

# Career Pathways Action Planning Guidance

## Partnerships

### Questions

- Does your agency have effective (win/win) partnerships with area employers that could provide programming support and/or career pathways opportunities for students?
  - If not, consider employer partnerships as a focus for your action plan.
  
- Does your agency have effective partnerships with workforce development partners that provide benefits to students and staff, including PA CareerLink®? Does your staff have established contacts within PA CareerLink®, including the Business Services Team, case managers, job developers? Does your agency participate in a two-way referral process with PA CareerLink®?
  - If not, consider workforce development partnerships as a focus for your action plan.
  
- Does your agency have effective partnerships with community agencies, including Community Action Agencies that can provide services to adults and serve as a two-way referral source for recruitment of students?
  - If not, consider community partnerships as a focus for your action plan.
  
- Does your agency have effective partnerships with postsecondary education (PSE)/training institutions, including Career and Technical Education, which include information sharing about offerings at both agencies? Does your staff have established contacts within PSE/training institutions? Does your agency encourage referrals from PSE/training for students who do not have the basic skills required to be successful in PSE/training?
  - If not, consider education partnerships as a focus for your action plan.

## Career Awareness

### Questions

- Does your agency consistently offer career awareness activities to all students enrolled in your classes?
  - If not, consider career awareness as a focus for your action plan.
- Does your agency integrate career awareness activities in ABE/ESL instruction?
  - If not, consider career awareness as a focus for your action plan.
- Does your agency work with students to develop career plans and goals as an outcome of career awareness activities?
  - If not, consider career awareness as a focus for your action plan.
- Does your agency use the ICA, O\*NET, PA Career Coach or other resources to lead or supplement career awareness activities?
  - If not, consider career awareness as a focus for your action plan.
- Does staff incorporate the use of career pathways maps into career awareness and career planning activities?
  - If not, consider career awareness as a focus for your action plan.

## Case Management

### Questions

- Does your case manager consistently incorporate career coaching components into practice?
  - If not, consider case management as a focus for your action plan.
- Does your case manager have clearly defined roles with regard to career coaching?
  - If not, consider case management as a focus for your action plan.
- Does your case manager assist student in the development of career goals resulting from career awareness activities?

- If not, consider case management as a focus for your action plan.
- Is your case manager involved in relationship building and maintenance within your organization?
  - If not, consider case management as a focus for your action plan.

## Local Labor Market

### Questions

- Can you describe the information that your agency uses to determine the local labor market?
  - If not, consider local labor market as a focus for your action plan.
- Are members of your agency staff all aware of local labor market information?
  - If not, consider local labor market as a focus for your action plan.
- Does your agency staff integrate local labor market information into ABE/ESL instruction?
  - If not, consider local labor market as a focus for your action plan.
- Does your agency use local labor market information in career awareness and career planning activities for students?
  - If not, consider local labor market as a focus for your action plan.

## Transitions Data

### Questions

- Does your agency examine transition data when analyzing partnerships?
  - If not, consider transitions data as a focus for your action plan.
- Does your agency develop partnerships with employers who have hired adult students from your program?
  - If not, consider transitions data as a focus for your action plan.

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- Does your agency develop partnerships with postsecondary education/training institutions where adult students have transitioned?
  - If not, consider transitions data as a focus for your action plan.
- Does your agency examine interventions that may have contributed to successful transitions?
  - If not, consider transitions data as a focus for your action plan.
- Does your agency replicate interventions that may have contributed to successful transitions?
  - If not, consider transitions data as a focus for your action plan.

## Contextualized Instruction

### Questions

- Has your agency identified relevant sectors for contextualized instruction?
  - If not, consider contextualized instruction as a focus for your action plan.
- Does your agency have a collection of readily available sector-based contextualized instructional materials?
  - If not, consider contextualized instruction as a focus for your action plan.
- Has your agency explored LINCS and other websites for sector-based contextualized instructional materials?
  - If not, consider contextualized instruction as a focus for your action plan.
- Does your agency incorporate the use of authentic work-related authentic materials into instructional activities?
  - If not, consider contextualized instruction as a focus for your action plan.
- Does your agency offer sector-based instruction that supports students' career goals that have been established through career awareness activities?
  - If not, consider contextualized instruction as a focus for your action plan.