# Appendix 3: Adult Education Provider Survey Summary Worksheet

## ABE Provider Survey Summary Worksheet

### Directions

List the names of the ABE providers that responded to the survey in the left column under “ABE Provider.” For each ABE Provider listed, add the total number of career pathways items that are rated as “Activity is Underway” on the provider’s survey for each career pathways component (top row).

#### **Career Pathways Components**

| **Name of ABE Provider** | **1. Coordinate with Interagency Partners**  (10 Total Items) | **2. Identify Sector or Industry and Engage Employers**  (4 Total Items) | **3. Provide Education and Training Services**  (10 Total Items) | **4. Implement Policies**  (5 Total Items) | **5. Identify Funding Needs and Sources**  (4 Total Items) | **6. Use Data to Monitor and Evaluate Performance**  (3 Total Items) | **7. Conduct Public Relations and Ongoing Communication**  (2 Total Items) | **Total Items Implemented – Number** (Should total no more  than 38) | **Total Items Implemented – Percent**  (Calculate by dividing total by 38) |
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| Average Rating/Total Possible Rating for Component\* |  |  |  |  |  |  |  |  |  |

\* Go to the last row on the bottom of the form. Calculate the average rating for each of the seven components by dividing the total number of ratings for each component by the number of service providers completing the form. Then divide the average rating for each component by the total possible number of items for the component to obtain the percentage of items implemented for each component across providers.

### Open-ended Summary Responses

***Directions:*** *For the two open-ended reflection questions on the survey, list the ABE providers’ responses under the spaces provided.*

1. In addition to the components of career pathways local/regional systems that have been described above, are there other activities that the ABE program is conducting to support ABE learners’ movement to postsecondary education, training, or employment?
2. What are the key barriers that must be addressed for the successful implementation of these activities?

### Overall Summary

1. Highest Self-Rating Regions Regarding Implementation of Career Pathways Key Service Components (55+% of Career Pathways Items Reported as Implemented)
2. Lowest Self-Rating Regions Regarding Implementation of Career Pathways Key Service Components (<20% of Career Pathways Items Reported as Implemented)
3. Key Trends in Reflection Questions
   1. In addition to career pathways key components, other activities ABE programs are carrying out to support learners’ movement to postsecondary education, training, or employment:
   2. Key barriers to successful implementation of career pathways activities

## Sample Completed Worksheet

### Career Pathways Components

| **Name of ABE Provider** | **1. Coordinate with Interagency Partners**  (10 Total Items) | **2. Identify Sector or Industry and Engage Employers**  (4 Total Items) | **3. Provide Education and Training Services**  (10 Total Items) | **4. Implement Policies**  (5 Total Items) | **5. Identify Funding Needs and Sources**  (4 Total Items) | **6. Use Data to Monitor and Evaluate Performance**  (3 Total Items) | **7. Conduct Public Relations and Ongoing Communication**  (2 Total Items) | **Total Items Implemented – Number** (Should total no more  than 38) | **Total Items Implemented – Percent**  (Calculate by dividing total by 38) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provider A | 0 | 0 | 2 | 1 | 0 | 2 | 0 | 5 | 13% |
| Provider B | 7 | .5 | 5.5 | 2.5 | 2 | 1 | 0 | 18.5 | 49% |
| Provider C | 1 | 0 | 1 | 1 | 1 | 1 | 0 | 5 | 13% |
| Provider D | 7 | 4 | 7 | 0 | 4 | 3 | 2 | 27 | 71% |
| Provider E | 2 | 0 | 2 | 1 | 0 | 1 | 0 | 6 | 16% |
| Provider F | 2 | 0 | 8 | 5 | 4 | 0 | 0 | 19 | 50% |
| Provider G | 1 | 0 | 2 | 0 | 0 | 3 | 0 | 6 | 16% |
| Provider H | 10 | 4 | 8 | 5 | 1 | 3 | 2 | 33 | 87% |
| Provider I | 4 | 0 | 6 | 4 | 0 | 2 | 1 | 17 | 45% |
| Provider J | 6 | 3 | 5 | 2 | 1 | 2 | 0 | 19 | 50% |
| Provider K | 6 | 2 | 4 | 3 | 4 | 3 | 0 | 22 | 58% |
| Provider L | 3 | 1 | 5 | 5 | 2 | 3 | 1 | 20 | 53% |
| Provider M | 6 | 0 | 5 | 3.5 | 0 | 2 | 0 | 16.5 | 43% |
| Provider N | 3 | 2 | 1 | 5 | 2.5 | 3 | 1 | 17.5 | 46% |
| Provider O | 3 | 1 | 0 | 0 | 0 | 0 | 0 | 4 | 11% |
| Provider P | 7 | 3 | 2 | 0 | 2 | 0 | 1 | 15 | 39% |
| Provider Q | 3 | 0 | 4 | 1 | 0 | 1 | 0 | 9 | 24% |
| Provider R | 1 | 3 | 1 | 2 | 0 | 0 | 0 | 7 | 18% |
| Average Rating/Total Possible Rating for Component\* | 4/10: 40% | 1.3/4: 33% | 4.67/10: 47% | 2.28/5: 46% | 1.31/4: 33% | 1.67/3: 56%  Highest Component | 0.44/2: 22%  Lowest Component |  |  |

