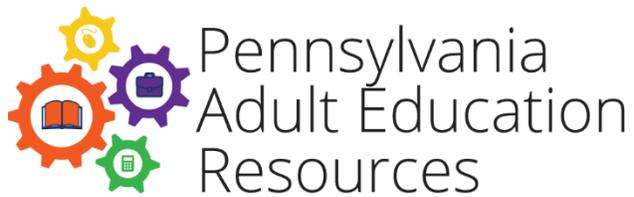# Integrating Career Pathways Elements into Adult Education Programming:

A Guide for Administrators, Case Managers, and Instructors

Pennsylvania
Adult Education
Resources

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Table of Contents

Definition of Career Pathways

The role of division-funded programs in career pathways is to support students' access to and success in career pathways. These programs help students acquire the knowledge and basic skills, including critical thinking and problem solving, necessary to earn a secondary school credential and transition to and succeed in employment and/or postsecondary education or training.

As defined in the Workforce Innovation and Opportunity Act, the term career pathway means a combination of rigorous and high-quality education, training, and other services that:

1. Aligns with the skill needs of industries in the economy of the state or regional economy involved;
2. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options, including registered apprenticeships;
3. Includes counseling to support an individual in achieving the individual's education and career goals;
4. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
5. Organizes education, training, and other services to meet the particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
6. Enables an individual to attain a secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
7. Helps an individual enter or advance within a specific occupation or occupational cluster.

This definition informed the selection of key topics and resources included in this guide.

Guide Overview

This guide was developed to provide adult education agencies with fundamental information and multiple resources to infuse a career pathways approach into their programming. The guide is intended to provide information and resources for a diverse adult education staff with varying levels of experience.

The guide has two sections:
- Section 1: Career Pathways Foundations and Suggested Resources
- Section 2: Featured Career Pathways Resources for Administrators, Case Managers, and Instructors

The first section, *Career Pathway Foundations and Suggested Resources*, provides an overview of important career pathway topics. Each topic includes a brief discussion and links to suggested online resources. The resources provide information about a particular topic and additional materials or tools for practitioner to use or adapt. This section of the guide is helpful to anyone who has recently joined the field of adult education, has limited knowledge of career pathways, or is new to the role of program administrator, case manager, or instructor.

The second section, *Featured Career Pathways Resources for Administrators, Case Managers, and Instructors*, is intended for more experienced adult education administrators and staff who are already familiar with the Section 1 topics and resources. Section 2 provides a comprehensive listing of resources that have been organized according to the following three program roles: Program Administrator, Case Manager, or Instructor.

Section I: Career Pathway Foundations with Suggested Resources

Topic 1: Career Awareness and Exploration

Introduction

Career awareness and exploration plays a fundamental role in any career pathways programming. Engaging students in a variety of career awareness and exploration activities enables students to make better informed education and career choices. The *Career Awareness and Exploration* topic introduces students to multiple career clusters, identifies potential career options based on their interests and abilities, and allows them to gain a realistic understanding of current and growing local labor market opportunities.

Key Elements of *Career Awareness and Exploration* from a case management perspective include:
- Setting, reviewing, and revising SMART goals
- Developing, reviewing, and revising career and education goal plans
- Administering career-related assessments and profiles
- Providing information about the local labor market
- Providing information about jobs, careers, and industry sectors
- Providing information about postsecondary education/training

Staff working with students on these tasks will vary according to program. For example, depending on the agency, case managers, instructors, or an adult education partner, such as PA CareerLink® staff, may address these topics.

The *Suggested Resources* below provide an introduction to the types of lessons and activities that adult education instructors and case managers can utilize. These resources are particularly useful for programs and staff with limited to no experience engaging students in career awareness and exploration activities.

Suggested Resources

- *Integrating Career Awareness into the ABE and ESOL Classrooms: This resource is a comprehensive curriculum guide that addresses topics related to career exploration and postsecondary preparation. It includes lesson plans, adaptable handouts, and extension activities. There are four sections of the curriculum: The Why and What of Career Awareness and Planning, The Self-Exploration Process, Occupational Exploration, and Career Planning Skills. Click here to access a list of adaptable lesson handouts from this curriculum.*
- *College and Career Readiness Standards: Career Awareness Context*
- *A Checklist and Standards-Based Sample Activities: This resource was developed for program administrators, case managers, and instructors. It identifies career awareness and exploration activities and offers examples of how these types of activities can be integrated into CCR standards-based instruction.*

  The resource also includes The Career Awareness Context for College and Career Readiness Checklist, which can be used by program administrators and their staff to identify the career awareness topics that are being addressed with students, who is addressing them, and the additional topics to incorporate into case management services or classes.

  Please note: *Please use the Pennsylvania CareerZone website, https://www.pacareerzone.org/, to complete the activities for the lesson. The sample lesson in this resource references the now defunct PA Career Coach website.*

Developing SMART Goals

Helping students set career-related goals is a fundamental step in establishing a career pathway. Goal setting allows students to articulate their hopes for the future and focus on the steps necessary to realize them. In many cases, students will enter an adult education program to achieve what is, in reality, a long-term goal that will first require them to meet several short-term goals. Goal setting can provide students with an increased sense of purpose, clarity, and direction. Additionally, goal setting can be a powerful motivational tool for program persistence and completion.

The SMART goals framework is a helpful goal setting technique to use with adult education students. SMART Goals are: Specific, Measurable, Attainable, Realistic and Time-Specific. Each of these components is described below:

- **S**pecific: Include details in the goal as a specific goal increases the odds of achieving the goal. Questions to ask include:
    - Who needs to be involved/ considered in setting and achieving the goal?
    - What do I want for myself?
    - Where do I want to work/go to school? (location)

- o   When do I want to accomplish X? (time frame)
- o   Which impediments, constraints, and supports will I encounter? (identify requirements, constraints, and processes)
- o   Why do I want to do this? (reasons, purpose, gains)
- **M**easurable: Establish how progress will be measured towards each goal. When progress is measured, it helps students to stay on track. The more specific a goal, the easier it is to measure and chart success.
- **A**ttainable: Identify the most important goals and then determine ways to achieve these goals. Smaller goals may need to be set to attain a larger goal.
- **R**ealistic: Help students to determine if their current life situation will enable them to achieve their goal. Have students examine similar experiences or accomplishments to evaluate the legitimacy of a goal. Students must be willing and able to work towards their goal.
- **T**ime-measured: Create a timeline for accomplishing the goal to help create a sense of immediacy and to hold the student accountable.

Here is an example of how a general goal differs from a SMART goal:
- General goal: "Get a job."
- **SMART** goal: "Become employed using my CDL credential making at least $11 per hour within the next six months."

As students develop SMART goals, it is important to have them delineate each of the steps necessary to achieve these goals. Case managers are usually responsible for working with students to develop and review SMART goals; however, this process can also be reinforced by instructors and tutors. Setting SMART goals is very helpful for students *and* adult education staff.[1]

Suggested Resources

- *[Goal Setting Worksheet Templates](): This resource provides a variety of goal setting templates that can be used with students.*
- *[Interactive Goal Setting Form](): This form is an online tool for setting SMART goals.*

Developing Goal Plans

Goal setting is often one of the initial activities completed with students when they enter a program. However, many students require a more comprehensive approach than establishing short- and long-term SMART goals. Goal plans offer students a strategy to think more globally about their future career, employment, and educational goals. Each student should establish a goal plan to frame their SMART goals.

