



# WELCOME!

## IET Design Camp

Technical Assistance supported by the U.S. Department of Education,  
Office of Career, Technical and Adult Education (OCTAE)

## Orientation

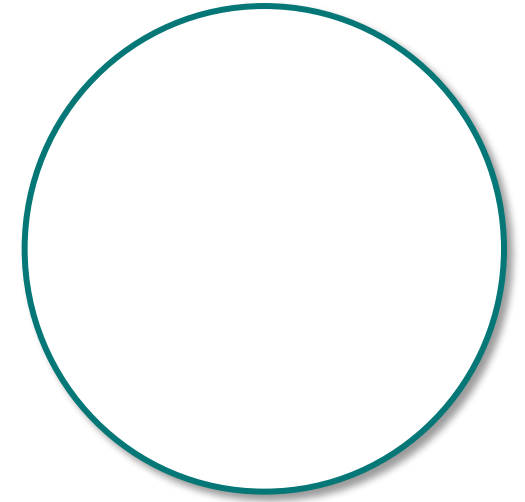
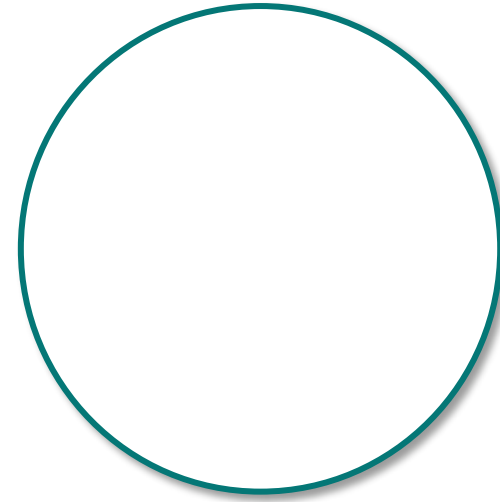
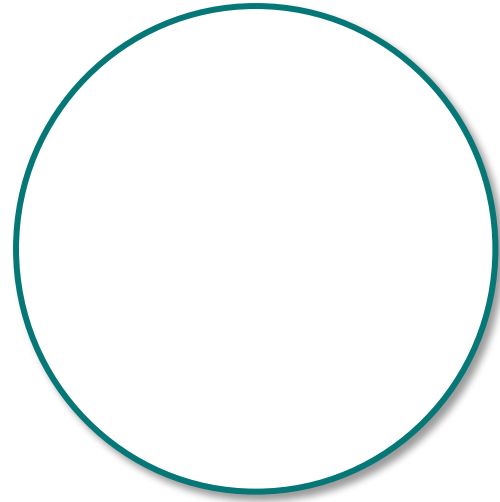




# Meeting Recording Notice

This session will be recorded, including any audio, visuals, participants, and other information sent, verbalized, or utilized. By joining this meeting, you automatically consent to such recordings. Any participant who prefers to participate via audio only should disable their video camera so only their audio will be captured. Video and/or audio recordings of any session shall not be transmitted to an external third party without permission.

# Design Camp Trainers



# Agenda

- Introduction
  - Getting to know the Virtual Classroom
  - Setting the Stage
  - Trainer and Participant Introductions
- Quality IET Programs
  - WIOA IET Definition and Requirements
  - Four Phases of the IET Design Process
- IET Design Camp Overview
  - Structure
  - IET Toolkit Tour
- Wrap-Up



# Getting Familiar with the Virtual Classroom



Make sure you are signed into the Zoom desktop client rather than through the browser version.



We recommend using your computer for audio to facilitate participation.



Please mute your microphone and turn on your camera.



During the webinar, chat the entire group for questions and comments related to the content.



If you experience problems during the webinar, message or email \_\_\_\_\_ at \_\_\_\_\_.



Be sure to take notes in your Participant Guide!

# Focus on IET Programs



## Increasing Adults' Opportunities for Employment and/or Further Education

- Wages rise and unemployment decreases as education and training attainment levels are reached.

