



**VIRGINIA
IS FOR
LEARNERS**

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
Use the number of the region. Then, the exact name of the region or the provider name can be given after the region's number.	Choose one city or county. If there is more than one city or county where classes are being held, choose the location of the training.	Use the two digit NAICS codes and industry name from the Business Services Report.	Use the official name of the credential (not the acronym). Include the name of the company that issues the credential (if applicable) in parenthesis.	Spell out the names of the training providers. Do not use acronyms.

Projected Number of Students Per Cohort: Use one number and not a range.

Dates of Course/ Weekly Schedule: There are two pieces of information needed. First is the date of the entire IET. The second is weekly schedule of the IET. This should include both the schedules of the adult education and the training. If adult education and training are co-taught, please state that below the schedule.

Funding Source(s): Include all funding sources. Put adult education's funding sources first. For example: IELCE, FastForward, FANTIC.

Teacher(s): Provide the name(s) of both the adult education teacher and the trainer. Label clearly which is the adult education teacher and which is the trainer.

Plan for Recruitment and Selection: Give details of how students will be recruited and selected.

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

- Be sure to combine the standards for occupational training, workforce preparation, and adult education and literacy. For example: Students will demonstrate [specific CCR reading and math standards] as they master the healthcare competencies needed to obtain their CNA certification and First Aid/CPR certification.
- For more guidance, use the [IET Shared Learning Objectives Template](#) to develop shared learning objectives between the three essential elements of an IET.

Program Notes and stackable credentials that will be reported as MSGs:

When listing the stackable credentials, include the MSG Type and then the name (not acronym) of the credential.

For MSG Type 3, provide the two semester schedule and number of credits.

For MSG Type 4, provide the employer sponsoring the apprenticeship.

For MSG Type 5, include the recognized postsecondary credential and list other stackable credentials.



Co-Planning and Communication Activities: Provide information on how the adult education teacher and the occupational trainer will co-plan before and during the cohort.

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: Describe how the content in the three components are taught in a manner that they reinforce each other throughout a typical week’s schedule. How is the trainer and adult education teacher working together to make sure this happens?

Support Services Provided (indicate agency providing services): Provide the partners and the services to be provided to the IET participants.

Employment Placement Activities (indicate agency providing services): Be specific in the process of how students find jobs upon completion of the cohort. How will students be made known of the jobs? Will they be working with a career coach or WIOA Title I?

Students: (Note: Add rows as needed)

Student ID	Agency Paying for Training (Example: Adult education, WIOA title I, title IV, employer, etc.)	Training Costs
	Include the funding source(s). Update this list once students are enrolled and precise funding sources per student are identified.	Only include the cost of the training. Use the “additional comments” box below to list other expenses associated with the training.
	Subtotal of training costs provided by adult education program:	Total up the amount of funding paid for by adult education.
	Subtotal of training costs provided by other partners:	If there were other funding sources, total up those sources here.

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

Additional Comments: Use this area to list other expenses that are associated with the IET; this may include the cost of the credentials (including stackable credentials), textbooks, adult education teachers, instructional materials, approved student participant costs, etc.

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.



GUIDANCE FOR THE IET PLANNING TOOL

Name of Adult Education Region or Provider: The name of the adult education provider or [region](#) where the IET will be held.

County/City: The county or city where the IET will be held.

Occupation with NAICS Code: The occupation or occupational cluster, identified by [NAICS code](#), that the students will enter upon the completion of the IET.

Credential(s): The credentials that the students will earn.

Training Provider: Agenc(ies) delivering occupational training.

Number of Cohorts: The number of times that the IET will be offered in one program year.

Projected Number of Students Per Cohort: Total anticipated number of participants per cohort.

Dates of Course/ Weekly Schedule: The full date range of course including exact dates and times; if there is more than one cohort, list the course schedule for each one.

Funding Source(s): The agenc(ies) paying for the IET.

Teacher(s): The names of the adult education instructor and the trainer who will be delivering the content.

Employer Partner(s): The specific employers who are involved in the curriculum or who have agreed to participate in job readiness and placement activities.

Salary Range for Target Job: The local salary range for the occupation.

Plan for Recruitment and Selection: The plan to recruit and criteria to select the students for the IET.

Program Notes and stackable credentials that will be reported as MSGs: Additional information; include the stackable credentials that may be attained by students prior to the recognized postsecondary credential and may be reported as MSGs.

Shared Learning Objectives: The concepts, competencies, and vocabulary that the students will learn across the whole scope of the adult education activities and occupational training activities. Use the [CCR](#) or [ELP](#) standards for objectives with academic and literacy activities.

Co-Planning and Communication Activities: The plan for the coordination of instructors before and during the IET program.

Describe how the three components are taught simultaneously and contextually, reinforcing all three types of content through a typical week of the course: Concisely describe how the content in the three components (adult education, workforce preparation, and occupational training) are taught in a manner that they reinforce each other throughout a typical week's schedule.

Support Services Provided: The partners and the services to be provided to the IET participants.

Employment Placement Activities: The resources and activities that support employment of participants.

Student ID: The ID given to the student when put into the SSWS. For Tools submitted in planning stages, leave these blank.

Indicate agenc(ies) paying for training: The source of funding for the actual training.

Training costs: The cost per student for the actual training. This may include tuition, textbooks, etc. See [Directors Memo #018-19](#).