**INTEGRATED EDUCATION AND TRAINING PLANNING TOOL**

**Name of Adult Education Region or Provider:**

**County/City:**

**Occupation with NAICS Code:**

**Credential(s):**

**Training Provider:**

**Number of Cohorts:**

**Projected Number of Students Per Cohort:**

**Dates of Course/ Weekly Schedule:**

**Funding Source(s):**

**Teacher(s):**

**Employer Partner(s):**

**Salary Range for Target Job** (with citation):

**Plan for Recruitment and Selection:**

**Program Notes and Stackable Credentials that will be reported as MSGs:**

**Shared Learning Objectives, with the College and Career Readiness or English Language Proficiency Standards noted** (add numbered items as needed):

1.

2.

3.

**Co-Planning and Communication Activities:**

**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:**

**Support Services Provided** (indicate agency providing services):

**Employment Placement Activities** (indicate agency providing services):

**Students:** (Note: Add student numbers as needed)

1. Student ID:

Indicate agency paying for training (Example: Adult Education, WIOA title I, title IV, employer, etc.):

Training costs:

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Training costs:

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Indicate agency paying for training (Example: Adult Education, WIOA title I, title IV, employer, etc.):

Training costs:

Subtotal of training costs provided by adult education program:

Subtotal of training costs provided by other partners:

Reminder: Programs must get prior approval for costs associated with equipment, materials, and participant support costs (see [Directors Memo 18-19](https://www.doe.virginia.gov/home/showpublisheddocument/35392/638054947146570000)).

**Additional Comments:**

**GUIDANCE FOR THE IET PLANNING TOOL**

**Name of Adult Education Region or Provider:** The name of the adult education provider or [region](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/adult-education/adult-education-regional-programs) 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](https://www.census.gov/naics/), 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:** Additional information (optional).

**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](https://lincs.ed.gov/publications/pdf/CCRStandardsAdultEd.pdf) or [ELP](https://lincs.ed.gov/publications/pdf/elp-standards-adult-ed.pdf) 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 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 18-19](https://www.doe.virginia.gov/home/showpublisheddocument/35392/638054947146570000).