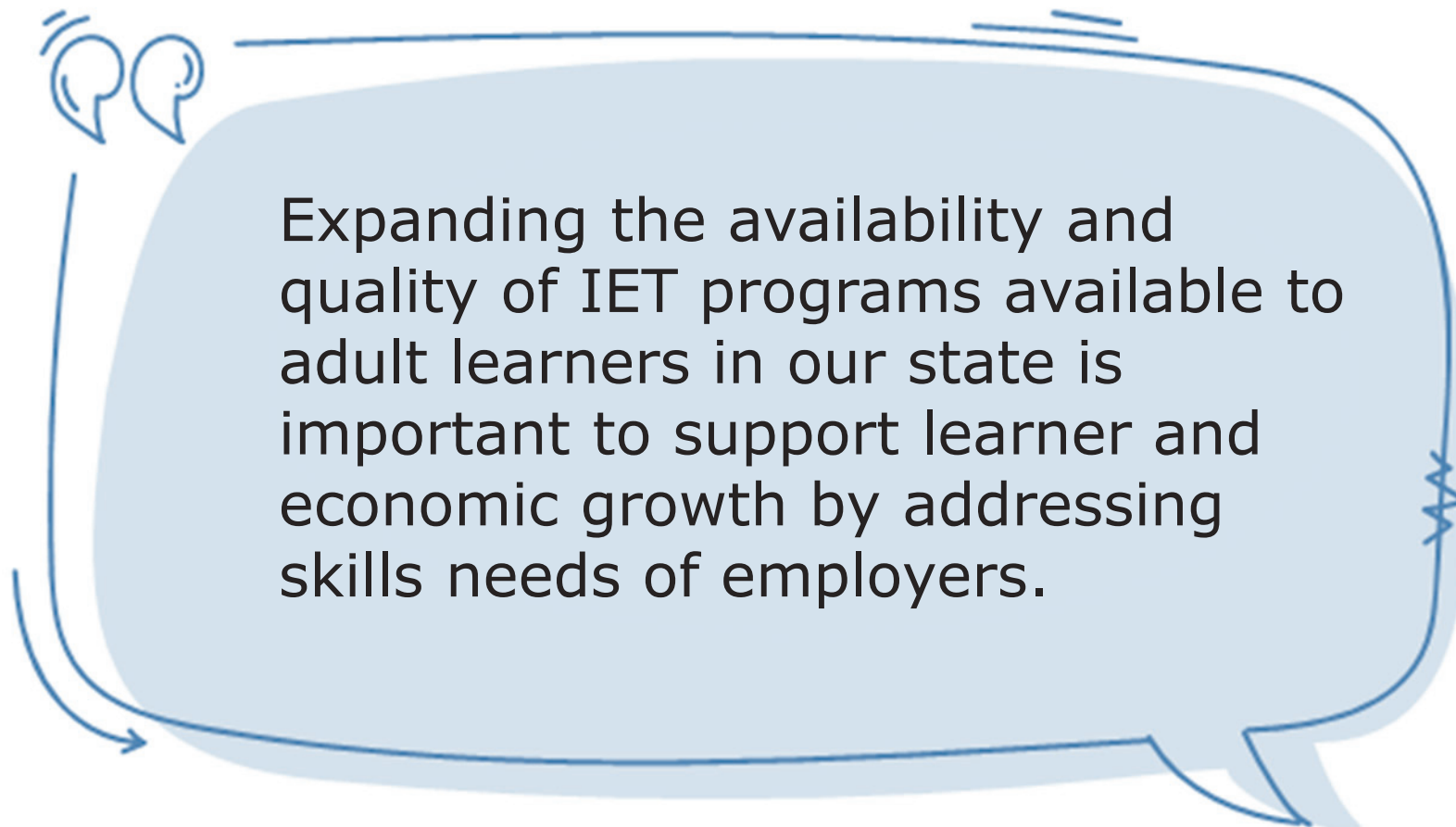
Unemployment rates and earnings by educational attainment, 2020		
Educational attainment	Median Usual weekly earnings	Unemployment rate
Master's degree	\$1,545	4.1%
Bachelor degree	\$1,305	5.5%
Associate degree	\$938	7.1%
Some college, no degree	\$877	8.3%
High school diploma	\$781	9%
Less than a high school diploma	\$619	11.7%
TOTAL	\$1,029	7.1%

Note: Data are for persons ages 25 and over. Earnings are for full-time wage and salary workers.  
Source: Current Population Survey, U.S. Department of Labor, U.S. Bureau of Labor Statistics

- If all U.S. adults were at least a Level 3 in literacy proficiency, the U.S. would generate an additional \$2.2 trillion in annual income which represents 10% of the gross domestic product.

([https://www.barbarabush.org/wp-content/uploads/2020/09/BBFoundation\\_GainsFromEradicatingIlliteracy\\_9\\_8.pdf](https://www.barbarabush.org/wp-content/uploads/2020/09/BBFoundation_GainsFromEradicatingIlliteracy_9_8.pdf))

