



CAREER PATHWAYS

Catalog of Toolkits



2022 CONTENT UPDATES

This catalog was funded by the United States Department of Health and Human Services, Administration for Children and Families, Office of Family Assistance and written by BLH Technologies, Inc. and ICF International under Contract No. HHSP23320095636WC and Contract No. HHSP233201500096I.

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U.S. Department of Health and Human Services
Administration for Children and Families

U.S. Department of Labor
Employment and Training Administration

U.S. Department of Education
Office of Career, Technical, and Adult Education

State of Arkansas
Department of Workforce Services

State of Maryland
Division of Workforce Development & Adult Learning

State of Ohio
Board of Regents

Updated 2022

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INTRODUCTION

In April 2012, the U.S. Departments of Education, Health and Human Services, and Labor released a letter endorsing the concept of “Career Pathways” as a promising approach to address the country’s challenge of how to prepare workers of all skill levels to participate fully in the country’s economic future.¹ This challenge lies at the intersection of each department’s domains of expertise, and no solution can become fully functional without engaging each department’s constituency.

The Departments defined Career Pathways as a *series of connected education and training strategies and support services that enable individuals to secure industry relevant certification and obtain employment within an occupational area and to advance to higher levels of future education and employment in that area*. In the Career Pathways initiatives sponsored by the departments to date, we have seen the roles for each department’s stakeholders. The education community takes a lead on providing classroom-based learning, and then partners with business and workforce development professionals to create workplace-based learning opportunities. These connections help businesses meet short-term staffing needs and grow a next generation of skilled employees. At the same time, the human services field supports workers in balancing their educational, professional, and family responsibilities while they make this investment in their future. What makes these activities a true Career Pathways initiative is the commitment to cross-agency partnerships that identifies the strengths and needs of each partner and uses that expertise to build the pathway.

That commitment to partnership is demonstrated at the Federal level with the development of this Catalog. The toolkits here were selected from the many available resources because they exhibit a common focus on helping different Career Pathways initiative stakeholders learn to communicate with one another. Some, such as the “Advancing Adults Into Community Colleges: Data Tools from Breaking Through” toolkit from Jobs For The Future and the National Council for Workforce Education, allow stakeholders to communicate their goals with metrics and data. Others, such as the U.S. Department of Labor, Employment and Training Administration’s “Competency Model Clearinghouse,” provide them with a way to create a visual representation of their priorities. But each promises to give Career Pathways stakeholders a deeper level of insight into the needs of their partners and how to create systemic change.

A further criteria for inclusion in this catalog was that these materials all need to provide actionable instructions on how to turn a commitment to Career Pathways into reality. They break out the steps for readers to get started with a Career Pathways initiative, and how and when to engage partners. By the nature of Career Pathways, this might mean that the toolkits contain more questions than they do directives, but the questions serve to set stakeholders down the right path to identify meaningful activities and partners. The direction that these materials give is always informed by practice, often from the experience of the major Career Pathways demonstration initiatives funded to date by the Departments of Education, Health and Human Services, and Labor.

¹ Please see: <https://www.acf.hhs.gov/ofa/policy-guidance/doe-hhs-and-dol-issue-joint-letter-promoting-use-career-pathways-approaches>

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TOOLKITS BY CAREER PATHWAYS TARGET POPULATION

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ADULT LEARNERS

Building State Career Pathways Systems 4

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(from “Career Pathways Toolkit: Six Key Elements For Success”)

