# Appendix 4: Adult Education Provider Survey Summary of Practices Forms

Directions: Refer back to survey responses to compile responses from each provider for each question.

## Types of Activities Underway: Coordinate with Interagency Partners (Q1)

| **Name of ABE provider** | **Community college & other postsecondary education providers** | **Career and technical education providers** | **TANF providers and human service agencies** | **Local workforce development providers** | **Local economic development agencies** | **Labor-management organizations** | **Business representative** | **Other local partners** |
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## Types of Activities Underway: Identify Sector or Industry and Engage Employers (Q2)

| **Name of ABE provider** | **Identified high-demand and growth industry sector(s) in the community or region** | **Identified the types of projected jobs in the high-demand and growth industry sector(s) in the community or region** | **Analyzed the education and skill needs of employers in the community/region** | **Developed an outreach strategy to determine which employers to target and how to engage them in career pathways** |
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## Types of Activities Underway: Provide Education and Training Services (Q3)

| **Name of ABE provider** | **ABE is accelerated for placement in postsecondary credit courses or training** | **Appropriate assessments are used to place ABE learners into accelerated instruction** | **ABE instruction incorporates applications from high-demand and growth occupations, and postsecondary education** | **ABE is articulated with postsecondary academic and career‐technical training instruction** | **ABE is accelerated to advance into postsecondary education or employment** | **ABE programs provide advising, counseling, and transition services to postsecondary education and training** | **ABE and postsecondary education staff facilitate the transition of ABE learners to postsecondary education and training** | **Professional development is provided to ABE staff to support ABE program’s career pathways activities** | **ABE learners prepare individualized career plans to guide their progression through an occupational pathway** | **Supportive services are available to ABE learners** |
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## Types of Activities Underway: Implement Policies (Q4)

| **Name of ABE provider** | **Policies regarding learners’ skill levels to be placed in accelerated ABE instruction to prepare them for postsecondary participation** | **Policies regarding learners’ readiness to take the GED or other secondary credentialing test** | **Policies about the types or instructional approaches/ content to use to prepare learners for participation in postsecondary courses** | **Policies about the types of advising that learners should receive to ensure their completion of the GED or other secondary credential** | **Policies about the types of activities that ABE staff need to perform to assist transition to postsecondary education/ employment** |
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## Types of Activities Underway: Identifying Funding Needs and Sources (Q5)

| **Name of ABE provider** | **Program Services** | **Professional Development** | **Supportive Services** | **Administrative Costs** |
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## Types of Activities Underway: Use Data to Monitor and Evaluate Performance (Q6)

| **Name of ABE provider** | **Identified the learner outcomes (e.g., program completion, credential attainment, job placement, wages, etc.) that will be measured to evaluate the success of the program’s CP system** | **Identified the data that need to be collected to document the learner outcomes that will be measured to evaluate the success of CP** | **Established processes for collecting and sharing performance data to document learner outcomes, evaluate program success, and continuously improve the effectiveness of the various services** |
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## Types of Activities Underway: Conduct Public Relations and Ongoing Communication (Q7)

| **Name of ABE provider** | **Conducts public relations activities to disseminate information about career pathways with the community or region** | **Communicates with local/regional partners or other stakeholders about the goals, benefits, and outcomes from career pathways** |
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# Sample Tables for Each Question:

## Types of Activities Underway: Coordinate with Interagency Partners (Q1)

| **Name of ABE provider** | **Community college & other postsecondary education providers** | **Career and technical education providers** | **TANF providers and human service agencies** | **Local workforce development providers** | **Local economic development agencies** | **Labor-management organizations** | **Business representative** | **Other local partners** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provider | Guest Speakers, scholarship & Grant opportunities | Guest Speakers | Our programs are offered free of charge. | Job placement, job skills. | Literacy Coalition |  | Guest speakers | University of XX-Soft skills |
| Provider |  |  |  |  |  |  | Conduct mock interviews |  |
| Provider | Power Path training. Ongoing discussion and student placement when appropriate. | Providing education on and opportunities with various providers. | Providing education, awareness and opportunities about various agencies. | Ongoing One-Stop meetings | Providing education, awareness and opportunities about various agencies. |  | Visiting local businesses for potential job placements. |  |
| Provider |  |  |  | Skill training |  |  |  |  |
| Provider |  |  |  | One-Stop—Skill training |  |  |  | XX Literacy Partners |
| Provider |  |  |  |  |  |  |  | XX recommends students to our program and will help with registration fees. |
| Provider | XX Community College , YY State University- TABE Testing, Reading, Math, GED Prep, and Workforce Tutorial Services | University of ZZ, Skilled Trades and Construction Programs | Urban League, TABE Testing, Reading, Math, GED Prep. | AA Workforce Development Programs, GED Prep, and Workforce Tutorial Services. |  |  |  |  |
| Provider | Guest Speakers, scholarship & Grant opportunities | Guest Speakers | Our programs are offered free of charge. | Job placement, job skills. | Literacy Coalition |  | Guest speakers | University of XX-Soft skills |
| Provider |  |  |  |  |  |  | Conduct mock interviews |  |
| Provider | Power Path training. Ongoing discussion and student placement when appropriate. | Providing education on and opportunities with various providers. | Providing education, awareness and opportunities about various agencies. | Ongoing One-Stop meetings | Providing education, awareness and opportunities about various agencies. |  | Visiting local businesses for potential job placements. |  |
| Provider |  |  |  | Skill training |  |  |  |  |
| Provider |  |  |  | One-Stop—Skill training |  |  |  | XX Literacy Partners |

## Types of Activities Underway: Identify Sector or Industry and Engage Employers (Q2)

| **Name of ABE Provider** | **Identified high-demand and growth industry sector(s) in the community or region** | **Identified the types of projected jobs in the high-demand and growth industry sector(s) in the community or region** | **Analyzed the education and skill needs of employers in the community/region** | **Developed an outreach strategy to determine which employers to target and how to engage them in career pathways** |
| --- | --- | --- | --- | --- |
| Provider | Through monthly meetings with One-Stop | Through monthly meetings with One-Stop | Through monthly meetings with One-stop | Through Region X’s collaboration of adult education providers, One-Stop, businesses, agencies, non-profits, postsecondaries |
| Provider | Tutoring adults who are participating in XX initiative | Tutoring adults who want to enter the skilled trades-plumbing, heating, electrical. Construction. | Tutoring adults who want to improve their skills to matriculate into community college. | XY Literacy tutor adults referred by the One Stop |
| Provider | Has worked with A, B, and C Colleges to help determine high demand jobs and growth industries in the Tri-county area. | Reviewed census records, spoken with community colleges for data concerning post-graduation job fulfillment data, and contacted State Corrections and community colleges to determine specific job categories most in demand. | Have worked with AB and AC hospitals thus far, but are only beginning to investigate the manufacturing and construction sectors in our community. |  |
| Provider | National Career Readiness Certificate | Working with area employers. |  |  |
| Provider | Through discussions with local community members and college representatives, we help students to identify the career pathways in highest demand. | Through discussions with local community members and college representatives, we help students to identify the career pathways in highest demand. |  |  |
| Provider | Established Advisory Council that meets 3x a year |  |  |  |