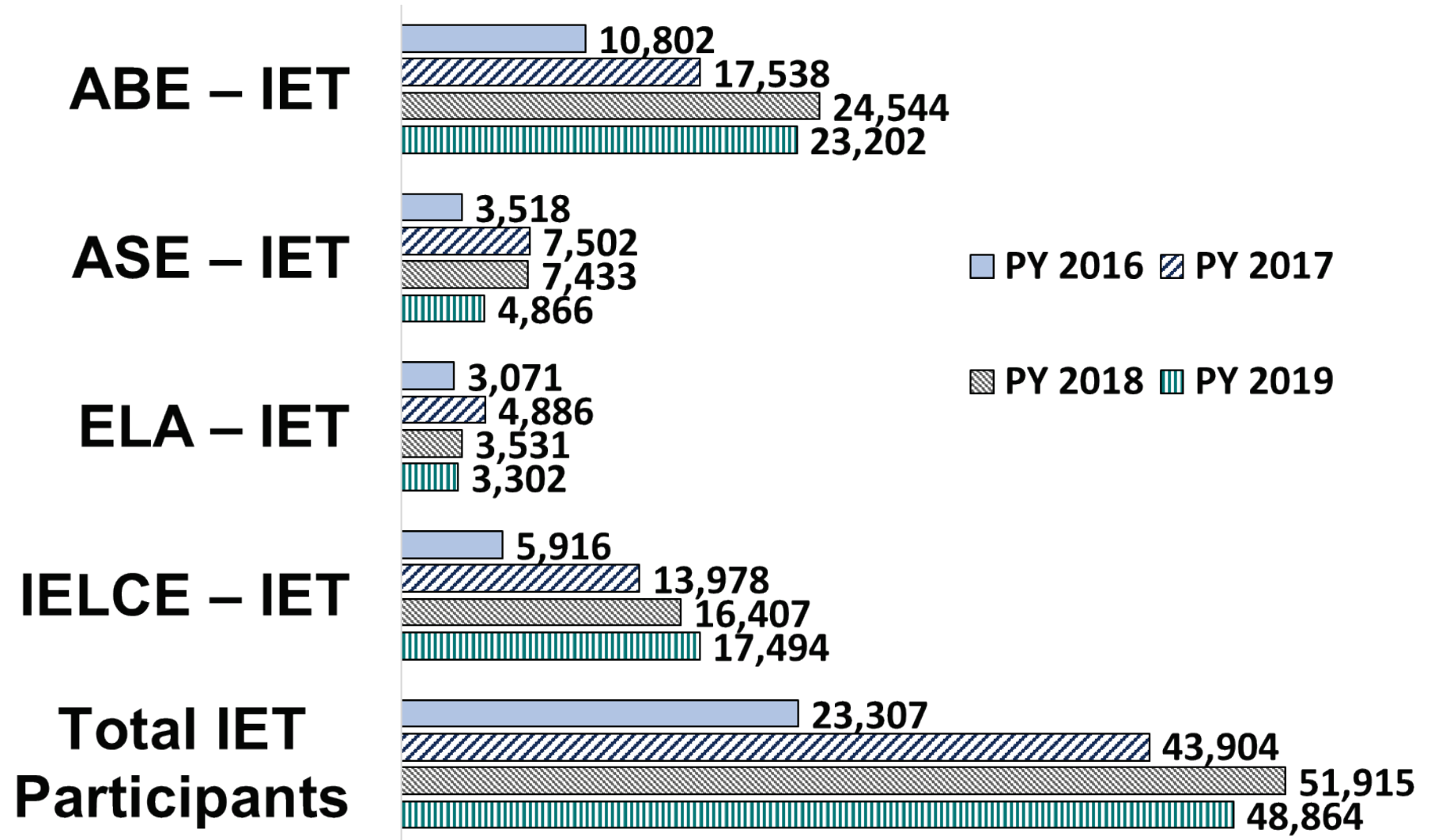
# IET Programs Revolutionize Career and Education Pathways for Adult Learners



# Enrollment Trend in IET Programs

Across the country, total IET participation reported for PY 2019 was 48,864, which was a decrease of 3,051 participants or 5.88% less than PY2018.

This represents a decreased rate less than half that of the total enrollment decline.







## Our Charge to You:

- Bring your best thinking and collaboration to this work.
- Share ideas and insights.
- Take advantage of “time away” with colleagues.



# Breakout Group Meet and Greet



Share a little about yourself with your peers:

- Name
- Agency/Organization
- Role
- One thing you hope gain from the Design Camp



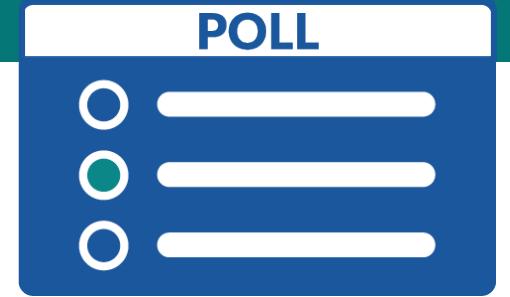
15  
mins.



# Quality IET Programs

- What is IET?
  - Three Integrated Components
  - Educational and Career Advancement
- Breakout Group Activity – Is it an IET?
- IET Program Design Process and Guiding Principles

# Poll: Participation in IET



**Which aspect or aspects of IET development and/or delivery have you participated in?**

- A. Identifying an IET program
- B. Designing a program
- C. Administering a program
- D. Serving as an instructor
- E. Serving as an industry subject matter expert (SME)
- F. Practicing continuous improvement/evaluating a program
- G. Other
- H. None

# Group Discussion: What is IET?



“...a service approach that provides *adult education and literacy activities* **concurrently** and **contextually** with *workforce preparation activities* and *workforce training* for a specific occupation or occupational cluster for the purpose of educational and career advancement.”