### Open-ended Summary Responses

1. **In addition to the components of career pathways local/regional systems that have been described above, are there other activities that the ABE program is conducting to support ABE learners’ movement to postsecondary education, training, or employment?**

**Provider B:** Guest speakers, soft skills, field trips.

**Provider D:** We have offered a Career Exploration class with some shadowing opportunities. Students have attended College Day at local college.

**Provider F:** We have partnered with Rotarians to recruit tutors and mentors for our students. These relationships have resulted in employment opportunities.

**Provider H:** Program is continually teaching Employability Skills to all enrolled students.

**Provider J:** Asstudents reach higher level of ESL and transition to an ABE program they meet with a career coach, they will be advised based on their self-evaluated goals and direct them to job postings, job search and resume workshops.

**Provider M:**  We schedule guest speakers from local post-secondary institutions to speak quarterly to our students. Additionally, we provide scholarship opportunities to students upon graduation from the program each year.

**Provider P:** The overarching goal of the program is to help students build the academic skills and create a vision for a long-term plan by providing them with a better understanding of the advantages of establishing a career pathway and importance of earning a college credential, by engaging students in the weekly seminar activities as well as the on-going support/wrap-around services while enrolled and when they transition to postsecondary opportunities.

1. **What are the key barriers that must be addressed for the successful implementation of these activities?**

**Provider B:** Time, manpower, and resources.

**Provider D:**  Staff needs more PD, but many of our staff have other jobs that conflict with the times offered. Our staff is all part time. Staff feels that they need to be working with academic weaknesses and don’t have time to do both thoroughly. (Teaching basic math skills, basic reading comprehension).

**Provider F:** The motivation of adult learners to continue in the program, even when life events happen.

**Provider H:** Sharing resources, avoiding duplication of services and engaging in common profession development and marketing.

**Provider J**- Students not knowing what are their options; their next stop. Funding to provide all necessary program activities. Funding to for students to continue their post education or training. Sharing information.

**Provider M:**  Resources and cooperative relationships with postsecondary/career pathway programs

**Provider P:** Defining Career Pathways with specific trainings as to policies and procedures. Also, working with community colleges that are hard to work with or reach.

### Overall Summary

1. **Highest Self-Rating Regions Regarding Implementation of Career Pathways Key Service Components (55+% of Career Pathways Items Reported as Implemented)**

Provider H 87%

Provider D 71%

Provider K 58%

1. **Lowest Self-Rating Regions Regarding Implementation of Career Pathways Key Service Components (<20% of Career Pathways Items Reported as Implemented)**

Provider G 11%

Provider O 11%

Provider A 13%

Provider C 13%

Provider D 16%

Provider R 18%

1. **Key Trends in Reflection Questions** 
   1. **In addition to career pathways key components, other activities ABE programs are carrying out to support learners’ movement to postsecondary education, training, or employment:**

Collaboration with Community Colleges and Community Partners

* Guest speakers
* Field trips
* Career/College Fair and College Day at a local school

Instruction

* Employability skills
* Career Exploration

Facilitate Transition to Next Steps

* Students meet with a career coach for advising
* Recruit tutors and mentors for the students
* Offer scholarships opportunities
* Provide information about the importance of a college credential
  1. **Key barriers to successful implementation of career pathways activities**

Funding and Time

* Overall need for more program funding and new sources of funding
* Funding to provide all necessary program activities; expanding services
* More time to provide instruction on basic skills

Learners’ Personal Issues

* Lack of student motivation

Community Support and Collaboration

* Need for cooperative relationships with post-secondary/career pathway programs; develop relationships with stakeholders

Program Limitations

* Staff needs Professional Development opportunities
* Trainings, including “policies and procedures” and defining Career Pathways