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TOOLKIT SUMMARY TABLE

Name	Toolkit Publisher	Intended Audience	Career Pathway Target Populations
Accelerating Pathways to Careers: For Adult Learners	Jobs for the Future	Employers; workforce administrators; community colleges	Adult workers who require accelerated timelines because they are often under pressure to enter or reenter the workforce quickly to support their families
Achievement in Career Engagement: A Guide to Career Counseling	Kentucky Educational Development Corporation	Secondary Education providers	Students seeking postsecondary credentials
Building State Career Pathways Systems	National Skills Coalition	Adult education providers; TANF and human service agencies	Adult learners; TANF recipients
Business Engagement Collaborative: Sector Strategies Resources	U.S. Department of Labor, Employment and Training Administration (ETA)	State, regional, and local workforce development systems	Adult low income and low skill populations
California's Health Care Solution: The California Endowment's 21st Century Pathways to Health Careers	Jobs for the Future	Healthcare employers	In-school youth
Career Pathways Checklist	NOVA Research Company	Adult education providers; policymakers; employers	Adult learners; employers
Career Pathways Mapping Toolkit	Career Ladders Project	Adult learners; community college students	Adult learners; employers
Career Pathways Playbook	Thurston County (WA) Chamber of Commerce	Employers	Adult job candidates
Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development	U.S. Department of Labor	State WIOA policymakers	Adults low income and low skill populations
Competency Model Clearinghouse	U.S. Department of Labor, Employment and Training Administration (ETA)	Partners and stakeholders in the Workforce Investment System, including Workforce Investment Boards, One-Stop Career Centers, business and industry, economic developers, educators and training providers, and professional organizations	Workers: both entry-level and those looking to advance in their careers
Creating Paths to Employment for Opportunity Youth	10,000 Opportunities Initiative, The Aspen Institute, and Jobs for the Future	Youth development organizations and human services providers	Disconnected youth
Creating Paths to Employment for Opportunity Youth Toolkit	Jobs for the Future	Community-based organizations, workforce intermediaries	Out of school youth; unemployed youth
Designing a Career Pathways System: A Framework for State Education Agencies	U.S. Department of Education, Office of Elementary and Secondary Education	Students seeking postsecondary credentials	Community college students

Name	Toolkit Publisher	Intended Audience	Career Pathway Target Populations
Designing and Delivering Career Pathways at Community Colleges (Practice Guide)	National Center for Education Evaluation, Institute of Education Sciences	Administrators; instructional staff; policymakers and implementers; researchers and developers	Adult learners
Learn to Earn Toolkit	National Center for Families Learning	Adult learners with a high school education	Adult learners with a high school education
Ohio Aspire	Ohio Aspire	Adult education providers; workforce administrators	Adult learners; ESOL learners
PA Career Ready Skills Toolkit	Pennsylvania Department of Education	Local education agencies; teachers	In-school youth
Planning Tool for Building Equitable Pathways	Jobs for the Future	Workforce Intermediaries	Black and Latinx youth and young people who are experiencing poverty
Toolkit for Workforce Funder Collaboratives	Insight Center for Community and Economic Development	Existing regional funder collaboratives, and funders and organizations interested in developing new regional workforce funder collaboratives	Low income and skill populations
Work-Based Learning: Model Policy Components	Education Commission of the States	Adult education providers; policymakers; employers	Adult learners; employers

TOOLKITS

Accelerating Pathways to Careers: For Adult Learners

July 2019

TOOLKIT PURPOSE:

This brief highlights examples of career pathway models funded by the Trade Adjustment Assistance Community College and Career Training (TAACCCT) program.

PUBLISHER:

Jobs for the Future

INTENDED AUDIENCE:

Employers; workforce administrators; community colleges

CAREER PATHWAYS TARGET POPULATION

Adult workers who require accelerated timelines because they are often under pressure to enter or reenter the workforce quickly to support their families

BASED ON:

U.S. Department of Labor, Employment and Training Administration's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program grantee

SUMMARY OF TOOLKIT APPROACH:

This toolkit utilizes case studies to highlight community college program models and services that are particularly important for adult students. Key criteria for a case study to be included in the toolkit are:

1. Clear connection to adult-based learning
2. Strong outcomes/best practices/results-to-date—this showcases the positive impact of TAACCCT
3. Sustainability and innovation of program—this reflects the lasting impact of TAACCCT, and how these programs can serve as a positive model to others
4. Geographical diversity—toolkit developers sought to choose examples that represent different regions/demographics of the United States to show how TAACCCT impacted consortia across the nation.



Get the Toolkit:

<https://www.jff.org/resources/accelerating-pathways-careers-adult-learners/>

Achievement in Career Engagement: A Guide to Career Counseling

Kentucky Educational Development Corporation, 2018

TOOLKIT PURPOSE:

This guide assists Kentucky school districts with many facets of the career pathways as a technical assistance initiative.

PUBLISHER:

Kentucky Educational Development Corporation

INTENDED AUDIENCE:

Secondary Education providers

CAREER PATHWAYS TARGET POPULATION:

Students seeking postsecondary credentials

BASED ON:

The experience of ten high schools participating in KEDC's Project ACHIEVE, funded by the DOL Youth CareerConnect (YCC) Grant to improve high schools in preparation for transition to work and life. The project included input from the Kentucky Education & Workforce Development Cabinet, the Kentucky Department of Education, Project Lead The Way, and the Kentucky Center for Education & Workforce Statistics.