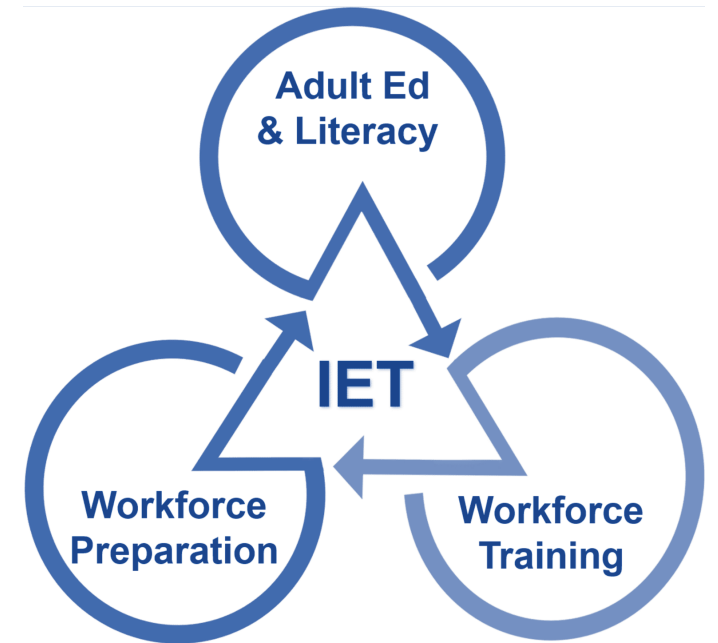
(34 CFR §463.35)

What is meant by the phrase  
**“concurrently and contextually?”**

Please share your thoughts.

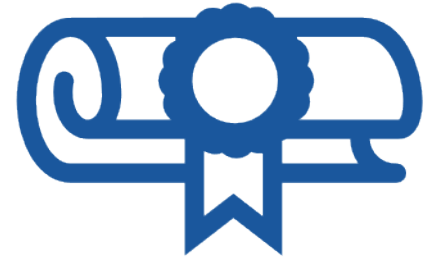
# IET Component Integration

- Adult education and literacy activities, workforce preparation activities, and workforce training activities must:
  - Each be of sufficient **intensity and quality**
  - Be based on the most **rigorous research available**, particularly with respect to improving reading, writing, mathematics, and English proficiency of eligible individuals
  - **Occur simultaneously** within the overall scope of the IET program
  - Use **occupationally relevant** instructional materials
- This alignment integration is organized through a **single set of learning objectives** that identifies specific adult education content standards, workforce preparation skills, and workforce training competencies.



# Educational and Career Advancement

- The purpose of IET programs is to support learners' educational and career advancement.
- To help achieve that:
  - The adult education component of the program **must be** aligned with the state's content standards for adult education.
  - The IET program **must be** part of a career pathway.



# Breakout Group Activity #1

Is it an IET?



Review a sample adult education program.



20 mins.

- Discuss the aspects of the program that meet WIOA regulations and state policies for an IET.
- What makes or would make it an IET program?
- Document the evidence (or lack of evidence) in each.
- Be prepared to share your group's reasoning.



