WISCONSIN
TECHNICAL COLLEGE
SYSTEM

Wisconsin Integrated Education & Training (IET) Design Camp

Learning Session #4
Design a Sustainable IET Program Structure

We were built for this moment

Learning Session Goals

Describe key decision points in the instructional delivery, funding, partner collaboration

Learn about the tools in the IET Design Toolkit

Key Decision Points

IET program instructional delivery approach

How to plan for sustainability of the program

Funding mechanisms to support the IET program

Communication plan

Program policies

Partner agreements

Four Common Instructional Delivery Approaches

1) Occupational trainer and adult education instructor team teach concurrently in the *same* virtual and/or physical space **100% of the time**.

100%

2) Occupational trainer and adult education instructor team teach concurrently in *separate* virtual or physical spaces **100% of the time**.

100%

3) Occupational trainer and adult education instructor team teach concurrently

in the *same* virtual and/or physical space **some of the time**

&

and in *separate* virtual and/or physical spaces **some of the time**.

100%

4) One qualified trainer/instructor teaches both the occupational skills and adult education content, either in virtual or physical spaces **100% of the time**.

100%

Considerations When Going Virtual

- Select the appropriate learning platforms.

- Explore new ways to engage students prior to enrollment.

- Ensure broadband and computer access for participants.

- Support teaching and learning success by:
  - Providing the necessary supports for learners with disabilities (WebAIM)
  - Incorporating equity- minded practices for teaching online (Harris and Wood webinar)
  - Creating a centralized site for both faculty and student learning resources

Digital Supports

Virtual Job Shadow- a platform for career exploration and connect one-on-one

[Virtual advising-](#) An example from Northern Virginia Community College

Mini Digital Literacy Orientation – a short lesson on how to actively participate in an online/virtual class

Key Decision Points

How to plan for sustainability of the program

Planning for Sustainability

IET Component (current/future needs)	Budget Allocation	Partner Budget Requirements	Funding Source(s) (note if tentative)	Eligibility Requirements or Restrictions	Reporting Requirements	Action Needed

Additional Resources
- DOL Career Pathways Toolkit
- CLASP Funding Career Pathways Toolkit
- Mathematica Leveraging Federal Opportunities to Serve Disadvantaged Populations

Key Decision Points

Communication plan

Communication Plan

Communication Plan

A communication plan for your IET program clarifies what will be communicated, how, when, and by whom. This ensures there are no communication breakdowns, and all required outcomes and documentation are captured.