## Types of Activities Underway: Provide Education and Training Services (Q3)

| **Name of ABE provider** | **ABE is accelerated for placement in postsecondary credit courses or training** | **Appropriate assessments are used to place ABE learners into accelerated instruction** | **ABE instruction incorporates applications from high-demand and growth occupations, and postsecondary education** | **ABE is articulated with postsecondary academic and career‐technical training instruction** | **ABE is accelerated to advance into postsecondary education or employment** | **ABE programs provide advising, counseling, and transition services to postsecondary education and training** | **ABE and postsecondary education staff facilitate the transition of ABE learners to postsecondary education and training** | **Professional development is provided to ABE staff to support ABE program’s career pathways activities** | **ABE learners prepare individualized career plans to guide their progression through an occupational pathway** | **Supportive services are available to ABE learners** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Provider |  |  | Workforce-based curriculum |  |  | Our academic adviser meets with students |  |  |  |  |
| Provider |  | TABE Testing |  |  |  |  | Guest speakers and field trips to colleges | Adult Education Conferences |  |  |
| Provider | Advanced ESL conversation and computer classes | CASAS – standardized test as required by State |  |  |  | As needed and connect with Community College advisors. | As needed and connect with Community College advisors. | When current, appropriate and/or mandatory. | All goals on their ALP are discussed. | Continually guiding our participants to our collaboration with agencies, businesses, and post-secondary. |
| Provider | Aztec software program adapts to individual student needs. | TABE and Aztec assessment tools. |  | As students master skill level they are introduced to a higher level of mastery. | As students master skill level they are introduced to a higher level of mastery. | Academic Advisor facilitates learners’ movement to college & training. | ABE, GED, and Academic Advisor work with students to facilitate transition. | Through emails, calendar, State website, state newsletter. |  | Academic Advisor and One-Stop are available to ABE learners for supportive services |
| Provider |  |  | Workforce-based curriculum |  |  | Our academic adviser meets with students |  |  |  |  |

## Types of Activities Underway: Implement Policies (Q4)

| **Name of ABEprovider** | **Policies regarding learners’ skill levels to be placed in accelerated ABE instruction to prepare them for postsecondary participation** | **Policies regarding learners’ readiness to take the GED or other secondary credentialing test** | **Policies about the types or instructional approaches/ content to use to prepare learners for participation in postsecondary courses** | **Policies about the types of advising that learners should receive to ensure their completion of the GED or other secondary credential** | **Policies about the types of activities that ABE staff need to perform to assist transition to postsecondary education/ employment** |
| --- | --- | --- | --- | --- | --- |
| Provider |  | Learners take the GED Ready test |  |  |  |
| Provider |  | We monitor the readiness of our learners to see when they are prepared to take GED. |  |  |  |
| Provider | The Aztec software program provides guidance regarding learners’ skill levels to be placed in accelerated ABE instruction. | Learners readiness to take the GED or other secondary credentialing is provided through TABE and Aztec software curriculum. | Instructional approaches to prepare learners for participation in postsecondary courses is through TABE, and Aztec curriculum. | Students receive assurance for completion of the GED through TABE and Academic Counselor. | TABE and Aztec program offer activities for staff needed to perform to assist learners for transitioning. |
| Provider | In-take, Orientation, pre- and post –testing using GAIN, Completion of ALP. | In-take, Orientation, pre- and post-testing using GAIN, Completion of ALP, on-line GED Prep Programs, GED Practice tests on-line. | In-take, Orientation, pre- and post-testing using GAIN, Completion of ALP, on-line GED Prep Programs, GED Practice tests on-line. | In-take, Orientation, pre- and post-testing using GAIN, Completion of ALP, on-line GED Prep Programs, GED Practice tests on-line. | Tutor Training Workshops, Tutor In-Service Training Programs, Job Descriptions. |
| Provider |  | GAIN test/Compass test | Counseling about courses is provided at all times |  | FAFSA guidance/college visits to our campus |
| Provider |  | Meets State and Federal standards as reported into State Database |  | Meets State and Federal standards as reported into State Database |  |