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[1] Setting Smart Goals (2017)

Goal plans move beyond SMART goal setting activities to provide a systematic approach for acquiring the information necessary to make informed education and career related choices. Goal plans incorporate the following:

- An outline of the educational steps needed to achieve defined goals
- Evidence of career advising and planning related to employment and postsecondary education/training interests and opportunities
- Identification of available resources to support the various steps toward achieving defined goals (e.g., PA CareerLink® services; financial aid workshops; career fair information)
- A process for helping students access those resources

Goal plans should be a flexible working document as students move toward achieving their final goal. Students, case managers, or other supportive staff can utilize and adjust goal plans as needed to reflect progress, changes in goals, or address setbacks.

The resources below include sample goal plan templates that can assist in developing and implementing goal plans with students.

> ***Suggested Resources:***
>
> - *[Setting Goals to Align with Career Pathways](): Developed for adult education staff in West Virginia, this document provides a wealth of information and additional resources that address goal setting, goal plans, and career pathways.*
> - *[Career and Education Planning Worksheet](): This resource is a list of the modifiable Word documents from the Integrating Career Awareness in the ABE and ESOL Classroom. The Career and Education Planning Worksheet is the last link on the page.*

Career Related Assessments and Profiles

An important part of the career exploration process is helping students to identify and consider career choices suited to their interests, skills, and abilities. Some students enter an adult education program with no idea of a career path; others arrive with a pre-determined career choice based on the suggestions, recommendations, or influences of people they know. There are numerous types of assessments, online and paper and pencil versions, that can prompt students to revise their career choice based on the outcomes of these surveys and assessments. Once completed, students are provided a list of career options based on their responses.

Having students complete these types of assessments and profiles allows them to consider and investigate careers that are better aligned to their interests, skills, and abilities. Links to free, career related assessments and profiles are listed below.

Suggested Resources

- *Short-Form O*net Interest Profiler: A 60 question online tool that matches students' interests to the world of work. Students are able to explore suggested careers on MyNextMove.org, a web site particularly helpful for students with little to no work experience.*
- *Long-Form O*net Interest Profiler: A 180 question paper and pencil PDF version of the profiler with supporting materials is available for download at this link.*
- *Pennsylvania Career Zone Skills Profiler: A 35 question online tool that matches the skills students have acquired through work and other activities to occupations that require similar skill sets. Students must create a free account on this site for results to be saved.*
- *Pennsylvania Career Zone Work Importance Profiler: This online profiler matches students' work related values to possible careers.*

Local Labor Market Information

Understanding how to access and interpret local labor market information is an essential skill for adult education students and staff. Local labor market information includes a variety of workforce-related information: localized occupation-related employment data, labor supply and demand, earnings, unemployment figures, and labor force demographics. Students can use this information to make informed decisions about their career choices. Staff can utilize this information for multiple purposes such as IET program planning, incorporating contextualized content into lessons and/or case management, and establishing relationships with employers and postsecondary education and training programs.

Suggested Resources

- *Pennsylvania Center for Workforce Information and Analysis: This site was developed by the Pennsylvania Department of Labor and Industry to produce and provide timely, objective, and credible labor market information. This information can be used by workforce and economic development stakeholders to make informed policy, business, and career decisions to strengthen Pennsylvania's economy.*
- *Labor Market Information for Educators E-Learning Videos: These videos provide educators with an introduction to labor market data and ways to utilize this information with students.*
- *County Profiles: Economic, geographic and demographic data from each of Pennsylvania's 67 counties are available on this page. These profiles can be used by adult education staff for a variety of purposes, such as teaching students to interpret data or identifying local sector focused employment opportunities.*
- *Frequently Asked Questions about Local Labor Markets: This page provides links to frequently asked questions on such labor market topics as local employers, industries, and education providers.*

Investigating Jobs, Careers, and Industry Sectors

Providing opportunities for students to investigate diverse types of jobs, careers, and industry sectors is an important component of the career awareness and exploration process. For students to make informed decisions, they need to have reviewed accurate information about the expectations, requirements, and skill sets needed for their career interests. Important considerations for choosing a career include starting salaries, possible career ladders, and anticipated openings. Many different resources are available that provide this information and can be utilized to develop lessons and activities that integrate career exploration with basic skill development.

Suggested Resources

- *MySkills, MyFuture: This link is part of the U.S. Department of Labor's CareerOneStop web site*. *This site helps individuals identify current skill sets and explore alternative career options that match their abilities.*
- *Pennsylvania CareerZone: This web site provides a wealth of career content for students to search by industry sectors, occupation titles, and/or profile results. Instructors and/or case managers may utilize this information to develop a variety of activities.*

Topic 2: Career Pathways Contextualized Instruction

Introduction

Adult education students tend to learn better when provided with meaningful educational experiences framed in a "real world" context. Career-related contextualized instruction uses authentic materials and scenarios to helps students learn career planning and occupational related content. This type of instruction also introduces students to the skills and abilities needed for success in postsecondary programs, occupational trainings, and jobs.

Common types of contextualized career content in adult education classes are:

- Industry sectors (e.g., health science, information technology, finance)
- Occupations (e.g., Certified Nursing Assistant (CNA), Child Care Worker, Emergency Medical Technician)
- Career exploration (e.g., career options, labor market analysis, workplace expectations)

Suggested Resources

- *Sector Strategies Toolkit Outlines: These resources, available on the PA Adult Education Resources web site, provide sector-focused online resources for adult education practitioners, students, and workforce development partners. These outlines can be used by instructors and case managers for contextualized lesson planning, career exploration and career awareness activities, and research. The Sector Strategies Toolkit Outlines User Guide offers lesson ideas and activities for instructors and case managers.*

  Case managers may find these sector-specific Outlines resources helpful:
  - *Overview of Sector*
  - *Regional Training Providers*
  - *Sector Based Grants/Scholarships*
  - *Career Pathways Maps*
  - *Career Pathways Posters*
  - *Sector-Related Career Videos*

  Instructors may find these sector-specific Outlines resources helpful:
  - *Sector-Related Journal and Magazine Articles*
  - *Sector-Related Authentic Materials (Handbooks/Applications)*
  - *Contextualized Basic Skills Activities*
  - *Curricular/Lesson Examples*

  Following are links to the available Sector Strategies Toolkit Outlines:
  - *Agriculture, Forestry, Fishing, and Hunting*
  - *Arts, AV, Technology, and Communications*

Suggested Resources (continued)

- *Business Management and Administration*
- *Education and Training*
- *Finance*
- *Health Science*
- *Hospitality*
- *Human Services*
- *Information Technology*

All featured websites and links were functioning at the time the outlines were developed. However, links are not being reviewed or updated, it is possible that some of the websites and links currently listed on an outline may have changed or become defunct.

Topic 3: Postsecondary Education and Training

Introduction

A core responsibility of adult education programs is to prepare and transition students that identify the goal of entering postsecondary education or training. To help students successfully achieve their goal, programs must address a variety of program elements. For example, program administrators must decide the skills that need to be developed, and whether these skills will be addressed through instruction, case management services, or shared. These types of decisions will influence the duties and expectations of case managers and instructors.

It is important for all staff, regardless of one's role, to have a clear understanding of the knowledge and skills students need to be successful in their identified career. This will help staff support students to make realistic and informed decisions about their educational and career goals. Many adult education students need additional assistance to understand and navigate preparing for and enrolling in postsecondary education or training. Instructors and case managers need to be prepared to help students answer questions related to academic majors, school selection, and financial aid.

