



Integrated Education and Training (IET) Advanced Design Camp Frequently Asked Questions (FAQs)

What is the IET Advanced Design Camp?

Offered through the [ADVANCE IET](#) technical assistance project, the Advanced Design Camp (ADC) training is designed to help state leaders and current IET program practitioners improve and grow their IET programming.

The Advanced Design Camp consists of a one-hour orientation and three day-long online synchronous training sessions held over four weeks. Over the course of these sessions, participating state and local teams will learn strategies to accomplish the following:

- Articulate strategies for applying an equity lens to quality IET program design and implementation
- Identify effective IET instructional strategies and contextualization approaches
- Build partnerships to strengthen IET design and alignment with career pathways and college degree programs
- Build an IET data culture and use data to make decisions about IET program design and implementation
- Plan for sustainability and scaling of IET programs

Participants will reflect on their priorities for improvement and identify steps they will take to improve quality programming in line with the new [IET quality indicators](#). Each team will create a state IET impact plan during the training period and present it to their peers at the last session through a state team capstone presentation. Participants also will be asked to complete assignments between synchronous training sessions.

Advanced Design Camp Topics

Schedule (dates will vary for each cohort)	Topics
Orientation (3 p.m. to 4 p.m. ET)	<ul style="list-style-type: none">• Welcome and introductions• IET Advanced Design Camp overview• Exploring the IET quality indicators• Introduction to the levers of change

Schedule (dates will vary for each cohort)	Topics
Session 1 (11 a.m. to 5 p.m. ET)	<ul style="list-style-type: none"> • Equitable access to quality IET programs • Collecting and analyzing data with an equity lens • Quality instructional practices for IET • Dedicated time for the state team IET impact plan
Session 2 (11 a.m. to 5 p.m. ET)	<ul style="list-style-type: none"> • Creating a data-driven decision-making culture for IET • Role of labor market information in assessing regional workforce needs • IET career pathway partnerships with industry and post-secondary education • Exploring partnerships and braided funding to support quality IET programs • Dedicated time for the state team IET impact plan
Session 3 (11 a.m. to 4 p.m. ET)	<ul style="list-style-type: none"> • Components needed to sustain and scale quality IET programs • IET state and local program policies and processes to support sustainability and scalability of quality IET programs • Dedicated time for the state team IET impact plan • State team IET capstone presentations

What is the training schedule?

Five cohorts of ADCs will be offered in 2024. Each cohort comprises one orientation and three training sessions that will take place over four weeks. All sessions are hosted via Zoom.

The orientation webinars will be held between 3 p.m. and 4 p.m. ET, and the training sessions will be held between 11 a.m. and 5 p.m. ET, with the final session ending by 4 p.m. ET.

Advanced Design Camp Cohort Schedule

ADC Cohort	Orientation (1 hour) 3 p.m. to 4 p.m. ET	Training Sessions Day 1: 11 a.m. to 5 p.m. ET Day 2: 11 a.m. to 5 p.m. ET Day 3: 11 a.m. to 4 p.m. ET
ADC #1	1/11/24	Thursdays: 1/25/24, 2/1/24, 2/8/24
ADC #2	1/30/24	Tuesdays: 2/13/24, 2/20/24, 2/27/24
ADC #3	2/15/24	Thursdays: 2/29/24, 3/7/24, 3/14/24
ADC #4	3/12/24	Tuesdays: 3/26/24, 4/2/24, 4/9/24
ADC #5	4/4/24	Thursdays: 4/18/24, 4/25/24, 5/2/24



Who should participate in the IET ADC?

