Development Outline of IETs in IELCE Programs

RESEARCH
- Identify in demand industries and where ELLs are being hired
- Identify prospective workforce training options
- Identify prerequisites for student participation (basic skills competencies, work experience, language, etc.) for trainings being explored

BUILDING RELATIONSHIPS
- Integrate with the workforce development system to better inform training, career pathway, funding, and program delivery options
- Develop partnerships within the English Language Learner community and with key employers
- Establish rapport with occupational trainer and observe classes if possible

COLLABORATION
- Ensure efficacy and success of the IET program
- Ensure shared accountability is in place among partners, where needed
- Establish an internal feedback loop and communications process, media presence, and marketing materials

PROGRAM DESIGN
- Collaboration informs your IELCE and IET program design
- Select an appropriate instructional model and class schedule
- Ensure recruitment, intake, and job placement procedures are in place
- Establish wrap-around and career and transitions services

CURRICULUM DESIGN
- Identify workforce training and other objectives from which to contextualize your IELCE curriculum
- Contextualize curriculum by identifying appropriate adult literacy and education and workforce preparation learning objectives that use occupationally relevant materials
- Formulate Scope and Sequence to organize learning objectives and activities
- Create Lesson Plans from Scope and Sequence, followed by Student Agendas

DELIVERY
- Conduct recruitment activities through activities within your agency (with media presence) and with partners
- Hold classes and deliver curriculum, maintaining close communication with trainer
- Utilize data tracking system to track student participation and job placement
- Ensure employers are aware of program completion date and have shared of job openings

EVALUATION AND REDESIGN
- Provide partners with program results (MSG gain, job placement, student surveys, etc.)
- Elicit feedback from students who have become employed (30-,60-,90-day check-ins)
- Collaborate closely with workforce trainer to evaluate program model, curriculum, and program effectiveness
- Plan for redelivery and/or redesign as necessary