1 Medical Records/  
Medical Office  
Receptionist



2 Nursing



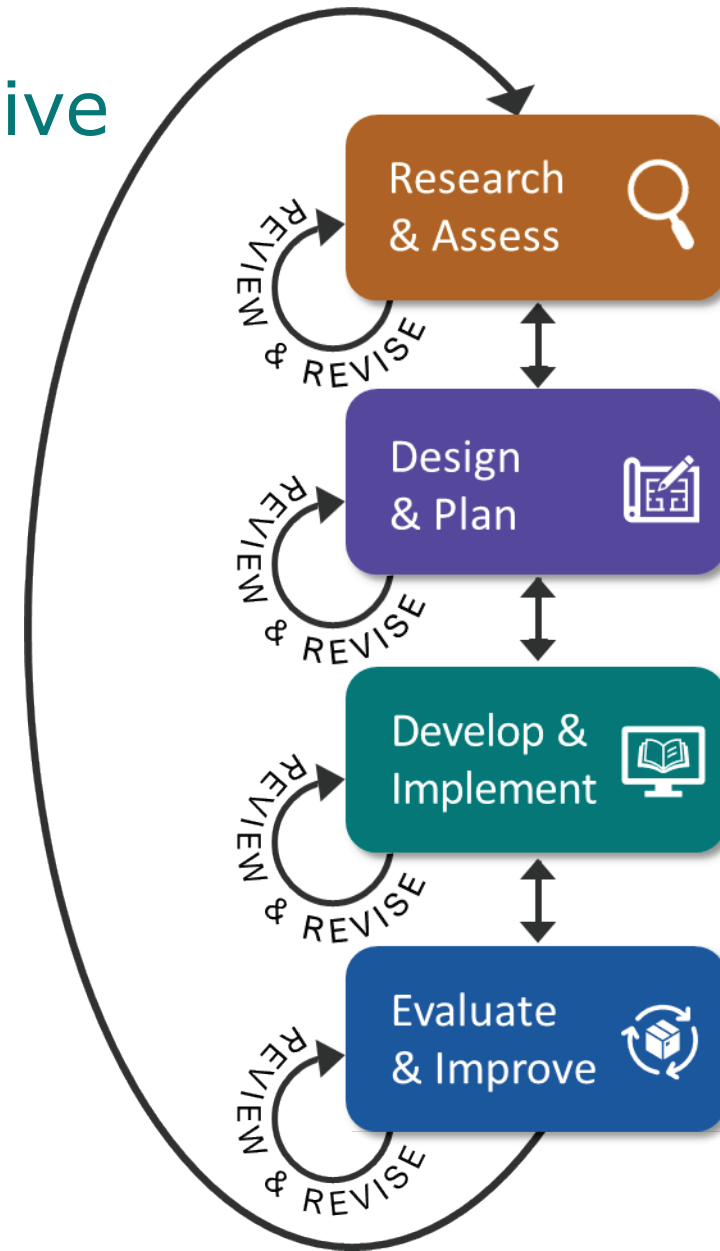
3 Business  
Technology



4 Dental  
Office Aide

# The IET Program Design Process

Four iterative phases



# 3 Guiding Principles of IET Program Design



Design with learner and community needs in mind.



Collaborate with partners.



Adopt a continuous improvement approach.



Quality IET Programs

Questions?



# IET Design Camp Overview

- What is the IET Design Camp?
- Design Camp Structure
- Materials and Where to Find Them
- Cohort Training Format
- Expectations – Yours and Ours

# What is the IET Design Camp?







- **It is:**
  - A foundational IET design training series that introduces and aligns with the IET Toolkit.
  - A participatory and collaborative learning experience.
  - An opportunity to explore and share resources, challenges, and successes.
  - A launching pad to help you develop and refine an IET program.
- **It is not:**
  - Designed for you to leave with a new IET program in place.
  - Intended as training for curriculum design.