We are looking for state teams of up to six individuals—including adult education program providers from WIOA Title II and Adult Education and Family Literacy Act (AEFLA)–funded agencies and at least one state adult education representative—to participate in the ADC. State teams should be made up of one or two state-level representatives and two local IET provider teams, as follows:

- Only the state adult education director (or their designee) can complete the [application](#) on behalf of state and local participants and identify up to six individuals to participate in the ADC.
- All individuals on the state team should be willing to serve as IET practitioner leaders, bringing lessons learned from the ADC to others across their state.
- Each state team should have no more than six members: a minimum of one state-level representative (or a maximum of two) and two local IET provider teams of two individuals (for a total of four program practitioners or five if only one state representative is included). Up to two state-level representatives may be part of the team; they should be familiar with and have the ability to influence the state’s IET policies and IET-focused professional development activities.
- Each state should recruit two representatives from each of the two local IET program providers. Should a state wish to add a third representative to one of the local IET provider teams, that person will replace the second state representative. The ADC focuses on impact planning and improvement of IET quality at the state and local levels; thus, local program participation is required.
- The local IET program providers nominated must have at least one operational IET in place that currently delivers services to students, must have been operational for at least one year, and must be committed to growing and strengthening their IET programming.
- Local program providers can include IET administrators, directors, coordinators, instructors, navigators, and wraparound service providers that address student barriers, among others.
- We encourage states to select local program participants with the following qualities:
 - Have provided IET programs for at least one year
 - Have a demonstrated interest in sustaining or scaling IET programs
 - Are empowered to make decisions on IET design and implementation processes
 - Are available to actively participate in and are committed to attending all scheduled events

- Are committed to creating an IET impact plan and presenting it during the training to identify next steps to strengthen and improve IET programs after the ADC

Please note: Eligibility for the ADC cohorts is open to states and territories that participated in an IET Basic Design Camp (BDC). Participants in the ADC do not have to be the same individuals who participated in a BDC; however, we encourage the state to identify candidates who are familiar with the IET Design Toolkit or are willing to familiarize themselves with it before the orientation.

What are the expectations for ADC participants?

All concurrent sessions will be hosted via Zoom. Participants are expected to attend the orientation and all three facilitated weekly sessions (for a total of 18 hours), where they will learn from peers and subject matter experts, share ideas and resources, and complete a series of activities.

In addition to attending the facilitated sessions, participants should plan on spending two to three hours per week completing assignments in advance of the concurrent sessions and contributing to the virtual IET Community of Practice discussions. These “at home” activities provide opportunities to learn new information and skills, engage with peers, explore questions and challenges, and discuss solutions. Finally, participants will be provided a template for an IET impact plan, which will allow them to tailor their planning according to their priority areas of focus for improving the quality of their existing IET program(s). Teams will have designated time during the synchronous training sessions to develop their state IET impact plan together, but they will also need to spend some time between sessions developing their IET impact plan. Teams will present their state IET impact plan to their peers in a state team capstone presentation during the final training session.

What is the role of the state representative/PD liaison on the team?

The state representative(s) will participate in all training activities and have the opportunity to learn alongside local teams to support strengthening IET programs in their states. The state representative(s) will be encouraged to convene the team between synchronous trainings to check on progress and learning and open a dialogue about what resources and support are needed to improve IET programming statewide. The state representative(s) should also expect to lead efforts to prepare the state IET impact plan and the state team capstone presentation. The state representative(s) should be committed to sharing learning and resources from the ADC with other local providers in their state who were not among the training participants.

How can my state apply?

Please note that only state directors (or their designee) should complete these steps.

- Step 1** Review this ADC Frequently Asked Questions; once you complete your review of this document, continue to Step 2 and refer back to this document as needed.
Submit a [notification of interest](#) by **October 13, 2023**.
- Step 2** Use the [ADC Application Support Document](#) as a guide to prepare and gather the information that you will need to submit your online application on behalf of your state team.
- Step 3** Submit [your application for the ADC](#) via the online application form by **November 15, 2023**. You can indicate your cohort schedule preference via the application.

After we submit our application, when will we receive notification about state selection and next steps regarding participation in the ADC?

Once we receive your application, a member of the ADC coordinating team may contact you to request additional information. We will provide notification about the selection of training participants **by December 6, 2023**, for all 2024 ADC cohorts. Selected applicants will receive additional updates and information prior to the orientation and first training session. Please note that registration for each Advanced Design Camp will be capped at six states to ensure a dynamic learning environment.

Questions? If you have questions or need additional information, please send an email to ietdesigncampinfo@air.org.