SUMMARY OF TOOLKIT APPROACH:

This guide introduces career counseling through the lens of career pathways. It covers career pathways, making employer contacts, job shadowing and internships (including a rural view of internships), and how to manage large caseloads, among other topics. Worksheets, administrative documents, and other action-based tools accompany written instruction and description of these topics.



GET THE TOOLKIT:

https://youthcareerconnect.workforcegaps.org/resources/2018/08/17/18/32/Achievement_in_Career_Engagement

Building State Career Pathways Systems

January 2022

TOOLKIT PURPOSE:

This toolkit is designed to help states create career pathways systems that integrate and expand partnerships between state human service agencies and community and technical college systems and institutions.

PUBLISHER:

National Skills Coalition

INTENDED AUDIENCE:

Adult education providers; TANF and human service agencies

CAREER PATHWAYS TARGET POPULATION

Adult learners; TANF recipients

BASED ON:

Research conducted by National Skills Coalition

SUMMARY OF TOOLKIT APPROACH:

This toolkit includes recommendations on how SNAP E&T and TANF can support high-quality career pathways system development and partnerships with community colleges. It also illustrates model career pathways frameworks from Arkansas and Oregon.



Get the Toolkit:

<https://nationalskillscoalition.org/resource/publications/building-state-career-pathways-systems/>

Business Engagement Collaborative: Sector Strategies Resources

Various, 2017

TOOLKIT PURPOSE:

The purpose of this toolkit is to compile resources for workforce development systems to use when developing their sector-based strategies.

PUBLISHER:

U.S. Department of Labor, Employment and Training Administration (ETA)

INTENDED AUDIENCE:

State, regional, and local workforce development systems

CAREER PATHWAYS TARGET POPULATION:

Adult low income and low skill populations

BASED ON:

TA Sector Strategies Technical Assistance Initiative

SUMMARY OF TOOLKIT APPROACH:

The resources in this toolkit are organized according to the five elements of the Sector Strategies Framework:

1. Data-informed decision making
2. Sector-based service delivery
3. Industry engagement
4. Sustainability and continuous improvement
5. Organizational capacity and alignment



GET THE TOOLKIT:

<https://businessengagement.workforcegps.org/resources/2016/08/16/15/22/Sector-Strategies-Resources>

California's Health Care Solution: The California Endowment's 21st Century Pathways to Health Careers

November 2019

TOOLKIT PURPOSE:

This brief presents examples of successful practices that develop equitable student-centered pathways to health careers at several of the 14 sites of the Building Healthy Communities initiative. The Building Healthy Communities initiative is a 10-year, \$1 billion comprehensive community initiative launched by The California Endowment in 2010 to advance statewide policy, change the narrative, and transform 14 of California's communities most devastated by health inequities.

PUBLISHER:

Jobs for the Future

INTENDED AUDIENCE:

Healthcare employers

CAREER PATHWAYS TARGET POPULATION:

In-school youth

BASED ON:

Building Healthy Community Initiative

SUMMARY OF TOOLKIT APPROACH:

The report identifies the following four elements of practice in efforts to develop equitable health career pathways:

- Connecting a shared vision to tangible goals and action
- Prioritizing equity
- Developing employer champions
- Strengthening work-based learning systems and programming



GET THE TOOLKIT:

<https://www.jff.org/resources/californias-health-care-solution-the-california-endowments-21st-century-pathways-to-health-careers/>

Career Pathways Checklist

June 2017

TOOLKIT PURPOSE:

This checklist is designed as a work aid to help determine the extent to which a newly developed or existing program meets the requirements for career pathways in section (3)(7) of WIOA.

PUBLISHER:

NOVA Research Company

INTENDED AUDIENCE:

Adult education providers; policymakers; employers

CAREER PATHWAYS TARGET POPULATION:

Adult learners; employers

BASED ON:

Advancing Innovation in Adult Education Project

SUMMARY OF TOOLKIT APPROACH:

Users of the checklist can review how programs meet the required criteria under the WIOA career pathway definition:

- If the program meets a criterion, check the “Yes” box and describe the evidence demonstrating how the criterion is met.
- If the program does not meet a criterion, check the “No” box and describe what enhancements the program needs to make in order to meet the criterion.
- Career pathways programs should engage employers and other stakeholders in:
 - Identifying the skills that are needed by high-demand employers
 - Determining how students are deemed proficient in these skills
 - Identifying the credentials that employers value in making labor market decisions
 - Providing work-based learning opportunities for students
 - Advising how to validate curricula and credentials.