## Types of Activities Underway: Identifying Funding Needs and Sources (Q5)

| **Name of ABE provider** | **Program Services** | **Professional Development** | **Supportive Services** | **Administrative Costs** |
| --- | --- | --- | --- | --- |
| Provider |  | State conferences, PD workshops offered by the state |  |  |
| Provider | TABE, Aztec, Academic Counselor | Emails, MAEPD website, State newsletter | One Stop and Literacy Partners | Included in department budget |
| Provider | GAIN pre/post testing, bi-weekly follow-up calls to student and tutors, Learner Leadership Meetings, Drop-In Tutorial Sessions |  |  |  |
| Provider | Yes, but with the current competition for funding this is difficult to secure the dollars to match the demand. Federal grant money has helped tremendously. | AE staff have attended all applicable PD for this through State |  |  |
| Provider | We utilize state and federal grants as our primary funding source for all activities listed. |  |  |  |
| Provider | With a limited budget, we do the best we can with the resources given. It would be great to have a career coach or counselor on staff. | We make the most of our funding to take advantage of every PD opportunity given and to develop our own. |  |  |
| Provider |  | State conferences, PD workshops offered by the state |  |  |

## Types of Activities Underway: Use Data to Monitor and Evaluate Performance (Q6)

| **Name of ABE provider** | **Identified the learner outcomes (e.g., program completion, credential attainment, job placement, wages, etc.) that will be measured to evaluate the success of the program’s CP system** | **Identified the data that need to be collected to document the learner outcomes that will be measured to evaluate the success of CP** | **Established processes for collecting and sharing performance data to document learner outcomes, evaluate program success, and continuously improve the effectiveness of the various services** |
| --- | --- | --- | --- |
| Provider |  | State database | State Database |
| Provider | Use the State database reports including Performance, simple participant, and Follow Up |  |  |
| Provider | Reviewing NRS data for our district and the state. Reviewing State database, Educational Gain Performance Reports, performing Follow-Ups. | Ongoing we pull and review reports from State database and collect data statistics for our county and state. | Our ABE department continually performs err and validity checks, looks for trends over time and compares our data within our program and across programs state-wide. |
| Provider | Post-testing using GAIN, Bi-yearly review of student progress. AZTEC Administrative System, State database data | Post-testing using GAIN, Bi-yearly review of student progress. AZTEC Administrative System, State database data | Post-testing using GAIN, Bi-yearly review of student progress. AZTEC Administrative System, State database data |
| Provider | Currently utilizing both the ALP as a living document of participant progress, recording data within State database and providing follow-up information on post-secondary education and job and wage status. We are also currently working on additional documentation setup to follow other key areas of progress as we grow to understand more about Career Pathways. | Currently utilizing both the ALP as a living document of participant progress, recording data within State database and providing follow-up information on post-secondary education and job and wage status. We are also currently working on additional documentation setup to follow other key areas of progress as we grow to understand more about Career Pathways. |  |
| Provider | We use an Adult Learning Plan to record goals and learner outcomes | Yes, use pre- and post-tests for outcomes and the survey method to take outcomes after student exit program. | Use computer based assessments. |

## Types of Activities Underway: Conduct Public Relations and Ongoing Communication (Q7)

| **Name of ABE provider** | **Conducts public relations activities to disseminate information about career pathways with the community or region** | **Communicates with local/regional partners or other stakeholders about the goals, benefits, and outcomes from career pathways** |
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| Provider | Advertise on a regular basis through a brochure mailed to 29,000+ residents, online and on local T.V. | ABE director meets monthly with secondary providers, One-Stop, Representatives, non-profits, local businesses and other adult education program directors. |
| Provider | Weekly Television Show: XX  Radio Interviews: YY | Weekly Television Show: XX, Radio Interviews, YY, Speaking Engagements, Rotary Club |
| Provider |  | In collaboration with other local Adult Ed partners from X and Y counties |
| Provider |  | This is discussed at local conferences and regional meetings of other local ABE programs. |
| Provider |  | Networked into regional and state committees |
| Provider | Student and staff presentation to Local County Commissioners, met with state representatives, articles in college newspapers, talked with local employers. | Currently serving on Region X Talent Board and two Work Groups with the intent of working on the continued development of career pathways curriculum. Other branches of the college are working on the continued development of this effort as well. |