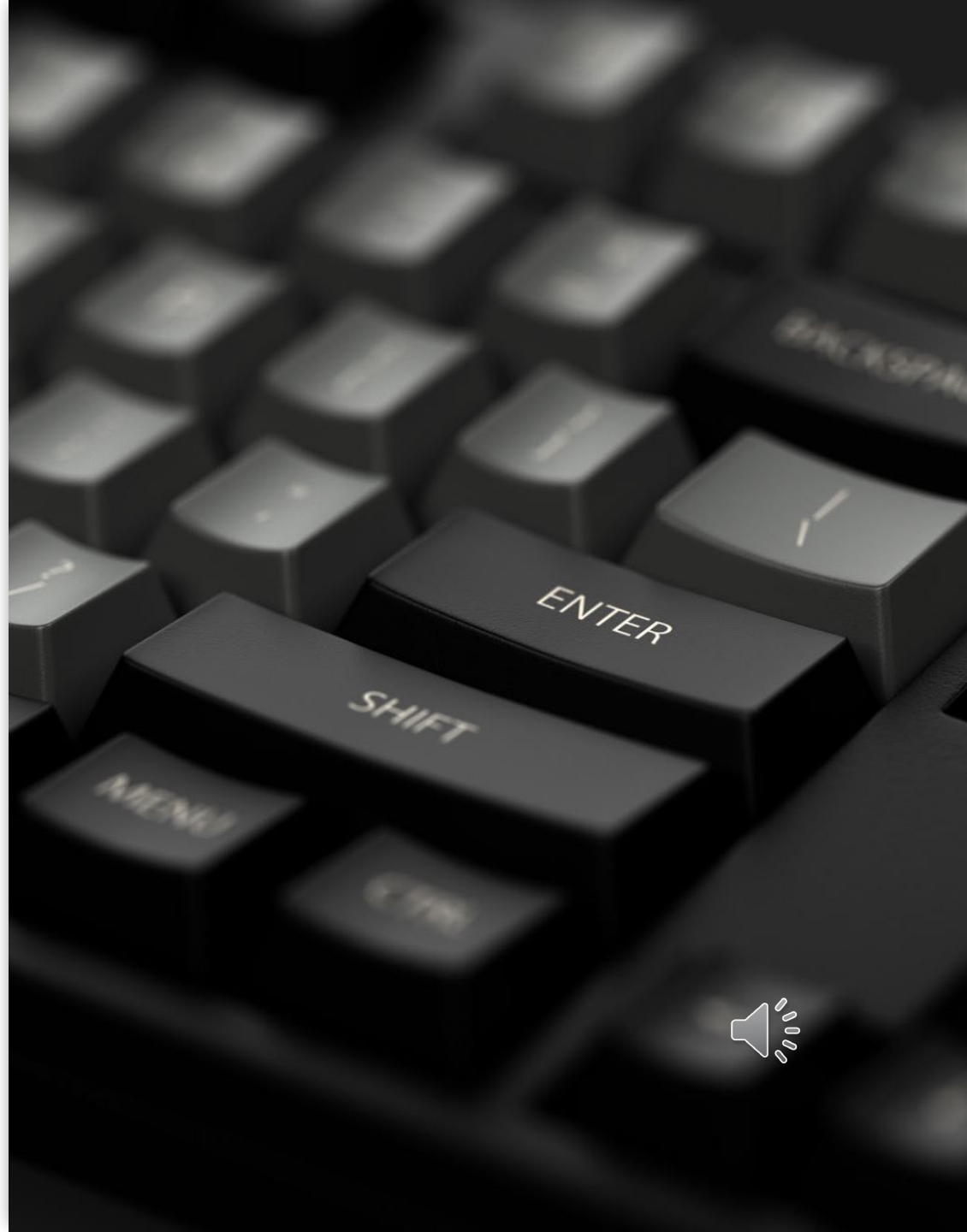Capture your approach in the *Communication Plan* below.

Refer to the *Create a Communication Plan* section of the IET Toolkit under *2.2 Design a Program Structure*.

	Identify the partners and/or information	How?	When?	Who is responsible?
Partner Coordination				
Program Documentation				
Information Sharing				
Outcomes Reporting				

Key Decision Points

Program policies

Determine Program Policies

Program Policies

In the Research and Assess phase, you identified federal and state policies that impact your IET program. It is also important to review your own and your partners' policies and procedures (e.g., enrollment, attendance, eligibility, reporting) and decide if any need to be revised. Consider how and who will address these changes and when they should be addressed, or if new policies need to be created.

Document your policy findings below and include any related actions in your work plan.

Refer to the *Determine Program Policies* section of the IET Toolkit under *2.2 Design a Program Structure*.

Existing Policies (include policy holder)	New Policies Needed

Key Decision Points

Partner agreements

Prepare Partner Agreements

Partner Agreements

Partner agreements should be in place before the IET curriculum design work begins. Agreements or memoranda of understanding (MOU) should include:

- A broad strategic vision of the partnership, purpose, benefits, and expected outcomes of the IET program;
- Expectations around roles and responsibilities, work plans, and communication plans reflective of a single set of learning objectives across the IET program; and
- Sustainability expectations for parts of the program, such as adequate staffing, transition plans for key positions, and contingency plans for emergencies.

Capture any necessary partner agreements or MOUs in the *Partner Agreements* table below.

Refer to the *Prepare Partner Agreements* section of the IET Toolkit under *2.2 Design the Program Structure*.

Partner	Purpose

Summary

A successful IET program requires a nimble structure that allows you to adapt to changes in funding, program staff, and workforce demands when needed.

Your key decision points should address how your program will adapt to changes in funding, key program staff, and workforce needs will be .

The road to success is not always linear