GET THE TOOLKIT:

<https://lincs.ed.gov/publications/topic/wioa/careerpathways-checklist.pdf>

Career Pathways Mapping Toolkit

January 2019

TOOLKIT PURPOSE:

This toolkit is intended for community colleges and their partners in K-12 systems and four-year institutions who wish to collaborate on creating strong, seamless career pathways for their students. Career pathways maps perform three main functions: they clarify and align programs and services; they link increasing levels of certification, education, and employment; and they support students in choosing among the opportunities that interest them. Career pathways maps show a progression of certificate, transfers, degrees, and career advancement. Pathways also clarify the connections among these elements and illustrate how students can move more efficiently beyond entry-level employment and help build direct connections between institutions and employers.

PUBLISHER:

Career Ladders Project

INTENDED AUDIENCE:

Adult learners; community college students

CAREER PATHWAYS TARGET POPULATION:

Adult learners; employers

BASED ON:

Research conducted by the (California) Career Ladders Project

SUMMARY OF TOOLKIT APPROACH:

The toolkit offers background on the mapping process and outlines five essential steps. Each step is supported with videos, presentations, and links to resources that can help move the process along. These steps are:

- Step 1 - Initial mapping work - Project launch and leadership meeting
- Step 2 - Pre-mapping work - K-12 and college planning meeting
- Step 3 - Continuing preparation for the mapping session
- Step 4 - Facilitated mapping session - includes planning next steps
- Step 5 - Post-mapping work



GET THE TOOLKIT:

<https://www.careerladdersproject.org/tools-for-the-field/career-pathways-mapping-toolkit-2>

Career Pathways Playbook

January 2020

TOOLKIT PURPOSE:

The Career Pathways Playbook assists businesses with new strategies for locating talent, hiring, upskilling current employees, and increasing retention. It contains business resources and data to assist in implementing new strategies, attracting skilled employees, increasing retention of top talent, and adjusting problem areas of businesses.

PUBLISHER:

Thurston County (WA) Chamber of Commerce

INTENDED AUDIENCE:

Employers

CAREER PATHWAYS TARGET POPULATION:

Adult job candidates

BASED ON:

Research conducted by the Thurston County (WA) Chamber of Commerce

SUMMARY OF TOOLKIT APPROACH:

This playbook contains resources which cover:

- ❑ Locating Potential Talent Pools
- ❑ Attracting Top Talent to Open Positions
- ❑ Upskilling Current Employees
- ❑ Reducing Costly Turnover
- ❑ Increasing Retention of Skilled Employees
- ❑ Designing Job Descriptions
- ❑ Posting Job Announcements for Greatest Effect
- ❑ Incumbent Worker Training
- ❑ Wage Analysis



GET THE TOOLKIT:

https://thurstonchamber.com/wp-content/uploads/2021/06/21_Career_Pathways_Toolkit.pdf

Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development

Manhattan Strategy Group, 2016

TOOLKIT PURPOSE:

The purpose of this toolkit is guide State and local leaders to build, implement, and sustain career pathways systems and programs. The 2016 revision includes new knowledge gained from the field, plus the system's guiding legislation from the Workforce Innovation and Opportunity Act.

PUBLISHER:

U.S. Department of Labor

INTENDED AUDIENCE:

State WIOA policymakers

CAREER PATHWAYS TARGET POPULATION:

Adults low income and low skill populations

BASED ON:

Requirements of WIOA, with additional input from state postsecondary education, workforce development, and human services administrators, and national technical assistance providers.

SUMMARY OF TOOLKIT APPROACH:

The toolkit is divided into eight sections, guided by the six key elements of Career Pathways:

- Introduction
- Element One: Build Cross-Agency Partnerships & Clarify Roles
- Element Two: Identify Sector or Industry & Engage Employers
- Element Three: Design Education & Training Programs
- Element Four: Identify Funding Needs & Sources
- Element Five: Align Policies & Programs
- Element Six: Measure System Change & Performance
- Career Pathways Resources

Each section includes examples of promising practices, “Career Pathways FYIs,” and worksheets that State and local teams can use to guide implementation.