Key topics to address with students when discussing postsecondary education and training options with students are:
- Types of postsecondary education and training programs
- Types of postsecondary education and training institutions
- Postsecondary education and training entrance requirements
- Overview of remedial/developmental/bridge courses
- Costs associated with postsecondary education and training
- Funding opportunities available for postsecondary education
- Scholarships

The following resources will be helpful to anyone interested in learning more about the types of information and skills necessary for successful postsecondary transitions.

Suggested Resources
- *College for Adults Web Site: This website, developed by World Education, assists adult learners with career planning, college selection, and the application process. It also includes suggestions on how to pay for college and provides resources to help students prepare for college-level work. The website is divided into the following five topical units:*
  - *Career Planning*
  - *Applying for College*
  - *Financial Planning*
  - *Academic Skills*
  - *Resources*

  Each unit presents information and links specific to the topic. Each unit also includes worksheets, located under the Resources link, which can be printed and completed by students.

- *Mapping Your Financial Journey: Helping Adults Plan for College Publication and Website: Financing postsecondary education or training is a primary barrier for many adult learners,   This publication, developed to assist adult learners transitioning into postsecondary educational programs, provides financial planning and goal-setting worksheets and other helpful information, such as money pitfalls like scholarship scams and check-cashing stores. Mapping Your Financial Journey also contains information on calculating college costs beyond tuition. There is a companion website.*

  This resource (publication and website) is an example of an authentic, contextualized resource that can be used to develop CCRS-aligned lesson plans or activities. Case managers can use the publication and website with students to address a variety of postsecondary transition topics in group or one-on-one sessions.

Types of Postsecondary Education and Training Programs and Providers

Many adult education students do not have a complete understanding of the different types of postsecondary education and training programs and the length of time involved to earn a degree or certification. This section provides an overview of the different types of programs available and the entities that are most likely to offer these programs.

Note: Instructors and case managers may choose to copy and paste this information into a Word document to share with students.

- Certificate Programs: Certificate programs often provide job-specific training. Students generally enroll in certificate programs with employment as an end goal. They can earn a certificate after taking a series of courses related to an industry or occupation. Certificate programs are offered by career and technical education

centers, community colleges, colleges, private training providers, or other educational and training institutions.

- Degree Programs: Degree programs are typically offered at community colleges, colleges and universities. Degrees offered include:
  - o Associate's = 2 years;
  - o Bachelor's = 4 years;
  - o Master's = typically 2 years beyond bachelor's degree;
  - o Doctoral = 3-6 years beyond a bachelor's or master's degree.

Students in degree programs are required to take general education courses that may not pertain to the student's specified degree program. For example, a student majoring in biology may also be required to take art, physical education, English, math, philosophy, and sociology classes in addition to science courses.

Institutions Offering Certificate and Degree Programs

- *Career and Technical Education Training Programs*: Career and Technical Education (CTE) programs offer certificate courses that prepare students for employment and additional postsecondary education. CTEs are designed to assist students gain or refine technical and academic skills needed to meet their career pathway goals. Students that enroll in CTE programs learn hands-on skills. Typically, CTEs are more affordable than degree programs and may be offered through local Career and Technology Centers (CTCs), high schools, community colleges, or colleges and universities.
- *Proprietary Schools*: Proprietary schools are privately-owned, for-profit business and career schools. These schools provide training in specific trades, occupations, or vocations. Students who graduate from these schools generally earn a certificate. In many instances, the courses taken in these programs will not transfer to any degree programs offered at community colleges, colleges, or universities.
- *Community Colleges*: Community colleges are publicly funded higher education institutions. They provide local communities affordable and accessible education when compared to the cost of attending propriety schools or universities. Community colleges offer a range of educational options, such as certificate or license programs, associate's degrees, and sometimes bachelor's degrees. The smaller class and campus size of many community colleges can be a benefit for adult learners.
- *Colleges and Universities*: Colleges and universities are typically accredited institutions of higher learning. They offer educational routes to Associate's, Bachelor's, Master's and Doctoral degrees. The cost tends to be higher at these institutions. Colleges and universities also provide a host of educational services and certificate programs.

> ### *Suggested Resource*
>
> - *[Integrating Career Awareness in the ABE and ESOL Classrooms: Lesson 11- Smart Consumer of Education (pages 128-131) and Lesson 12- Exploring Options for Further Education (pages 132-137)](): These lessons may be used by instructors or case managers to introduce students to different program offerings, types of postsecondary schools and institutions, and the advantages and disadvantages of each type.*
>
> *Additional lessons and activities related to postsecondary education and transitioning skills are available in Section IV: Career Planning Skills (pages 98-179).*

Postsecondary Education Entrance Requirements

Entrance requirements vary based on the postsecondary institution and the program of interest (e.g., Physical Therapy Assistant versus Welding Technology). Becoming familiar with the types of postsecondary institution nearby, the programs they offer, and entrance requirements are extremely helpful to any adult education provider and their staff.

Students will often have a career goal in mind when they enter a program, such as becoming a registered nurse, but sometimes they have little knowledge or understanding about the application process, entrance requirements and exams, pre-requisite coursework, and admission or financial aid deadlines.

To learn more about the entrance requirements for nearby postsecondary institutions, you may want to contact an admissions representative and ask the following questions, especially for those programs and institutors that are often popular with students. These are common questions that adult education students might have about postsecondary education programs and/or entrance requirements:

- When is the admissions enrollment deadline?
- Do any programs have specific enrollment deadlines?
- What is the application fee?
- Under what circumstances can an application fee be waived?
- What scholarships or types of financial assistance are available?
- Is there an entrance exam for admission?
- What is the name of the entrance exam?
- Is there a fee for the entrance exam?
- Is there a specific score needed on the entrance exam to be considered for admission?
- Can an entrance exam be taken more than once?
- Are there any programs that require a different score to be considered for admission?

- What factors are considered for acceptance?
- Is the school or program accredited and licensed?
- Are remedial courses required? In what subject areas?
- Are remedial courses offered by this institution?
- What is the institution's graduation rate?
- What is the institution's job placement rate?
- What kinds of career services are available to students?

Collecting this information could serve as the first step in establishing a formal relationship or partnership that could benefit students, for example, conditional acceptance upon completion of the adult education program. It would also be helpful to assist students to develop a set of personalized questions they can use when contacting an admissions representative or searching an intuition's website. This would be an activity that either instructors or case managers can conduct.

Entrance Examinations and Placement Testing

Most postsecondary education institutions require students to take some type of standardized entrance exam, either as a condition of acceptance, to determine if they are prepared for college level coursework, or if they are in need of remedial or developmental courses.

Listed below are some of the more common entrance or placement tests. :
- ACCUPLACER™
- ACT Compass™
- SAT™ and ACT™
- ATI TEAS™
- Wonderlic™

Note: In some instances, institutions may have developed their own entrance exam or placement tests.

Additional information and suggested resources that would be helpful to adult education staff and students in learning more about each of these assessments is provided below.

