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Designing a Career Pathways System

A Framework for State Education Agencies



Chapter 4 Planning for Implementation and Continuous Improvement

HANDOUTS FEBRUARY 2016



Designing a Career Pathways System: A Framework for State Education Agencies

Chapter 4: Planning for Implementation and Continuous Improvement

Handouts

February 2016



at American Institutes for Research

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Handout 4A: Pathways Requirements Document, Part 1

Requirements From Career Pathways System Frameworks	Notes	Requirements of the Career Pathways System Implementation
Referencing the career options across the career pathways system frameworks, identify the industry partnerships that	Currently exist across the state:	
	Need to be established across the state:	
Referencing the course sequences across the career pathways system frameworks, identify the courses that are	Currently offered across the state:	
	Not offered across the state:	

Requirements From Career Pathways System Frameworks	Notes	Requirements of the Career Pathways System Implementation
Referencing the work-based opportunities across the career pathways system frameworks, identify the opportunities that	Currently exist across the state:	
	Currently exist across the state:	
Referencing the postsecondary opportunities across the career pathways system frameworks, identify the opportunities that	Currently exist across the state:	
	Currently exist across the state:	

Handout 4A: Pathways Requirements Document, Part 2

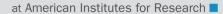
Sample Language for Breaking Down the Requirements Into Tasks

	Identify names of representatives from industries.	
Requirement 1:		Set agenda.
Develop industry partnerships with representatives from industries A, C, and D.	Convene representatives from industries to establish relationships and build partnerships.	Finalize logistics.
		Create and send invitations.
Requirement 2:		
Requirement 3:		
Requirement 4:		
Requirement 5:		

Create Your Own Pathways Breakdown Requirements

Break down each requirement into tasks.

Requirement 1:	
Requirement 2:	
Requirement 3:	
Requirement 4:	
Requirement 5:	





Handout 4B: Master Schedule Template

Sample

Planned Activity	Estimated Time for Completion	Timeline for Completion	Person(s) Responsible	Notes
Set agenda.	One week	March 1, 2016	Planning committee	Sarah will review and approve the agenda.
Finalize logistics.	Three days	March 7, 2016	Sarah and Michael	Sarah will share ideal location. Michael will reach out to hotels for office space.
Create and send invitations.	Two days	March 8, 2016	Sarah	

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Handout 4C: Risk Breakdown Document

	Internal Risks	
Risks	External Risks	

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Handout 4D: Stakeholder Roles in Evaluation

Stakeholder Category	Key Individuals or Groups	Possible Areas of Expertise or Insight	Possible Roles
Data management	 State data directors State longitudinal data system (SLDS) administrators State labor data system administrators 	 Evaluation metrics available through SLDS Local administrator and staff access to data Use of data in career pathways system (i.e., individual student profiles) Data-sharing protocols and procedures Data aggregation and disaggregation procedures and limitations 	 Consultation during initial evaluation design planning Consultation in initial and ongoing school and district data management Evaluation data management
K-12	 State board of education (SBE) State educational agency (SEA) Local education agencies (LEAs) Schools 	 Data and metrics commonly used at the school, district, and state levels Use of data in state accountability and policy Considerations for how common metrics may not capture or mask inequity or important implementation nuances 	 Evaluation lead and coordination (SBE or SEA) Consultation during evaluation design planning (LEA or schools) Gathering data and improving data quality Determining evaluation milestones
Postsecondary	 State-level coordinating board, agency, or commission Representation from public and private four-year institutions Representation from community or technical colleges 	 Data and metrics used at the postsecondary level New data and metrics that may be gathered at the postsecondary level Data-sharing procedures and limitations 	 Partners in developing datasharing and postsecondary datagathering protocols Consultation during evaluation design planning Gathering data and improving data quality

Stakeholder Category	Key Individuals or Groups	Possible Areas of Expertise or Insight	Possible Roles
Career and technical education (CTE)	 State and local governing bodies over CTE policy CTE teacher professional organizations (ACTE, CAROCP, etc.) Apprenticeship state board representation 	 Data and metrics commonly used at the school, district, institution, and state levels Use of data across state and private institutions and systems Challenges or important metrics missing from current data practices 	 Evaluation lead and coordination (state governing bodies) Partners in developing datasharing and postsecondary datagathering protocols Consultation during evaluation design planning Gathering data and improving data quality
Business/ Industry/ Workforce	 State administrative agencies representing economic or workforce development and labor State Workforce Investment Board (SWIB) State chamber of commerce or business roundtable Statewide industry and trade associations Representatives from a range of businesses and industries One-Stop Career Center representatives 	 Key metrics of workforce individual success Key measures of workforce success over time (e.g., faster hiring rates) 	 Consultation during evaluation design planning Gathering data and improving data quality
Policymaker/ Legislative	 Governor or legislative representative State, county, and local government officials State, county, and local legislature officials 	 Allocating funding for evaluation activities Creating task forces or executive orders Updating laws and policies to allow data gathering and sharing 	 Initial consultation to begin action on legislative items Ongoing engagement as needed





Handout 4E: Stakeholder Communication Planning Document

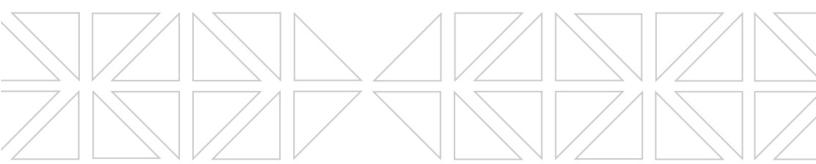
Audience	Key Messages	Modes of Communication	Frequency of Communication

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