT tuition, instructor fees, books, student supplies, and if applicable to the training, tools, uniforms, testing fees, physical examinations, pre-requisite courses such as CPR taken as part of the IET.)

IET: Supportive Services

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

Grantee Provides

Partner Provides

- Career Navigation
- Digital literacy instruction
- Job placement
- Transportation
- Job Development/Placement
- Housing assistance
- Vocational Rehabilitation services
- Childcare
- WIOA Title I case management
- Other: Please specify

Program Evaluation:

Is the program successful:

How do you evaluate the success of the IET program implementation? [Fill in a comment box.]

Thank you for completing this survey. If you have any questions regarding this IET survey, please contact your Program Specialist or email aelta@twc.texas.gov

Click "Done" to submit your survey.