[ACCUPLACER](#)**™** assesses students' knowledge in math, reading, and writing. Key features include:
- Online format with multiple choice questions (except for the writing assessment)
- Level of difficulty changes based on student responses
- Results available immediately

> ***Suggested Resources***
>
> - *The Official Web Based Study App: This free Web-based study app allows users to take ACCUPLACER practice tests in these content areas: Arithmetic, Elementary Algebra, College-Level Math, Reading Comprehension, and Sentence Skills.*
> - *ACCUPLACER™ Sample Test Questions: This document provides sample test questions for the different content areas with an answer key.*

ACT Compass**™** assesses students' knowledge in reading, writing, math, writing essay, and English as a Second Language (ESL). Key features include:
- Untimed, computerized test
- Results available immediately

> ***Suggested Resources***
>
> - *ACT Compass**™**: This link also provides information that would be helpful for adult education staff and students:*
>   - *General information and sample questions for each of the content area tests*
>   - *PDF files with additional sample questions*
>   - *Test-taking tips and strategies*

SAT**™** or ACT**™**: Colleges and universities often require and use the scores from either the SAT™ or ACT™ as part of the admission decision process. It would be important for adult education staff to learn more about an institution's SAT or ACT requirements for non-traditional applicants.

- SAT**™**: This website provides general information with links to a variety of free and fee-based test preparation materials and resources.
- ACT**™**: This website provides general information with links to a variety of free and fee-based test preparation materials and resources.
- Inside the SAT™ Test: This site reviews the SAT™ test and provides specific information about each subtest and several sample questions for those subtests.
- ACT™ Test Sections Overview: This link provides an overview of each section of the ACT™ with additional links for more information about each section of the test and sample questions.

Assessment Technology Institute's ATI TEAS™: The Test of Essential Academic Skills, often referred to by the acronym TEAS, is a standardized test commonly used as part of the admissions process for Nursing and Allied Health schools. In August 2016, an updated ATI TEAS™ was released and replaced the TEAS-V version of the test. Changes were made to the types of content in the four subject areas (Reading, Math, Science, and English/Language Usage). Calculators are now permitted during testing.

> **Suggested Resources**
> - *[Content Comparison Chart between the TEAS-V](#)**™** [and ATI TEAS](#)**™***: *This chart maps the differences between the two test versions.*
> - *[ATI TEAS](#)**™** [Study Manual: Sixth Edition](#): This manual is the official study guide for the new test. Programs may wish to purchase several copies for instructor and student use.*

[Wonderlic™](#) offers a variety of tests commonly used by educational programs and employers to assess a range of skills and aptitudes. The cognitive and basic skills tests are often used by technical and vocational schools for admission and placement.

- [Wonderlic™ Sample Practice Tests](#): This link allows users to take a 10, 25, or 50-question sample practice tests.

Overview of Remedial, Developmental, or Bridge Courses

Most schools use the scores from placement exams to determine whether a student will be admitted and if remedial or developmental courses are required as a condition for admittance or following enrollment to ensure that a student is academically prepared for content courses. In some instances, postsecondary programs require students to successfully complete a bridge program as a condition of acceptance. Bridge programs generally address academic skill deficiencies and include college success skills, such as time management and notetaking.

Remedial and developmental courses are designed for students who are not academically ready to enter college level coursework. These courses often address the following content areas: reading, English, or math. It is possible that a student would need to complete more than one remedial content area course. Although these courses allow students to earn credits, these credits typically do **not** count towards their degree. It is important to remember that students must pay for these remedial or developmental courses, which may affect future financial aid award amounts.

Establishing relationships with postsecondary education providers and learning more about the entrance exams used for class placement can be very helpful to programs. With this information adult education programs may be better able to prepare students with postsecondary education goals to successfully bypass remedial or developmental coursework.

Suggested Resources

- *[Bossier Parish Community College Open Campus: Online Developmental Courses](#): This institution offers free, online developmental courses. An individual is not required to be enrolled at this institution to take these courses. Course offerings include basic math through college algebra, reading, writing, and College Success Skills. Introductory Science and Introduction to Medical Terminology courses are also available.*
  [Adult Education and Literacy Model Curricula](#)*: These sector-based resources were developed to help prepare individuals for career-specific employment or post-secondary training. These contextualized curricula combine adult basic skills, career exploration, and workplace skills and competencies for the target sector. Instructors and case managers can utilize the following materials to develop contextualized lesson plans and activities.*
  - *[Healthcare Bride Curriculum and Resources](#)*
  - *[Manufacturing Bride Curriculum and Resources](#)*
  - *[Transportation, Distribution and Logistics (TDL)](#)*

  Each curricula includes ten modules:
- *Career Awareness*
- *Technology Awareness and Skills*
- *Academic Success*
- *Contextualized Reading*
- *Contextualized Writing*
- *Contextualized Math*
- *Contextualized Science*
- *Contextualized Social Studies*
- *Introduction to Postsecondary*
- *Career Development*

  Each module is organized in a similar fashion:
- *Introduction to Module*
- *Module*
- *Activities/Resources for Module Outcomes*
- *References*
- *Standards for Outcomes*
- *Resource File (may not be included in all modules)*

Personal Readiness and Postsecondary Success Skills

The following resources can be used by instructors or case managers to build and reinforce students' organizational, time management, and study skills in preparation for postsecondary work.

Suggested Resources

- *Time Management: Student Success Video Series: This website offers an online time management course with worksheets and videos. Case managers and instructors can use the videos to build and develop lessons.*
- *Virginia Tech Online Study Skills Workshop: This online workshop series addresses the following topics:*
  - *Time Management*
  - *Improving Test Performance*
  - *SQ3R – Improving Reading Comprehension*
  - *Improving Concentration and Memory*

Costs Associated with Postsecondary Education

Adult learners need to know more about the costs of attending a postsecondary training or education program. It is important for students to have a clear understanding of 1) the costs associated with applying, entering, and attending a postsecondary educational or training program, 2) their responsibilities for paying for individual classes or a program of study, including an understanding of costs incurred whether they complete a course or program, and 3) the types of financial assistance available.

In most cases, reviewing an institution's financial aid links will provide information about yearly or semester tuition and the types and cost of fees charged to students (e.g., technology lab fee, student recreation fee). Students need to be aware that these set fees must be paid, even if those services are never used.

Students should also be prepared to consider the costs for books, lab equipment, and other materials. Students are usually responsible for purchasing books and any supplies or tools required for courses they are taking. Some programs will include the cost of books, digital devices, and other materials needed for the program in their stated cost; most will provide a rough estimate for books and supplies as a separate expense.

Students need to be aware that the cost of books and equipment can be very expensive, for example, one book could cost more than $200. However, there are many alternatives to purchasing new books at the school's book store. Options include buying used books, ordering books online, renting, or purchasing an electronic version of the text. Remind students to check that they are ordering, purchasing, or renting the correct editions of the required text. Other important items when purchasing used, rented, or online texts is to make sure the purchase includes any required accompanying CDs or access codes to complete class assignments.

Another cost that is often overlooked is the need for reliable transportation for students who will be commuting to postsecondary programs. Case managers may find it helpful to learn about the transportation options available to students, such as public transportation or carpooling. In addition, students need to consider other associated transportation costs, such as gas, parking, and vehicle maintenance, or bus fare.

Suggested Resources

- *[College in Colorado.org: Money 101 Course](): This financial education course was developed by the Colorado Department of Higher Education. It introduces students to budgeting, saving, and paying for college. Both an online and print version of the course are available. If students create a free account, they can save their work; however, all course content and resources can be accessed without establishing an account.*
  - *[Making Sense of Money: College Edition for Students](): This link provides a printable workbook for adult students.*
  - *[Making Sense of Money: Teacher Edition](): This link is the teacher's version of the course workbook.*
- *[Budgeting Worksheet for Adult College Students](): This interactive tool was developed for adult students enrolled in a postsecondary program.*
  - *Instructors and case managers can find additional topics, tools, and calculators on the [Tools Page]() that can be used with the workbook and/or other financial literacy topics.*

Funding Opportunities for Postsecondary Education

In some cases, students do not consider postsecondary education due to financial concerns. It is helpful if students are introduced to the different kinds of financial aid that can help cover the costs of a postsecondary training or program. After identifying possible funding supports, students may require guidance to complete the paperwork needed to determine eligibility or apply for financial assistance.