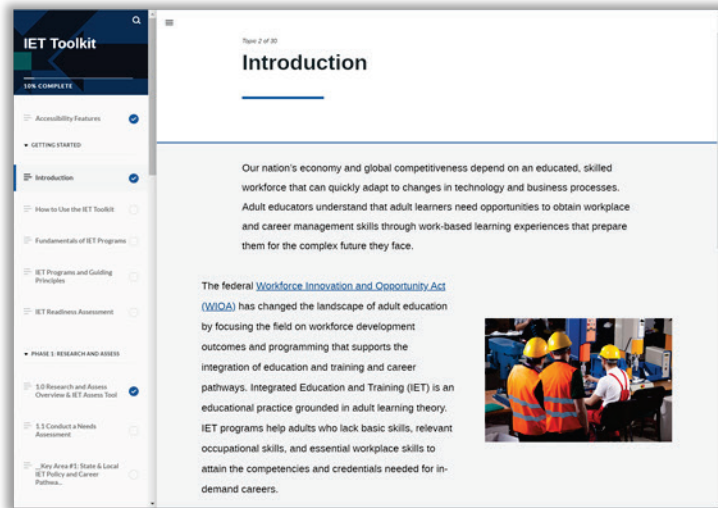
# Design Camp Structure

**WE ARE HERE**

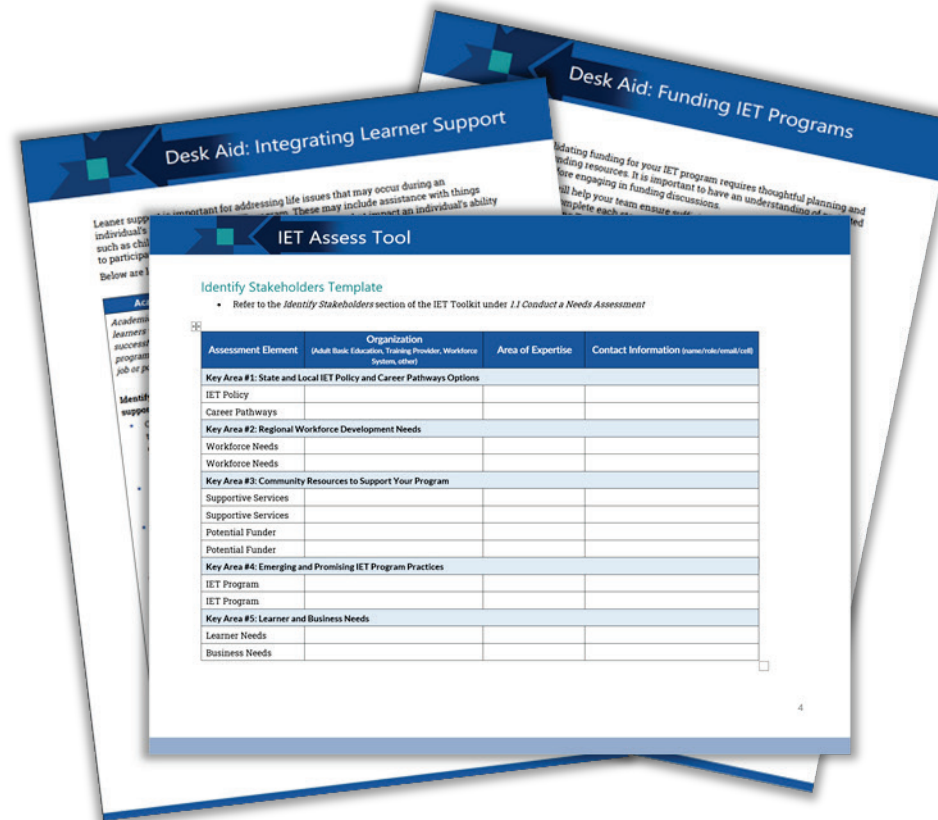


WEEK 1	WEEKS 2 & 3	WEEKS 4 & 5	WEEKS 6 & 7	WEEKS 8 & 9
<b>Orientation</b>	<b>Phase 1: Research and Assess</b> 	<b>Phase 2: Design and Plan</b> 	<b>Phase 3: Develop and Implement</b> 	<b>Phase 4: Evaluate and Improve</b> 
<b>MONDAY</b> Toolkit reading assignment	<b>MONDAY</b> Toolkit reading assignment	<b>MONDAY</b> Toolkit reading assignment	<b>MONDAY</b> Toolkit reading assignment	<b>MONDAY</b> Toolkit reading assignment
<b>TUESDAY</b> Training Webinar	<b>TUESDAY</b> Training Webinar	<b>TUESDAY</b> Training Webinar	<b>TUESDAY</b> Training Webinar	<b>TUESDAY</b> Training Webinar
	<b>WED – MON</b> Team Activity	<b>WED – WED</b> Team Activity	<b>WED – WED</b> Team Activity	<b>WED – WED</b> Team Activity
	<b>TUESDAY</b> Cohort Discussion	<b>THURSDAY</b> Cohort Discussion	<b>THURSDAY</b> Cohort Discussion	<b>THURSDAY</b> Closing Session

# Design Camp Materials



IET Toolkit



Desk Aids and Tools



Participant Guide

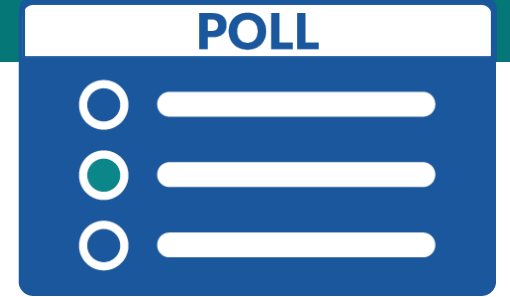




# Cohort Training Format

- Purpose:
  - Peer-to-peer discussions about concepts covered in the training sessions and how to apply them.
- Cohort Assignments:
  - [ENTER COHORT ASSIGNMENTS]
- Meeting dates:
  - [ENTER DATES AND TIMES]

# Poll: Train the Trainer Design Camp Materials



**Which of the following categories do you fall in regarding the IET Design Camp materials?**

Select 1:

- A. I have downloaded the Design Camp Materials and read the Getting Started section of the IET Toolkit.
- B. I have read the Getting Started section of the IET Toolkit but have not yet downloaded all Design Camp Materials.
- C. I have downloaded the Design Camp Materials but have not yet read the Getting Started section of the IET Toolkit.
- D. I have not yet downloaded the materials or read the Getting Started section of the IET Toolkit but plan to do so right away.

# What You Can Expect of Us



Engaging, interactive training.



Comprehensive toolkit to support your design work.



Opportunities to connect with your peers.



Cohort support while you apply what you've learned.

# What We Expect of You



Be on time and attend all sessions.



Actively participate in discussions and activities.



Set aside time to do reading and team activities.



Share challenges and successes; learn together.



IET Design Camp Overview

Questions?