GET THE TOOLKIT:

https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit

Competency Model Clearinghouse

U.S. Department of Labor, 2012

TOOLKIT PURPOSE:

The goal of this clearinghouse is to inform the public workforce investment system about the value, development, and uses of competency models. A competency model is a collection of competencies that together define successful performance in a particular work setting, from Personal Effectiveness Competencies, such as “Initiative,” to Occupation-Specific Requirements, such as “Process patient admission or discharge documents.” Competency models are a tool for Career Pathways stakeholders to communicate clearly about the competencies required for specific jobs, job groups, organizations, occupations, or industries, and a framework for developing educational offerings.

PUBLISHER:

U.S. Department of Labor, Employment and Training Administration (ETA)

INTENDED AUDIENCE:

Partners and stakeholders in the Workforce Investment System, including Workforce Investment Boards, One-Stop Career Centers, business and industry, economic developers, educators and training providers, and professional organizations

CAREER PATHWAYS TARGET POPULATION:

Workers: both entry-level and those looking to advance in their careers

BASED ON:

The *Competency Model Clearinghouse* was created as part of ETA's role as the Federal partner in the Workforce Investment System, as part of the Industry Competency Model Initiative.

SUMMARY OF TOOLKIT APPROACH:

The *Competency Model Clearinghouse* provides validated industry competency models as well as tools to build a custom model and career ladder/lattice for any industry.

- The Clearinghouse provides industry-specific models for 20 industries, including commercial construction, energy, electronic health records, hospitality/hotel and lodging, information technology, and long-term care, supports, and services.
- Visitors can also use the Clearinghouse's resource database and online tools to build customized competency models and career ladders/lattices that reflect regional workforce needs.
- There is also a database of user-submitted case summaries and stories that demonstrate the many ways competency models are being used by specific States, industry groups, and Career Pathways initiative stakeholders.
- The Clearinghouse offers tutorials and user guides on “Developing Competency Models and Career Ladders and Lattices” and “Applying Competency Models and Career Ladders and Lattices.”



GET THE TOOLKIT:

<http://www.careeronestop.org/CompetencyModel/>

Creating Paths to Employment for Opportunity Youth

10,000 Opportunities Initiative, The Aspen Institute, and Jobs for the Future, 2017

TOOLKIT PURPOSE:

This toolkit supports collaboration between employers, community-based organizations, intermediaries, and other organizations to support youth in advancing on their path towards a career.

PUBLISHER:

10,000 Opportunities Initiative, The Aspen Institute, and Jobs for the Future

INTENDED AUDIENCE:

Youth development organizations and human services providers

CAREER PATHWAYS TARGET POPULATION:

Disconnected youth

BASED ON:

This toolkit was created by and for the 10,000 Opportunities Initiative.

SUMMARY OF TOOLKIT APPROACH:

The toolkit is split into six modules: (1) Understanding Workforce Needs, (2) Understanding the Talent Pipeline, (3) Developing a Community Strategy, (4) Holding Hiring Fairs, (5) Building Out Paths to Employment, and (6) Shifting Company Policies. The toolkit links to helpful videos, interview protocols, research briefs, and guides to help employers and community-based organizations support youth on their path to a career.



GET THE TOOLKIT:

<https://strategies.workforcegps.org/resources/2018/02/20/21/08/Toolkit-Creating-Paths-to-Employment-for-Opportunity-Youth>

Creating Paths to Employment for Opportunity Youth Toolkit

February 2017

TOOLKIT PURPOSE:

This toolkit by the 100,000 Opportunities Initiative is designed to develop strong employment pathways and work opportunities for out-of-school and out-of-work youth between 16 and 24 years old. The toolkit supports community-based organizations and other intermediaries to understand regional workforce needs, including labor market data and employer demands, and the knowledge that is required to guide youth towards employment.

PUBLISHER:

Jobs for the Future

INTENDED AUDIENCE:

Community-based organizations, workforce intermediaries

CAREER PATHWAYS TARGET POPULATION:

Out of school youth; unemployed youth

BASED ON:

Research conducted by the 100,000 Opportunities Initiative

SUMMARY OF TOOLKIT APPROACH:

The youth toolkit is composed of six modules: Understanding Workforce Needs, Understanding the Talent Pipeline, Developing a Community Strategy, Holding Hiring Fairs (module under development), Building out Paths to Employment, and Shifting Company Policies



GET THE TOOLKIT:

<https://www.jff.org/resources/toolkit-creating-paths-employment-opportunity-youth/>

Designing a Career Pathways System: A Framework for State Education Agencies

The College and Career Readiness and Success Center (CCRS Center) at American Institutes for Research (AIR), 2016

TOOLKIT PURPOSE:

This guide helps state education agency (SEA) staff develop and implement a career pathways system in collaboration with other stakeholders in the state.