Although students planning to enroll in a postsecondary program should make an appointment with the financial aid office to discuss all aid-related matters, adult education instructors and case managers can help answer basic questions, provide information about common topics related to financial aid, and assist students in contacting their target school's financial aid office..

Free Application for Federal Student Aid (FAFSA)

The FAFSA is the Free Application for Federal Student Aid. It provides a unified process to apply for federal, state, and institutional aid. Most postsecondary education and training

programs require students to complete the FASFA as the first step when applying for financial aid.

Students should be aware of the following:
- The FAFSA must be completed and submitted each year the student is enrolled in a postsecondary institution.
- If a first-time student is applying to multiple institutions, FAFSA results can be sent to each school. The student can then review the proposed aid packages offered by each institution to help make a final decision about where to attend.
- The FAFSA can be completed on paper or online. The online application allows applicants to electronically link to their IRS tax return information. The paper-based form must be requested by calling 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691.
- The FAFSA is available annually on January 1. Applicants should check with their educational institutions to see if they have a priority deadline for receiving aid. Deadlines vary for state aid. FAFSA provides a deadline search tool.
- The U.S. Department of Education provides more information on the [Federal Student Aid](#) website.

Suggested Resources

- *[FASFA Online Application Web Site](#): On this site, students are able to do the following:*
    - *Complete a FASFA online application*
    - *Find detailed information about schools of interest (tuition, fees, graduation rates, etc.)*
    - *Learn about FASFA submission deadlines for a particular institution*
- *[Federal Student Aid Web Site](#): This website provides a comprehensive overview of information related to all aspects of college planning, including different types of aid, eligibility requirements, application process, and loan management.*
- *[How Do I Apply for Aid](#): This link provides an overview of the FASFA, answers to commonly asked questions, an explanatory video, links to additional resources, and a glossary.*
- *[Adult Student Checklist](#): This checklist was developed for adults interested in attending in postsecondary education or training. The checklist includes links to additional information and resources specific to adult learners.*

Federal Grant: Pell Grant

The Pell Grant is a federal financial assistance grant for students enrolling in certificate or degree programs.

Students should be aware of the following:
- Pell grants are not loans and do ***not*** have to be repaid.

- Awardees must be U.S. citizens and have a high school diploma or its equivalent.
- The amount awarded varies based on several factors: financial need, cost of attendance, enrollment status, and length of enrollment during a program year.
- As of June 2017, the maximum yearly award amount is $5,920.
- Pell Grants can be used to pay tuition, fees, and other education related expenses, such as textbooks.
- Pell grants can be used to pay for remedial/developmental courses.
- The application for a Pell Grant is melded into the Free Application for Federal Student Aid (FASFA).

Suggested Resources

- *Pell Grant Information Web Page: This webpage provides an overview of the Pell Grant, resources, and a glossary.*
- *Eligibility for Federal Aid: Incarcerated Students and Students with Criminal Convictions: This page reviews limitations on federal aid eligibility for individuals currently incarcerated or with certain types of criminal convictions. It also reviews eligibility after release and during parole.*
- *Eligibility for Federal Aid: Non-US Citizen: This page provides information on non-US citizens' eligibility to receive federal aid. It includes a glossary and links to additional resources, information, and guidance.*

Pennsylvania State Grant: Pennsylvania Higher Education Assistance Agency (PHEAA)

The Pennsylvania Higher Education Assistance Agency (PHEAA) is a state agency that provides loan servicing and financial aid processing, and administers several student aid programs.

Students should be aware of the following information related to Pennsylvania state grants:

- PHEAA grants are not loans and do ***not*** have to be paid back.
- These grants are awarded using the FAFSA application.
- PHEAA grants are awarded based on financial need and the cost—tuition, room and board, and incidentals—of attending the chosen institution.

Suggested Resources

- *State Grant Programs FAQ: This link provides answers to commonly asked questions about PHEAA state grants.*
- *State Work Study Employment Program FAQ: The State Work Study Employment Program allows eligible students to work up to forty hours a week for an employer in their future career field while attending postsecondary education classes. Students may search for employers currently participating in their area or find an employer interested in joining the program. This link provides answers to commonly asked questions about the State Work Study Employment Program, including eligibility criterial and the application process.*
- *Pennsylvania Targeted Industry Program (PA-TIP): This program provides awards to students enrolled in educational programs in the following career areas:*
  - *Energy*
  - *Advanced Materials and Diversified Manufacturing*
  - *Agriculture and Food Production*

  PA-TIP provides need-based awards up to the equivalent of the maximum state grant award, or 75% of a student's total direct educational costs after gift and employers' aid. Awards can be used to cover tuition, books, fees, supplies, and specified living expenses.

  These links provide additional information about PA-Tip:
  - *PA-TIP Informational Brochure*
  - *List of PA-Tip Approved Schools and Programs of Study*
  - *PA-Tip FAQ*

Scholarships

In addition to grants, student loans, and work study opportunities, career pathways students should consider researching local, regional, and national scholarship opportunities. Many community groups and religious institutions offer scholarships to local students. Students also should inquire at their perspective postsecondary institution to see if scholarships are available for non-traditional students. It may be beneficial to contact nonprofit partners to build a joint database of well-known local scholarships, application criteria, and deadlines to share with students.

There are also a host of online resources to help with scholarship searches. Before searching online, program staff can take some time to talk to students about their talents or background, as many scholarships are related to specific characteristics or categories, including race or ethnicity, parents' educational background, income level, field of study, or professional goals.

It is important to remind students that completing college scholarship applications requires both time and effort. As part of the application process, students may be required to collect letters of reference, write an essay, or complete other tasks.   Students should be encouraged to begin the scholarship process as early as possible and be aware of any scholarships application deadlines.

Suggested Resources

- *Cappex.com: This website allows students to create a free account and search for scholarships based on student type; Adult Learner is included as a search option. The site also provides other information that may be helpful to students, such as college profiles and reviews.*
- *College Scholarships.org: This is an extensive database of scholarship information that can be searched on a wide variety of categories, such as degree type, student type, and state.*
- *Scholarships for Non-Traditional Students: This link provides an overview of available scholarships for non-traditional students.*
- *Scholarships for Adult Students: This link provides an overview of available scholarships to adult students.*
- *Scholarships for Women.net: This website features scholarships exclusively for women with multiple search options, such as major, minority, family, and education level. The following are examples of some of the listed topics that may be of interest to adult students: Back to School, Older Students, Low Income, Pregnant, and Single.*

Topic 4: Workforce Innovation and Opportunity Act (WIOA) and Pennsylvania Workforce Development System

Introduction

Workforce development plays an integral part of adult education career pathways programming. Although adult education workforce development roles vary based on assigned duties and responsibilities, all adult education staff should have a clear understanding of the structure of the Workforce Development System and its connection to adult education.

