



INTEGRATED EDUCATION AND TRAINING PLANNING TOOL

Name of Adult Education Region or Provider	County/City	Occupation with NAICS Code	Recognized Postsecondary Credential(s)	Training Provider
Prince William County Public Schools (PWCS)	Prince William County/Woodbridge	81-Other Services	Entrepreneurship and Small Business (Certiport)	PWCS Career and Technical Education (CTE)

Number of Cohorts: 1

Projected Number of Students Per Cohort: 10

Dates of Course/ Weekly Schedule: February 21, 2023 – May 31, 2023/Co-taught/T-Th/6-9 pm (120 hours)

Funding Source(s): IELCE IET

Teacher(s): Two: PWCS Adult Education teacher (Karen Evry) and PWCS Career and Technical Education teacher (Marilyn Clark)

Employer Partner(s): TBD

Salary Range for Target Job (with citation): Dependent on small business type

Plan for Recruitment and Selection: Students and clients recruited from IELCE-funded Digital Literacy and LEP Workshops located at the VA Career Works Center, Prince William; students recruited through networking efforts between the IELCE/IET-funded Intake, Assessment, and Career (IAC) Counselor staff member and local employers; students recruited through referrals of partners at the VA Career Works Center, Prince William; clients recruited by the IELCE-funded Employment Transition Coach (ETC); students recruited from existing summer and fall session classes 2022; and students recruited through social and print media disseminating program information throughout Prince William County.

Program Notes and stackable credentials that will be reported as MSGs:
 This IET will be offered as a remote synchronous class.

 MSG Type 5: Entrepreneurship and Small Business (Certiport)



Shared Learning Objectives, with the College and Career Readiness or English Language Proficiency Standards noted:

1. Students will be able to obtain the language knowledge and skills necessary for employment and self-sufficiency (adult education and literacy instruction). **ELP Standards 1, 3, 8-10; CCR Reading Anchors 2, 7; CCR Speaking/Listening Anchor 2, 4; CCR Writing Anchors 2, 3; CCR Language Anchors 1, 3, 4**
2. Students will be able to access and acquire the combination of basic academic, critical thinking, digital literacy, and soft skills needed in workplace settings (workforce preparation). **ELP Standards 5, 6, 8-10; CCR Writing Anchor 8; CCR Speaking/Listening Anchors 4, 5; CCR Reading Anchor 8; CCR Language Anchors 1, 3, 4**
3. Students will be able to obtain knowledge in a specific occupation that includes skills training leading to a career certificate (workforce training). **ELP Standards 2, 7, 8-10; CCR Writing Anchors 5, 6; CCR Speaking/Listening Anchors 1, 6; CCR Language Anchors 1, 3, 4, 6**

Co-Planning and Communication Activities: Initial program meeting with instructors and partners. Weekly meetings that include curriculum design, scope and sequence planning, integrating literacy instruction, workplace preparation, and workforce training. Culminating meeting that includes program reflections and design changes.

Describe how the three components (adult education, workforce preparation, and occupational training) are taught simultaneously and contextually, reinforcing all three types of content through a typical week of the course: The Adult Education teacher provides English language instruction that contextualizes content to align with language instruction and IET content, workplace preparation, and workforce training (ESB). The CTE teacher provides coursework focusing on ESB skills that include foundational concepts and knowledge in entrepreneurship and small business management such as: entrepreneurship, recognizing and evaluating opportunities, planning for, starting, and opening a business, marketing and sales, and business financials and funding. Both instructors provide workplace education coursework focusing on workplace skills including basic skills, critical thinking, digital literacy, self-management, using information, working with others, understanding systems, transitioning to employment and/or postsecondary education. Both instructors teach IET students concurrently.



Support Services Provided (indicate agency providing services): Department of Social Services (DSS) and WIOA Youth provide financial assistance to qualifying students; VA Career Works Center, Prince William partners (VEC, DARS, Melwood Jobs, VA Cooperative Extension-PW, Financial Empowerment Center, SkillSource Group) provide PWCS AE students with needed services.

Employment Placement Activities (indicate agency providing services): TBD; According to the proposal, the responsibility of the IAC Counselor and Employment Transition Coach is to develop a network of business partners who will assist with employment placement for IET students. Currently, students are referred to partners at the VA Career Works Center, Prince William to explore employment opportunities and advisement to starting a small business.

Students: (Note: Add rows as needed)

Student ID	Agency Paying for Training (Example: Adult education, WIOA title I, title IV, employer, etc.)	Training Costs
	IELCE	PWCS CTE Teacher at \$7,104.90
	IELCE	GMetrix practice and exam vouchers \$1090
	IELCE	CASAS assessment materials for intake/pre/posttest at \$56 (remaining from previously purchased test units)
	IELCE	ESB LearnKeys at \$950
	Subtotal of training costs provided by adult education program:	\$7,104.90
	Subtotal of training costs provided by other partners:	

Reminder: Programs must get prior approval for costs associated with equipment, materials, and participant support costs (see [Directors Memo 018-19](#)).

Additional Comments: In-kind: use of PWCS Zoom platform and Canvas learning management system

This is a living document and changes are made based on emerging needs. See the Adult Education's [professional development page](#) for the latest version.