PUBLISHER:

U.S. Department of Education, Office of Elementary and Secondary Education

INTENDED AUDIENCE:

Students seeking postsecondary credentials

CAREER PATHWAYS TARGET POPULATION:

Community college students

BASED ON:

Research, best practices, and success stories SEAs.

SUMMARY OF TOOLKIT APPROACH:

This toolkit contains four sections on key components of a career pathways initiative: (1) engaging key stakeholders and defining goals, (2) mapping policies, programs, and industries, (3) designing a framework, and (4) implementation and continuous improvement. Each chapter includes action-based tools, slide presentations, and a guide for a facilitator. The facilitator guides contain background and context for the facilitator and tips for facilitating planning and group activities.



GET THE TOOLKIT:

<https://ccrscenter.org/implementation-tools/career-pathways-modules>

Designing and Delivering Career Pathways at Community Colleges (Practice Guide)

March 2021

TOOLKIT PURPOSE:

This practice guide provides community colleges with five specific recommendations for supporting occupational skills training through career pathways.

PUBLISHER:

National Center for Education Evaluation, Institute of Education Sciences

INTENDED AUDIENCE:

Administrators; instructional staff; policymakers and implementers; researchers and developers

CAREER PATHWAYS TARGET POPULATION:

Adult learners

BASED ON:

What Works Clearinghouse

SUMMARY OF TOOLKIT APPROACH:

This guide draws upon studies of interventions that include one or more of the career pathways components defined under the WIOA. It focuses on promising interventions where there is evidence of improved educational or labor market outcomes.



GET THE TOOLKIT:

<https://ies.ed.gov/ncee/wwc/Docs/PracticeGuide/WWC-PraxGuide-Career-Pathways-full-text-Final-508.pdf>

Designing Pathways with Young People

January 2022

TOOLKIT PURPOSE:

The toolkit was designed to center the voices and perspectives of young people while supporting them in their career pathways and transitions.

PUBLISHER:

Research for Equitable Futures

INTENDED AUDIENCE:

Youth advocates

CAREER PATHWAYS TARGET POPULATION:

Youth

BASED ON:

Research for Equitable Futures with input from an advisory team of youth advocates across the education field

SUMMARY OF TOOLKIT APPROACH:

The tools are organized into three categories: Action, Voices, and Research:

- Action: Find tools and resources to center youth voices and advance equity in work and practices
- Voices: Listen to first-person testimonials of young people and the adults working to support their pathways
- Research: Access research on career pathways with Black and Latino young people and young people experiencing poverty.



GET THE TOOLKIT:

<https://www.equitablefutures.org/toolkit/designing-pathways-with-young-people/>

Guided Career Pathways: A New Postsecondary Framework for Today's Learners

April 2022

TOOLKIT PURPOSE:

This toolkit is intended to support the design and implementation of a new postsecondary education model which:

- reflects the current need for rapid reskilling and a world of work being transformed by technology
- supports adult students balancing family and work obligations
- acknowledges and grants credit for the skills gained through work
- focuses on racial and socioeconomic equity.

PUBLISHER:

Jobs for the Future

INTENDED AUDIENCE:

Adult education providers; employers

CAREER PATHWAYS TARGET POPULATION:

Adult learners

BASED ON:

Research conducted by Jobs for the Future

SUMMARY OF TOOLKIT APPROACH:

The strategies in this toolkit are built upon four pillars of Guided Pathways:

- Pillar 1: Create clear curricular pathways to employment and offer opportunities for ongoing skill development to support career mobility
- Pillar 2: Help students choose and enter their pathways, build on prior experience, explore career options, and connect with work
- Pillar 3: Help students stay on their paths to complete their employment and transfer goals, and design programs with the flexibility to allow learners to reenter at any point
- Pillar 4: Ensure that learning happens with intentional learning outcomes and assessment in both the classroom and work-based settings.