Overview of the Workforce Innovation and Opportunity Act (WIOA)

"The Workforce Innovation and Opportunity Act, commonly referred to by the acronym WIOA, was signed into law on July 22, 2014 and enacted July 1, 2015. The State Unified Plans and Common Performance Accountability provisions took effect on July 1, 2016. This Act replaced the 1998 Workforce Investment Act (WIA) and amended the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973."[2]

The purpose of WIOA is to help job seekers and workers access employment, education, training, and support services to be successful in the job market, as well as match employers with skilled workers. There are four relevant components or "core programs" to the WIOA funding system:

- Title I: supports adults, dislocated workers and youth seeking jobs;
- Title II: supports adult education and literacy programming;
- Title III: supports state employment services; and
- Title IV: supports vocational rehabilitation programs.

Each of these systems is tasked to work collaboratively to build capacity and opportunity within Pennsylvania's workforce development system.[3]

Pennsylvania Workforce Development System

Pennsylvania's workforce development system is divided into 23 countywide or regional Local Workforce Development Areas (LWDA). Each LWDA has a Workforce

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[2] United States Department of Labor (2016). WIOA Fact Sheet: Governance and Leadership. Accessed at https://www.doleta.gov/WIOA/Docs/WIOA_GovernLeadership_FactSheet.pdf.

[3] United States Department of Labor (2016). WIOA Fact Sheet: Governance and Leadership. Accessed at https://www.doleta.gov/WIOA/Docs/WIOA_GovernLeadership_FactSheet.pdf.

Development Board (WDB), with the exception of the City of Pittsburgh and Allegheny County, which share one WDB. Local WDBs develop workforce policies and regional strategies. These WDBs are responsible for implementing the Workforce Innovation and Opportunity Act of 2014, which authorizes and funds employment and training programs in the United States. The WDBs provide oversight and coordination for the workforce services provided in their region and the state's 60+ PA CareerLink® centers.

For each WDB, a chief elected official (a county commissioner or the mayor of a major city) appoints members to sit on the WDB. These appointed positions are unpaid. A majority of a WDB's membership must come from private businesses. There are also designated seats for representatives of labor and educational institutions such as community colleges. Beyond these basic guidelines, how an individual WDB operates can vary.

Adult education administrators may find it helpful to attend local WDB meetings, which are open to the public, to learn about current and upcoming projects, establish and build relationships with other agencies/businesses/organizations, or serve on a WDB sub-committee.

> ### *Suggested Resources*
>
> - *[PA Adult Education Resources: WIOA Page](): This page provides links to additional information regarding WIOA, several Fact Sheets, WIOA Support Sites, and a link to Pennsylvania's Combined State Plan for 2016-2020.*
> - *[PA Workforce Development Associate Web Site](): This site provides information related to workforce development in Pennsylvania.*

Identifying High Priority Occupations

Pennsylvania's workforce development system aligns its education and training funding to High-Priority Occupations (HPOs).[4]

HPOs are jobs that:
- Are in high demand by employers
- Have advanced skill requirements
- Provide family sustaining wages

Each year, the Pennsylvania Department of Labor & Industry (L&I) prepares a list of HPOs using state and federal labor market data, projections based on U.S. Department of Labor

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[4] Pennsylvania Center for Workforce Information and Analysis. High Priority Occupations. Accessed at http://www.workstats.dli.pa.gov/Products/HPOs/Pages/default.aspx.

models, and a three-part process to identify occupations likely to grow or be in demand. HPO reports are developed for the state and for each Local Workforce Development Area (LWDA).

Both instructors and case managers should be aware of the HPOs in their respective LWDA and incorporate information or activities about the HPOs into lessons and career planning.

Suggested Resource

- *[Pennsylvania Center for Workforce Information and Analytics-High Priority Occupations](): This webpage provides the most up-to-date statewide and regional High Priority Occupations listings. Information related to the HPO Policy and Process is also available on this page.*

PA CareerLink®

PA CareerLink® is a collaborative consortium of agencies mandated to provide employment and career services to job seekers (adult, dislocated worker, and youth) and employers. Some counties are served by multiple PA CareerLink® sites while other counties provide services through satellite sites or hubs.

PA CareerLink® sites offer a variety of services that may differ from site to site. Many sites assist clients to access postsecondary schooling and employment opportunities. Some of the services they offer include job vacancy listings, career counseling, basic skills training, training funds, referrals to training programs, and unemployment insurance claims processing. PA CareerLink® sites might have co-located partners that may include adult education providers, postsecondary schools, human service agencies, and employers.

Staffing at PA CareerLink® sites varies as well. Typically, each site includes a site administrator and support staff who oversee the coordination of services. Many sites have a weekly staff meeting where representatives from all partner agencies gather to discuss operational items, such as upcoming job fairs, new employer needs, emerging industries, and new degree or certificate programs offered at partnering postsecondary schools. At some locations, the site administrator also meets regularly with representatives from each of the partners to exchange information about site operations. These meetings may be open to non-PA CareerLink® staff and could offer adult education practitioners and case managers a wealth of local employment information and partnership possibilities.

The PA CareerLink® sites provide a variety of services that can support adult education students seeking employment, educational, and training opportunities. Listed below are examples of job seeker services that may be available to them:
- Resume workshops
- Career counseling

- Job search assistance
- Interview skills training
- Job fairs
- Computer training
- Access to a computer lab
- Career exploration

PA CareerLink® sites also have trained representatives to provide employment services for veterans. These representatives can help veterans match their skills to job openings and contact employers on behalf of a veteran for hiring consideration. They also provide referrals to:

- General social service organizations
- Training organizations
- Government and local veteran service agencies

PA CareerLink® sites typically have a **Business Services Team** that serves as the primary connection between employers and the workforce development system. The team fosters relationships with employers who may be able to help students find jobs. They keep employers informed about PA CareerLink® programs and services and how these services may benefit their company or organization. Adult education programs might want to investigate opportunities to become members of the Business Services Team or determine the best way to communicate and share information with the team.

Individual Training Accounts (ITAs) provide tuition assistance for education and training offered by approved programs and providers *and* related to specific career fields. Approved postsecondary and training institutions must offer at least one program aligned to a designated HPO in their region.

Funding for ITAs, provided through the WIOA, may be reserved for those who:

- Need to update their skills in order to obtain employment
- Cannot fund training using other funding sources
- Are identified as Priority of Service
- Need more funding than what is provided by other grant programs (e.g., Pell Grants, Trade Adjustment Assistance)

The local PA CareerLink® site has current eligibility and application details for ITAs. Information on approved training providers and their programs can be found on the Commonwealth Workforce Development System website.

The federally funded **Trade Adjustment Assistance (TAA)** supports workers who are unemployed due to changes in foreign trade (e.g., increased imports, jobs moving overseas). The TAA program provides these workers with opportunities to retrain to meet local labor market needs. The local PA CareerLink® site office manages the grant monies.

Individuals can also apply at the PA site for TAA benefits and services, such as job training, job search, relocation allowances, income support, and assistance with healthcare premium costs. For current eligibility and application details, contact the local PA site.