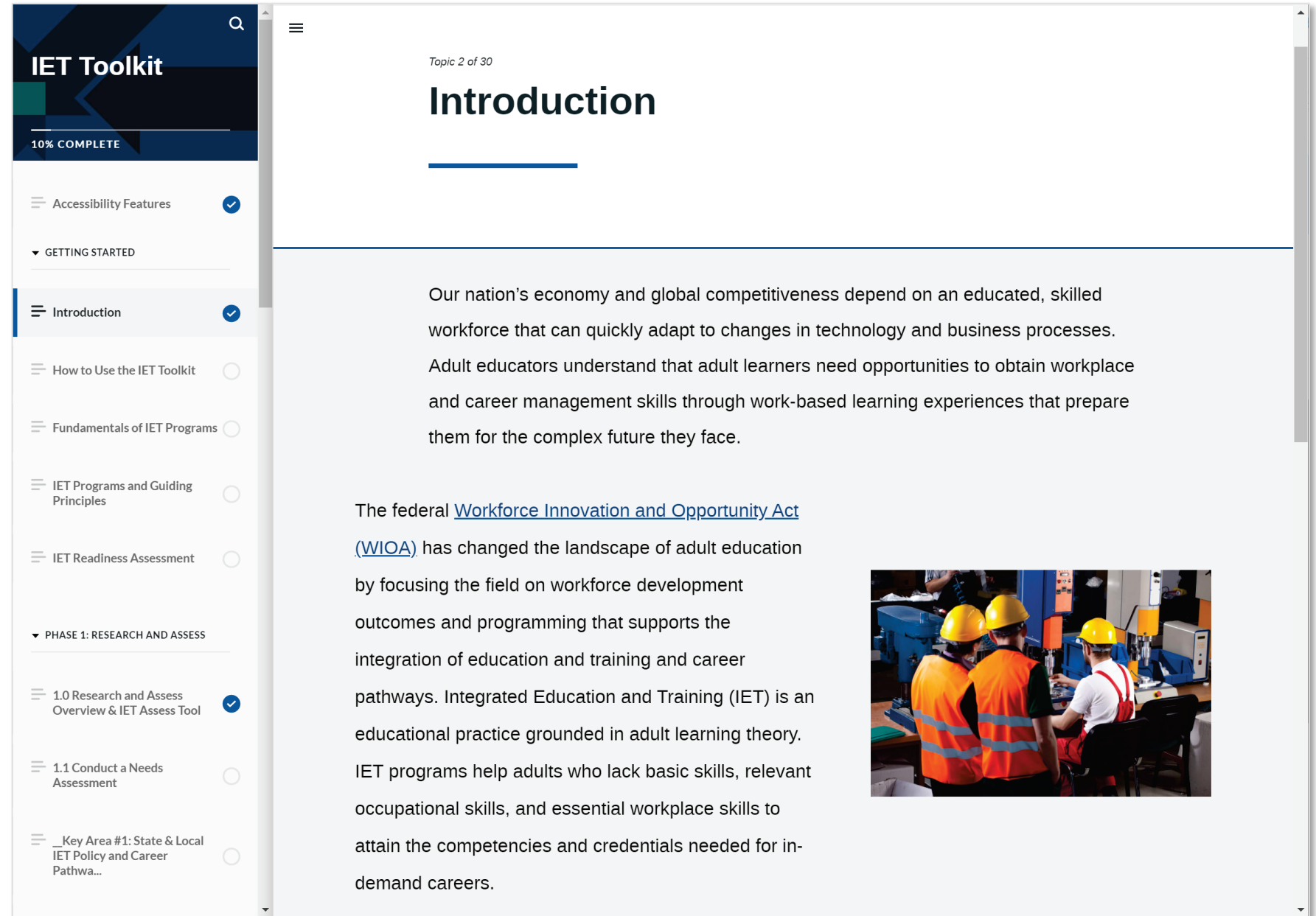


# IET Toolkit Tour

- Organization
- Self-Assessment
- Desk Aids and Tools

# Tour of the IET Toolkit

## Organization



**IET Toolkit**

10% COMPLETE


- Accessibility Features
- GETTING STARTED
  - Introduction**
  - How to Use the IET Toolkit
  - Fundamentals of IET Programs
  - IET Programs and Guiding Principles
  - IET Readiness Assessment
- PHASE 1: RESEARCH AND ASSESS
  - 1.0 Research and Assess Overview & IET Assess Tool
  - 1.1 Conduct a Needs Assessment
  - \_Key Area #1: State & Local IET Policy and Career Pathwa...

Topic 2 of 30

## Introduction

Our nation's economy and global competitiveness depend on an educated, skilled workforce that can quickly adapt to changes in technology and business processes. Adult educators understand that adult learners need opportunities to obtain workplace and career management skills through work-based learning experiences that prepare them for the complex future they face.