GET THE TOOLKIT:

<https://www.jff.org/resources/Guided-Career-Pathways/>

Integrated Education and Training: Implementing Programs in Diverse Contexts

September 2017

TOOLKIT PURPOSE:

The federal Workforce Investment and Innovation Act (WIOA) has changed the landscape of adult education, focusing the field squarely on workforce development outcomes and programming that supports the integration of education and training (IET) and career pathways. This guide emerged from efforts to learn how eight adult education programs around the country have been integrating education and training.

PUBLISHER:

New England Literacy Resource Center & National College Transition Network

INTENDED AUDIENCE:

Adult education providers; policymakers

CAREER PATHWAYS TARGET POPULATION:

Adult learners

BASED ON:

Research led by the New England Literacy Resource Center & National College Transition Network

SUMMARY OF TOOLKIT APPROACH:

The profiles in this guide recognize the importance of designing programming that fits the particular context of a local community. These profiles illustrate how IET programs are finding creative ways to reduce barriers for students by: creating blended and distance learning programs that improve access; helping immigrant students get their foreign credentials recognized; educating employers about unnecessary high school credential requirements that disqualify potential job candidates; and building on-ramp or bridge programming for students not ready for IET coursework.

The profiles offer a wide array of approaches both in with whom the adult education programs partner (e.g., career and technical education departments within a college or technical high school, WIOA-authorized training providers, or in-house technical training instructors) and how they collaborate in those partnerships to develop an integrated curriculum.



GET THE TOOLKIT:

http://www.collegetransition.org/wp-content/uploads/2017/10/IET_Guide.pdf

Learn to Earn Toolkit

December 2021

TOOLKIT PURPOSE:

This toolkit was created to guide adult learners in building employability skills in response to the 2006 study by The Conference Board, Corporate Voices for Working Families, Partnership for 21st Century Skills, and the Society for Human Resource Management, "Are They Really Ready to Work?"

PUBLISHER:

National Center for Families Learning

INTENDED AUDIENCE:

Adult learners with a high school education

CAREER PATHWAYS TARGET POPULATION:

Adult learners with a high school education

BASED ON:

Research conducted by the National Center for Families Learning

SUMMARY OF TOOLKIT APPROACH:

The Learn to Earn Toolkit addresses 10 in-demand employability skills:

- ❑ Critical Thinking
- ❑ English Language
- ❑ Oral Communication
- ❑ Reading Comprehension
- ❑ Teamwork
- ❑ Diversity
- ❑ Information Technology Application
- ❑ Professionalism
- ❑ Social Responsibility
- ❑ Written Communication



GET THE TOOLKIT:

<https://strategies.workforcegps.org/resources/2018/05/17/21/15/Learn-to-Earn-Toolkit>

Ohio Aspire

January 2020

TOOLKIT PURPOSE:

This toolkit is intended to support the creation of a Career Pathways Plan through career awareness, career pathways, and Integrated Education and Training resources.

PUBLISHER:

Ohio Aspire

INTENDED AUDIENCE:

Adult education providers; workforce administrators

CAREER PATHWAYS TARGET POPULATION:

Adult learners; ESOL learners

BASED ON:

Ohio Aspire

SUMMARY OF TOOLKIT APPROACH:

This toolkit has brief navigational videos aligned to the 8 Essential Components of the Career Pathways Plan including guiding questions and staff development resources. These components are:

- Component 1: Partnerships and Alignment
- Component 2: Promotion, Environment, Intake, and Orientation
- Component 3: Individual Education, Career, and Life Plans
- Component 4: Ongoing Assessment and Learning
- Component 5: Career Advising
- Component 6: Instruction and Job Training Services
- Component 7: Support Services
- Component 8: Professional Development



GET THE TOOLKIT:

<https://ohioaspire.org/cp/index.html>

PA Career Ready Skills Toolkit

January 2022

TOOLKIT PURPOSE:

This toolkit introduces the PA Career Ready Skills (PA CRS) and Continuum and provides resources for Local Education Agency (LEA) and teacher implementation.

