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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