

Date: _____

PluggedInVA

Memorandum of Understanding

Between

The Virginia Employment Commission (VEC), Trade Act of 1974,
and [Adult Education Program Name]

Project description

PluggedInVA is a career pathways model of integrated education and training that provides concurrent academic instruction and occupational training while simultaneously supporting students with digital skills, professional soft skills, twenty-first century skills, and career coaching in a cohort model. Learners in PluggedInVA will prepare to earn a secondary credential, strengthen their academic skills for higher education and training, prepare to earn industry-recognized credentials, and secure employment in a high-demand job within a career pathway.

[The partners included in this MOU] agree to work collaboratively to deliver this integrated program of education. The adult education program will offer contextualized coursework in reading, writing, numeracy, digital skills, and professional soft skills. [Training provider] will provide occupational training and preparation for credentialing examinations.

Instructors from the adult education program and [occupational training provider] will regularly collaborate throughout the entirety of the trainees' participation in the PluggedInVA program to align instruction so that academic and study skills are addressed as needed throughout the learners' progress in the program. Details of this collaborative work, including an initial schedule for collaboration, are outlined below.

Definitions and Roles

Adult Education Program (Training Agency)

The VEC contracts with the adult education program to deliver the agreed-upon education and training services for TAA eligible trainees. The adult education program develops and delivers contextualized academic instruction that will support trainees' postsecondary/occupational coursework, further training and education, and successful entry into employment. The adult education program provides instruction in digital skills, professional soft skills, job readiness skills, and workforce preparation skills. The adult education program, through the state management information system, tracks enrollment, progress, and follow-up data.

Occupational Training Provider

The adult education program contracts with occupational training providers to deliver occupational training and preparation for the achievement of at least one industry-recognized credential. The occupational training provider works with the adult education partner to identify skills gaps and areas for additional work, such as

industry-specific numeracy or reading skills, and collaborates with the adult education partner in real-time to support students who are in need of additional practice with academic, digital, and professional soft skills that are needed for success in the occupational training and eventual job placement.

Trade Adjustment Assistance (TAA)

The TAA Program works to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to (re)build skills for future jobs. Any member of a worker group certified by USDOL Office of Trade Adjustment Assistance may be eligible to receive the following benefits and services at a local American Job Center: training, employment and case management services, job search allowances, relocation allowances, and income support in the form of Trade Readjustment Allowances (TRA). Reemployment TAA (RTAA) and Alternative TAA (ATAA), which provide wage supplements for reemployed older workers whose reemployment resulted in lower wages than those earned in their trade-affected employment, may also be available. In Virginia the TAA is administered by *Virginia Employment Commission (VEC)*.

Navigator Job Duties as it relates to Adult Education

TAA Navigators plan and coordinate the delivery of customized Trade Rapid Response (RR) services and benefits under the Federal Trade Adjustment Assistance (TAA) Program to eligible employees and employers impacted by layoffs due to foreign competition. They coordinate with local Adult Education Program Managers for the creation and development of PluggedInVA training opportunities for trade affected workers who meet industry-driven opportunities based on knowledge gained from partner meetings and employer contacts. The Navigators also work to build strong relationships with Adult Education Program Managers statewide to ensure Adult Education has a strong voice at all Business Services Team Meetings.

PluggedInVA Program Planning and Delivery

Program Outcomes and Expectations

By the end of the PluggedInVA program, TAA-eligible trainees will [include specific assessments and credentials to be earned]

- Demonstrate an academic gain on a state-approved assessment of academic skills (e.g., TABE, CASAS)
- Earn a secondary credential if needed
- Earn a digital literacy certificate
- Earn a workforce readiness credential
- Earn at least one industry-recognized credential
- Prepare a resume and other job application resources
- Other

Schedule for planning and delivery

This agreement between the VEC and [adult education program] is effective on [date of signed agreement].

Program Delivery. Education and training activities will be available for TAA-eligible trainees beginning on [date] through [date]. Throughout the entirety of the PluggedInVA cohort, all partners agree to maintain their

engagement through meetings, online correspondence, and other means of participation that are identified in the planning process.

Planning Meetings. Partners agree to meet by phone and/or in face to face meetings every _____ beginning on [date] and will work with each partnering institution’s lead contact to arrange meetings and set agendas. [Name of lead contact] from [name of organization] will organize these planning meetings so that ALL participating organizations may participate in the planning of the PluggedInVA cohort. Partners will collaboratively set schedules, locate instructional space, identify needed materials and resources, agree on desired program outcomes, and identify additional supports for struggling learners. A master schedule of planning meetings and a description of how partners will continue to collaborate (e.g., through weekly phone calls or through an online portal) will be developed and shared with all partners.

Curriculum Development. Instructors from the [adult education program] and the [occupational training provider] will collaborate to align instruction and develop a unified competency list for the PluggedInVA program as a whole. The list will include competencies from adult education (e.g., academic skills in math, reading, writing, and digital skills), occupational training (e.g., technical skills and professional soft skills). This unified competency list will be shared with all partners. Program developers will also include all expected outcomes (e.g., academic skill level gains, secondary credential attainment, industry-recognized credential attainment, job attainment).

The partners named and described in this document agree to adhere to the schedule of activities and responsibilities outlined in this MOU.

[Signer’s Name]

[Signer’s Name]

[*Signature*]
[Partner Agency Name]
[Date]

[*Signature*]
[Partner Agency Name]
[Date]

[Signer’s Name]

[Signer’s Name]

[*Signature*]
[Partner Agency Name]
[Date]

[*Signature*]
[Partner Agency Name]
[Date]

Partner Roles and Primary Contacts

	Responsibilities	Lead Contact Name(s)	Email & Phone
TAA navigator	<i>TAA Navigators plan and coordinate the delivery of customized Trade Rapid Response (RR) services and benefits under the Federal Trade Adjustment Assistance (TAA) Program. They coordinate with local Adult Education Program Managers for the creation and development of PluggedInVA training opportunities for trade affected workers who meet industry-driven opportunities based on knowledge gained from partner meetings and employer contacts. The Navigators also work to build strong relationships with Adult Education Program Managers statewide to ensure Adult Education has a strong voice at all Business Services Team Meetings.</i>		
VEC referring office	Responsibilities		
Adult education provider program name	<i>The adult education program contracts with occupational training providers to deliver occupational training. In collaboration with the named occupational trainer, the adult education program develops and delivers contextualized academic instruction that will support trainees' postsecondary /occupational coursework, further training and education, and successful entry into employment. The adult education program also provides instruction in digital skills, professional soft skills, job readiness skills, and twenty-first century skills. The adult education program will pre- and post-test all trainees for academic skill levels.</i>	<i>Program Manager or PluggedInVA Coordinator</i>	
Occupational training provider			
Employer partner	Responsibilities		
Other partner	Responsibilities		