PUBLISHER:

Pennsylvania Department of Education

INTENDED AUDIENCE:

Local education agencies; teachers

CAREER PATHWAYS TARGET POPULATION:

In-school youth

BASED ON:

Research conducted by the Pennsylvania Department of Education

SUMMARY OF TOOLKIT APPROACH:

This toolkit uses a three-phase process to assist local education agencies with determining readiness and supporting the planning process for integration of the PA Career Ready Skills curriculum into schools and classrooms and into the school community. These phases are:

- Phase 1: Readiness
- Phase 2: Planning
- Phase 3: Implementation
- LEA Self-Assessment



GET THE TOOLKIT:

<https://www.education.pa.gov/K-12/CareerReadyPA/CareerReadySkills/Toolkit/Pages/default.aspx>

Planning Tool for Building Equitable Pathways

October 2020

TOOLKIT PURPOSE:

This Toolkit is designed to assist workforce intermediaries to gauge their capacity and effectiveness in leading and supporting the creation, improvement, and sustainability of high-quality career pathways.

PUBLISHER:

Jobs for the Future

INTENDED AUDIENCE:

Workforce Intermediaries

CAREER PATHWAYS TARGET POPULATION:

Black and Latinx youth and young people who are experiencing poverty

BASED ON:

Building Equitable Pathways initiative

SUMMARY OF TOOLKIT APPROACH:

This tool is based on a set of guiding hypotheses to outline what makes an intermediary effective at facilitating equitable college and career pathways in its ecosystem:

- Strong partnership and alignment with local K-12 schools and districts
- Strong partnership and alignment with local postsecondary institutions
- Articulated paths aligned to local labor market demands
- Strong partnership with the local employer community to advance opportunities for work-based learning
- Sustainable business model
- Policy agenda and supporting strategies



GET THE TOOLKIT:

<https://www.jff.org/resources/planning-tool-building-equitable-pathways/>

Toolkit for Workforce Funder Collaboratives

The National Network of Sector Partners, n.d.

TOOLKIT PURPOSE:

This toolkit was developed to offer insight and suggestions on strengthening existing regional workforce funder collaboratives, as well as information on creating new collaboratives. The toolkit has information on:

- The overall purpose and power of regional workforce funder collaboratives;
- The strength of sector initiatives and the role that the collaboratives play in strengthening these initiatives;
- Practical tips on starting, sustaining, evaluating, and growing a funder collaborative; and,
- Tips on how established collaboratives can change direction.

PUBLISHER:

Insight Center for Community and Economic Development

INTENDED AUDIENCE:

Existing regional funder collaboratives, and funders and organizations interested in developing new regional workforce funder collaboratives

CAREER PATHWAYS TARGET POPULATION:

Low income and skill populations

BASED ON:

Experience from existing regional workforce funding collaboratives

SUMMARY OF TOOLKIT APPROACH:

The toolkit is organized under three main sections:

- A recommended step-by-step guide to starting a regional workforce funding collaborative;
- Procedures for running a collaborative, including information on recruitment of funders, involving industry partners, capacity building and learning, and fiscal management; and
- Evaluating the progress of a collaborative, with examples of industry and low-income participant outcome indicators that can be collected.

In addition, the toolkit includes a suggested two-step process that can be used by established collaboratives looking to change programmatic direction.



GET THE TOOLKIT:

<http://ww1.insightcced.org/communities/nnsf/wfc-funder-toolkit.html>

Work-Based Learning: Model Policy Components

October 2020

TOOLKIT PURPOSE:

This policy brief presents a comprehensive policy approach to providing high-quality work-based learning experiences that prepare participants for postsecondary and workforce success in high-demand occupations.

PUBLISHER:

Education Commission of the States

INTENDED AUDIENCE:

Adult education providers; policymakers; employers

CAREER PATHWAYS TARGET POPULATION:

Adult learners; employers

BASED ON:

Research conducted by the Education Commission of the States

SUMMARY OF TOOLKIT APPROACH:

To ensure wide and equitable access to high-quality work-based learning experiences designed to prepare participants for postsecondary and workforce success in high-demand occupations in their region or state, a comprehensive policy approach should include the following components:

- Single, clear and statewide definition of various work-based learning experiences
- High-quality career awareness and exploration beginning in the elementary and middle grades
- Funds to support deployment of all activities at the state, regional, and local levels
- Development and dissemination of a state framework for work-based learning
- Non-elective graduation credit for approved work-based learning experiences.



GET THE TOOLKIT:

<https://www.ecs.org/wp-content/uploads/Work-Based-Learning-Model-Policy-Components.pdf>



U.S. Department of Health and Human Services

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Career Pathways: Catalog of Toolkits is a product of the Administration for Children and Families, Office of Family Assistance.