Suggested Resources

- *WIOA Fact Sheet: One Stop Career Centers: This two page fact sheet provides an overview of WIOA's reforms to the One Stop Career Centers, which are referred to as PA CareerLinks®.*
- *WIOA Fact Sheet: Youth Program: This two page fact sheet provides a brief overview of WIOA's reforms to Youth Programs and reviews changes made to eligibility requirements.*
- *Job Gateway® is Pennsylvania's online tool that provides a variety of job-related resources. Case managers and instructors will find many of the resources and tools available on this site helpful to students. Case managers may want to assist students with the enrollment process.*
- *Virtual Job Shadow: This is an online career planning and exploration tool with the following features: Job shadow videos, career searches based on abilities and interests, and interactive features, such as pop quizzes and career advice videos.*
- *Big Interview: Students can learn interviewing techniques and get advice on how to land a job. Video and written lessons on interviewing and interview essentials are available. Students can participate in mock interviews tailored by experience, occupation or competency. Another option is Interview Roulette that allows participants to answer random interview questions and perfect "thinking on your feet".*
- *cTORQ: This tool allows students to capture the full range of skills they have attained by entering their work history and educational background. Based on this information, students are introduced to a variety of new alternative occupations, can search real-time job postings for these occupations, and develop a Personal Employment Plan. Students can also explore the skills gap between their experience and new job opportunities, as well as find education and training providers to prepare them for those jobs.*
- *Military Occupation Translator: Students with a military background can use this search tool to find careers that match their military job. They can view listings of related civilian careers and available employment. The jobs are accompanied by detailed occupation profiles that include wage data, education, and skills.*
- *Certified TAA/WIA Training Programs/Providers List is a search tool for approved training providers and programs of study in a specified area.*

Topic 5: Addressing Student Barriers

Introduction

Adult education students may have barriers that need to be addressed for them to successfully meet their identified goals. Case managers commonly work with students to assist them in identifying and overcoming those barriers. Listed below are resources that can be used to learn more about the types of services that can help students surmount hurdles.

Suggested Resources

- *Adult Persistence Study from NCSALL: This document summarizes findings from a comprehensive study on adult student persistence. The findings highlight the importance of determining whether a student is ready for academic programming. It is particularly helpful for case managers as they plan orientation and consider topics to include to help students and educators in identifying issues that might influence persistence.*
- *2-1-1: United Way: This website is a "one stop shop" barrier referral service. Sponsored by the United Way, it is available in every Pennsylvania county. Students can dial 2-1-1 for obtain referral information to a range of services. It is accessible by computer or telephone. The service, including the telephone lines, are open 24/7, available in many languages, and confidential. The types of services available through this service are:*
  - *Supplemental food and nutrition programs*
  - *Shelter, housing options, and utility assistance*
  - *Emergency information and disaster relief*
  - *Employment and education opportunities*
  - *Services for veterans*
  - *Health care, vaccinations, and health epidemic information*
  - *Addiction prevention and rehabilitation programs*
  - *Re-entry help for ex-offenders*
  - *Support groups for individuals with mental illness or special needs*
  - *A safe, confidential path out of physical and/or emotional domestic abuse*
- *Pennsylvania County-by-County Resource Guide: The Juvenile Law Center created this database as a resource for older youth and young adults in Pennsylvania who are aging out of the foster care system. However, many of these resources may be helpful to adult education students, as well. Information, including who to contact, is available for a wide range of services, including employment, housing, advocacy and legal services, hotlines, and transportation.*
- *PA Health and Human Services Resource Guide: This resource is an alphabetical listing arranged of health and human services. Included is an overview of the types of services available and contact information.* Note: This resource was last updated in 2011.

Section 2: Featured Career Pathways Resources for Administrators, Case Managers, and Instructors

Topic 1: Career Pathway Resources for Program Administrators

Career Pathway Toolkits and Implementation Guides
The following resources explain elements of and for implementing and sustaining career pathways programming. These resources provide a comprehensive overview of each element and include a wealth of supporting reading and reference materials.

Career Pathways Toolkit: A Guide for System Development (2015 Version): This toolkit provides an overview of the six key elements of career pathways. It identifies the essential components for developing a comprehensive career pathways system. Each Key Element is explained and accompanied by a supplemental toolkit that includes a variety of related links and articles. This guide will be helpful for program administrators seeking a deeper understanding of career pathways and implementation.

Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development (October 2016): This is an updated version of the 2015 *Career Pathways Toolkit* (Department of Labor Employment and Training Administration). It contains enhanced features and additional tools that can help program administrators build and implement career pathway programming. Several new features of the toolkit are listed below:

- Downloadable by section
- Sections include:
    - Introduction
    - Element One: Build Cross-Agency Partnerships
    - Element Two: Identify Industry Sector and Engage Employers
    - Element Three: Design Education and Training Programs
    - Element Four: Identify Funding Needs and Sources
    - Element Five: Align Policies and Programs
    - Element Six: Measure System Change and Performance
    - Career Pathways Resources
    - Worksheets for each element
- Alignment to the definition and requirements of the Workforce Innovation and Opportunity Act (WIOA)
- Major advancements and emerging promising practices in the field over the past five years

[Creating Career Pathways in Colorado: A Step-by-Step Guide](#): Although this resource describes how Colorado implemented career pathways, it also provides information that can be generalized to Pennsylvania programs. This guide delineates a process, and guidelines, for establishing industry partnerships to help offer sector-focused, career pathways. The resource also includes additional links with resources.

[A Resource Guide for Engaging Employers](#): This guide defines and explains various levels of employer engagement including building strategic employer partnerships. Although the intended audience for this document was community colleges and their partners in the Accelerated Opportunity initiative, it provides a succinct overview of successful employer engagement, general strategies for building and sustaining employer relationships, and multiple program examples.

[ApprenticeshipsUSA Toolkit](#): Developed by the US Department of Labor, this toolkit provides a wealth of information related to apprenticeships, their benefits, and strategies for forming relationships with other stakeholders to build an apprentice program. The Toolkit also offers links to an online course about the apprenticeship model and a link to Pre-apprenticeship Tools and Resources that can be found [here](#).

[PA Adult Education Resources](#): Workforce/Career Pathways Webpage
The Career Pathways Webpage on the PA Adult Education Resources web site provides tools and materials that can assist program administrators with career pathways planning and collaboration.
- [Partnering and Collaborating Handouts](#): This document addresses partner collaboration, including a typology of roles and responsibilities for different partners and a Partner Planning and Collaboration: Roles and Responsibilities template.
- [Coordinating Marketing, Recruitment, and Intake Handout](#): This handout is helpful in identifying current partner practices and outlining strategies for building collaborations with other agencies.
- [Trifold Brochure](#): This brochure can be used to inform new and potential partners about adult education services, the types of services available, the need for these services, and examples of how adult education providers and partners can work together. The back panel can be customized with an adult education agency's information.
- [Adult Education Title II Services Infographic](#): This two page infographic provides an overview of adult education services on a statewide level that can be shared with other agencies and potential partners.

Pennsylvania
Adult Education
Resources

Topic 2: Career Pathways Resources for Case Managers

The following sites provide additional information and resources that case managers may wish to explore and incorporate into their current services.

Employment Assistance

CareerOneStop.org: This website, developed by the US Department of Labor, has tools and resources that provide valuable information for case managers who want to further develop career related counseling skills.

CareerOneStop Toolkit: This webpage has a variety of career-related toolkits. Each topic (see below) includes additional links and resources that case managers can use to prepare individual and group sessions, lesson plans, new student orientation, or other agency materials.

