

# **IELCE - EARN AND LEARN @ KIRKWOOD COMMUNITY COLLEGE**

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# Key Objectives

Today we will share:

- Iowa's emphasis on Employer Engagement
- A local program's approach
  - Process flow
  - Identifying needs
  - Collaborative curriculum outline and content development
  - Recruitment and launching

# Iowa's Employer Engagement Emphasis

- Incentivizing IET and IELCE development
- Technical Assistance
- Approval process
- Highlight best practices -
  - Winter and Summer Conferences
- Employer engagement practices
  - Find a champion
  - Enlist community support
  - Leverage in-house resources
  - Become the go-to expert for employers

# Kirkwood's Approach

- Team based development model
  - ESL Program Supervisor, Secondary Programs
  - Partnership with Corporate Training
  - Instructor/Curriculum Developer
- Establish roles and responsibilities internally/externally
- Actively collaborate every step of the process

# Step 1: Employer Survey

Conduct a thorough review of the candidates the employer is seeking adult education services for:

- Overview of the role (do you have a job description?)
- Are there any tasks/elements of the role that are unique each day, or are the tasks very repetitive?
- ***Any Seasonal impacts to your workforce***
- Current Experience in workforce staff with ELL workers
- Physicality/Labor Intensity of the work
- Communication Level internally/externally
- Safety knowledge/emergency procedures candidates would be expected to know/follow
- Background knowledge necessary to successfully complete duties assigned
- Technology requirements and needs
- Opportunity for growth
- ***Tell us about your Onboarding and Training process***

# Step 2: Initial Employer Meet and Greet

- This is an opportunity to share what the [Earn and Learn](#) process looks like with the employer/business - success stories
- Provide brief overview of AEL grant requirements - pre and post testing - education functioning levels, etc.
- Enforce realistic expectations with employer/business
- Schedule a tour of the facility - a job shadow

# Step 3: Do a Job Shadow

- Get clarity on your schedule for the day
  - Dress appropriately - check with employer before arriving
- Make sure you've requested to speak with anyone who might have valuable insight
  - Supervisors, individuals currently in the role, trainers, frontline staff, etc.
- Check what's allowed and bring materials
  - Notebook, camera, iPad
- Take copious notes
- Approach the day ***through a linguistic lens***
  - Look for signage, paperwork
  - Listen for announcements
  - Watch for communication skills

# Step 4: Meetings and MOU

- Meet internally to discuss the viability of this potential partnership
- Craft a plan; plan for success
- Meet externally and share a draft proposal/MOU with roles and responsibilities, timeline and deliverables detailed
- Discuss next steps
  - Set up a plan to receive onboarding/training materials if they're able to share;
  - Set deadline for curriculum review; and
  - Schedule all stakeholders to sign off on the final MOU



# Step 5: Curriculum Development

*“Remember, you are not developing curriculum to train someone on how to do this job; you are developing curriculum to give someone the language to be able to train and be successful in this job”*

- Think in terms of levels and skills - equate to CASAS scores
  - Focus on the main points that needs to be addressed
- Use what the employer provided - incorporate any photos/recordings from the job shadow
  - Reach out to the business point of contact with questions
- Leverage existing materials
  - What do you already have and use that can be plugged into this curriculum?

[Example - Assembly Line Operator](#)

# Step 6: Integrate Cultural Diversity Training

- Offered in partnership with Corporate Training Division of the Community College
- The most successful programs incorporate this training for their incumbent and native-born employees, managers and supervisors
- Support students/participants that are working hard to learn; celebrate progress

*Not covered by grant dollars, so will incur a fee to be paid by employer*

# Step 7: Recruitment and Launch

- Collaboratively develop a recruitment plan
  - Identify champions
  - Define communication channels
- Confirm location of class offerings and access to resources
  - Plan for registration and testing time/space
- Schedule start date
- Schedule time to check in with partners - plan to share success/challenges and lessons learned

# State Efforts to Replicate Best Practices

- Hawkeye Community College I-BEST
  - CNA
  - CNC
- Kirkwood Community College
  - IECLE Team based model
- Iowa Lakes Community College
  - Co-Op Cohort- Applicator Licensure Certification

Use of an *Approval Form* to ensure compliance and consistent implementation of IET programs

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