The federal [Workforce Innovation and Opportunity Act \(WIOA\)](#) has changed the landscape of adult education by focusing the field on workforce development outcomes and programming that supports the integration of education and training and career pathways. Integrated Education and Training (IET) is an educational practice grounded in adult learning theory. IET programs help adults who lack basic skills, relevant occupational skills, and essential workplace skills to attain the competencies and credentials needed for in-demand careers.



# Tour of the IET Toolkit - 2

## Self-Assessment

An opportunity for you to:

- Reflect on where you may need to focus
- Reflect on your IET program development, implementation, sustainability, and experience
- Identify strengths and opportunities for growth
- Generate thoughts on what you want to learn or challenges you have had



## IET Self-Assessment

The IET Self-Assessment allows you to reflect on your IET program development, implementation, and sustainability efforts, and identify areas of the IET Toolkit that can help strengthen your efforts. You can complete this assessment alone or with key partners.

**Choosing the Focus of your IET Program.** Check off the actions below that reflect how you usually approach this work. Phase 1 of the Toolkit walks you through each of these actions.

- We have a process in place that helps ensure that the IET programs we develop meet regional needs, are feasible for us to implement, aligns with our program goals, and leads to the outcomes we and our learners need.
- We gather information about state IET policies and local career pathway activities to ensure that we develop an IET program opportunity that complies with state requirements and aligns with career pathway activities as required under WIOA.
- We make sure that we understand which industries and businesses are hiring, provide employment that pays good wages, and are challenged to recruit the skilled workers needed to meet industry demand.
- We take steps to understand our potential pool of adult learners and their needs.
- We identify resources that can support our IET program and the learners who participate, including potential funding sources, training providers, and a network of community organizations to provide supportive services.
- We take steps to understand the needs of businesses in our community/region who might hire graduates of our IET program.



# Tour of the IET Toolkit - 3

## Desk Aids and Tools

The screenshot displays the IET Toolkit interface. On the left is a sidebar with a search bar and a progress indicator showing '10% COMPLETE'. Below this are navigation links for various sections, including 'PHASE 1: RESEARCH AND ASSESS' which is currently selected. The main content area on the right contains text describing the phase, a list of 'Key Tasks for this Phase', and a vertical flow diagram with four steps: 'Research & Assess', 'Design & Plan', 'Develop & Implement', and 'Evaluate & Improve'. Each step is connected to the next by a double-headed arrow, and circular arrows labeled 'REVIEW & REVISE' indicate feedback loops between steps. A red oval highlights the 'IET Assess Tool' section at the bottom, which includes a description of the tool and a download button for the file 'IET\_Assess\_Tool.docx' (236.8 KB).



This section contains tools you can use to assess local needs and resources, determine key insights from what you learn, and identify compelling IET opportunities that meet these needs.

**Key Tasks for this Phase**

- Conduct a needs assessment by researching and talking to key stakeholders.
- Analyze what you learn and identify insights.
- Brainstorm IET solutions that address identified needs.
- Identify an IET program opportunity.

**IET Assess Tool**

The *IET Assess Tool* will assist you in planning your needs assessment work and collecting your findings in an organized way. Download the *IET Assess Tool* below and have it available when working through the Research and Assess phase of the toolkit.

 **IET\_Assess\_Tool.docx**  
236.8 KB 



# Wrap-Up

- Key Takeaways
- Reflections/Questions
- Next Steps

# 4

## Key Takeaways



IET is “a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.”



Four iterative IET program design phases: 1) Research and Assess; 2) Design and Plan; 3) Develop and Implement; and 4) Evaluate and Improve.



The IET Design Camp provides foundational training and SME support over nine weeks; each training block consists of a Toolkit reading assignment, training session, team activity, and cohort discussion.



The IET Toolkit will support your development of a customized IET program to address your community's learners' and businesses' needs.

# Group Discussion

What will you take away from today's session?

What other questions do you have?





# Poll: What Is an IET Program?

**Which statement most reflects your level of understanding of IET programs after reading the IET Toolkit Getting Started section and participating in this Orientation session?**

Select 1:

- A. The information covered confirmed my understanding of IET, as I already had a solid understanding of it.
- B. I now have a better understanding of the definition of an IET program and its requirements.
- C. I'm still not quite sure I fully understand the definition of IET and its requirements.

# Next Steps

## **Individual Assignment (before [ENTER DATE]):**

- Download the IET Design Camp Materials from [enter location of materials].
- Take the **Self-Assessment** in the IET Toolkit.

## **Phase 1: Research and Assess**

- IET Toolkit:
  - Read Section **1.0 Research and Assess** in the IET Toolkit.
  - Review the **Assess Tool** and **Note-Taking Tool**.
  - Take notes and write down your questions about the Research and Assess phase in your **Participant Guide**.
- Training Session – [ENTER DATE AND TIME]
- Team Activity – [ENTER DATE RANGE]
- Cohort Discussions – [ENTER DATE AND TIME]