- Careers
- Training
- Skills
- Jobs
- Wages
- Industry
- State and Local Information
- Available Mobile Applications

Special Populations CareerOneStop Resources: This webpage categorizes information and resources for identified populations. Each link (see below) includes additional resources that case managers can use when working with students that might fall into one of these categories:

- Young Adults
- Career Changers
- Veterans
- Laid-off or Dislocated Workers
- Individuals with Criminal Convictions
- Entry-level Workers
- Older Workers
- Students
- Persons with Disabilities

GCFLearnFree.org: This site provides free online courses that could be used by case managers for lesson development or activities. The site resources cover more than 180

topics and offers 2,000 lessons, 800 videos, and 55 interactive and games. The two links below are examples of courses that address employment skills:

- Job Search provides information on effective strategies for approaching and conducting a job search. It includes information on best methods for networking and searching online for a job. To note, suggested strategies include using social media sites.
- Workplace Skills outlines key factors for job and career success. This resource reviews new employee expectations, how to complete employee paperwork, and other important information about pay, benefits, time off, and more.

ALISON: This site, developed in Ireland, is one of the leading free online learning websites. It offers over 750 different courses on a wide range of topics from building digital literacy skills to personal enrichment topics. ALISON courses are self-paced and structured for groups or individuals. Although all courses on ALISON are free, there is a fee to download an official certificate of completion. The following links to courses can be used to help students achieve employment goals:

- Touch Type Training
- Introduction to Time Management
- Introduction to Job Search Skills

California Career Café: Although this site was developed for California Community College students, it offers a comprehensive virtual career center appropriate for adult education students. There are numerous career pathways and employment related lessons and materials that can be accessed by clicking on the links below:

- Prepare for Employment Lessons
- Explore Career Clusters
- Top 10 List of People Skills with Activities

Goal Setting and Goal Plans

The following resources provide information beyond those provided in the Goal Setting and Goal Planning Feature Resources in Section One of this guide. They might be useful for case managers seeking additional ideas and strategies for goal setting and creating goal plans for students.

Goal Setting Resources: This website offers numerous tools and suggestions for goal setting with adult education students. In addition, there are resources appropriate for tutors and case management instructors.

Career Planning Checklist: This basic checklist may be used by case managers to track student career planning progress.

Comprehensive ACLS Education and Career Plan Template: This planning document was developed by adult education programs in Massachusetts. It is extensive and may include more components than needed when working with students. However, case managers may find it helpful to review for ideas or additions to an agency's current career or goal plans.

ACLS Guide for Completing the Student Education and Career Plan: This guide provides a helpful overview of the various sections of the ACLS Education and Career Plan Template (previous resource). It also has an extensive Curriculum, College, and Career Readiness Resources list.

Step Ahead: Career Planning for People with Criminal Convictions: This site addresses job seekers with felony convictions or other criminal charges. It includes information on work options, goal setting, training, and strategies for conducting a successful job search. A downloadable workbook, STEP AHEAD, can also be accessed on this website.

Career Exploration and Postsecondary Training

Virtual Career Network: This site features a variety of resources that case managers can use with students. These resources include career exploration and postsecondary options in Healthcare, Green, and Transit industry clusters. The site also features job strategies for 50+ Workers. Helpful resources include:
- Career exploration tools
- Interest surveys
- Current and potential career options based on education
- Information related to career specific qualifications, certifications, or professional licenses
- Selecting an educational institution or training program
- Postsecondary application guidance
- Current employment openings in chosen field

Affordable Colleges Online Web Site: This website provides information about online postsecondary education and training by subject area and state. It includes key considerations for determining whether and which online learning institutions are appropriate. Students can find institutional information such as degrees offered, rankings, tuition and fees, financial aid, number of online programs offered, and graduation rates.

This resource would be helpful for any student with an interest in enrolling in an online program.

Another useful feature of the site is the resources link. There is a wealth of information available on the site, as well as additional links to other online resources. Case managers assisting students who are exploring or transitioning to postsecondary programs may find the following links most useful:
- Study Skills for College Students
- Plagiarism Prevention and Awareness
- Green Degrees and Careers

Topic 3: Career Pathways Resources for Instructors

The following sites provide contextualized materials and resources that instructors may find useful for lesson planning or to encourage student learning beyond the classroom walls.

Entrance Examinations and Placement Testing

College Board and Khan Academy Official SAT Practice Site: The College Board and Khan Academy developed this free site to prepare students for the new SAT. The site offers thousands of practice questions, video lessons, full-length practice tests, instant feedback, and study and test-taking tips.

March to Success: This website provides a plethora of online study materials that can help improve students' scores on standardized tests, including college entrance and military entrance exams (ASVAB).

Mometrix Academy: This website offers test preparation review videos for career-related exams and subject areas, including math, science, and English. Instructors may find this resource useful for instructional planning or concept review. All videos and sample test questions are available for free; however, corresponding study guides and flash cards have a fee. Resources are available for such exams as the TABE®, HiSET®, GED®, and Wonderlic®.

Contextualized Instructional Content

March to Success: In addition to the test preparation materials mentioned above, this site includes self-paced study programs in math, English and science. The materials are developed for grade levels 8-12. The High School Math and Verbal Skills and College Readiness online courses each start with a pre-assessment test; the results can generate a custom learning path that includes interactive lessons, quizzes, and additional practice questions. The High School Science Hub provides lessons and practice tests on earth science, biology, chemistry and physics.

The site also offers STEM Learning Hubs that address the following topics and careers:
- Social sciences
- Nursing
- Technology
- Pre-engineering
- Math

Instructors may find the content on this site helpful to prepare or supplement content area lesson plans. Instructors can also encourage students to use these resources for

homework. The site also allows students and teachers to monitor progress in any of the courses. Registration is required to use the materials on this site. A demonstration of the different modules available on the site can be found [here](#).

[Open Learning Initiative: Carnegie Mellon University](#): This site was created by Carnegie Mellon University and offers students and instructors free courses. Examples of the available courses that instructors may find helpful are listed below:

- Anatomy & Physiology: This course focuses on the human body capabilities and inner workings. It includes pre-tests, ample practice opportunities, 3D interactive images, walkthrough videos, and other special tools and applications that can increase comprehension. It also includes a foundation to explore careers in the health and fitness industries.
- Introduction to Biology: This introductory course defines biology and its relationship to other sciences.
- STEM Foundations: This course is designed to develop basic skills and content knowledge in workplace communication and mathematics required for STEM careers. It includes practical activities designed to prepare students to successfully transition to a college programming for a STEM career.
- Stem Readiness: STEM Readiness provides a refresher of core skills needed for success in STEM-related technical programs and careers. Skills covered are mathematics (basic arithmetic to beginning algebra), workplace communication, and professionalism. Content is delivered using contextualized workplace scenarios.

[Virtual Career Network](#): The site features career and postsecondary exploration in [Healthcare](#), [Green](#), and [Transit](#) industry clusters. The site also includes job seeking strategies for [50+ Workers](#). Additionally, the site offers free, online refresher courses through the [VCN Learning Exchange](#) in the following areas:

- Computer Skills for the Workplace
- Keyboarding
- Grammar
- Math
- Healthcare:
  - Basic Anatomy and Physiology
  - Basic Biology
  - Basic Chemistry
  - Medical Terminology

[YouthBuild USA: Instructor Resources](#): This webpage provides a downloadable document containing links to high school equivalency resources, free online teacher tools, materials, and lesson plans and activities developed by YouthBuild educators in the following content areas:

- English Language Arts and Literacy
- Mathematics
- Social Studies
- Science
- Digital Literacy
- Construction Integration

ALISON: This site, developed in Ireland, is one of the leading free online learning websites. It offers over 750 different courses on a wide range of topics from building digital literacy skills to personal enrichment topics. ALISON courses are self-paced and structured for groups or individuals. Although all courses on ALISON are free, there is a fee to download an official certificate of completion.