

## Index of Resources by Title - Workforce/Career Pathways

### [20 Ways to Use Career Pathway Maps](#)

This one-page document lists 20 ways career maps can be used in adult education. Case managers and teachers can do these suggested career map activities to support career awareness, career exploration, and career goal setting with adult learners.

### [2019-2020 Career Pathways Student Report](#)

The Career Pathways Student Report is a PDF, designed to be downloaded, filled in, and submitted digitally. Programs can use the data collected to analyze their program's career pathways activities.

### [Career Awareness Checklist](#)

This checklist provides a comprehensive scope and sequence for career awareness activities. Staff can work together to determine which topics to include in their delivery of career awareness and whether topics should be delivered by a case manager or embedded into instructional activities that align with the College and Career Readiness Standards.

### [Career Awareness Inventory \(MS Word version also available\)](#)

This document is in chart format and is designed to track career awareness activities from start to finish. Program staff can use it to document what activities are in place, who is conducting the activities, the expected outcomes, and ways to improve the activities.

### [Career Information Checklists](#)

This document includes four leveled checklists. Checklist I is designed for students in Beginning ABE/ESL classes. Each level has more complex activities, with Career Information Checklist IV designed for Adult Secondary Education students. Case managers and teachers can use the checklists with students to track career exploration, career awareness, and workforce preparation progress.

### [Career Information Checklists aligned to the Foundation Skills Framework](#)

This document provides a suggested alignment of each activity in the Career Information Checklists to the Foundation Skills Framework. Teachers can use this to aid in contextualizing instruction to individual learner career goals.

### [Sample Career Maps](#) and [Blank Career Map](#)

Career maps help individuals see how education, training, skill, and wages vary among occupations within the same industry sector. Program staff can use local labor market data to customize a career ladder related to focus sectors in their area. Staff can also use the maps to help individuals make a personalized career pathway plan.

### [Career Map One Entry Point Template](#) and [Career Map Multi Entry Points Template](#)

Career map templates are available in PDF and MS Word formats. Case managers and teachers may find the templates useful when working with students that are stacking credentials and using on and off ramps to complete a career pathway plan.

### [Career Pathways Action Planning Guidance](#)

This document is a series of questions related to partnerships, career awareness, case management, the local labor market, transitions data, and contextualized instruction. Program staff can work through the questions to help develop career pathway related action plans for their agency.

### [Career Pathways Planning Assessment Tool](#)

This assessment tool is organized under the Six Key Elements of Career Pathways Framework and includes corresponding indicators that are components of each element. Program staff and partner staff can examine each indicator to assess progress to achieving that element.

### [Career Pathways Six Key Elements Breakdown Form](#)

This document describes the six key elements of career pathways and explores how to address local barriers to employment. Partners can use this document to clarify what strategies are being implemented through the partnership to create a clear sequence of education coursework and/or training credentials for adult learners.

### [Career Pathways Student Report \(CPSR\) Summary Companion](#)

This three-page PDF document aligns to the Career Pathways Summary Report that agencies receive when they submit CPSRs to Workforce Development Project staff. The questions in this document can help program staff brainstorm ways to use data for program improvement, align activities to the Local Workforce Development Area Plan, and improve learner's transitions to self-sustaining careers.

### [Career Planning Administrative Checklist](#)

This checklist is a simple, one page document for recording career planning activities. Case managers and teachers can use this form to track career planning activities and career goal setting for individual adult learners.

### [Case Management Inventory \(MS Word version also available\)](#)

This document utilizes a chart format to view and compare case management interventions. Case managers can select interventions from the chart to help adult learners overcome barriers, set and adjust career goals, and transition to the workforce or training programs.

### [College and Career Readiness Standards: Career Awareness Context: A Checklist and Standards-Based Sample Activities](#)

This checklist identifies career awareness topics to be addressed and who within an agency will address them. Staff can work together to determine which topics to include in their delivery of career awareness and whether topics should be delivered by a case manager or embedded into instructional activities that align with the College and Career Readiness Standards.

### [College and Career Readiness Standards for Adult Education \(CCRS\) and the Pennsylvania Standards Aligned System \(SAS\) Resource Crosswalk](#)

This is an electronic document that provides easy access, through direct links, to teacher-developed, SAS-integrated lessons and assessments that can be tailored to meet the alignment of program materials to the CCR standards. Teachers can use this resource to create lessons that help students acquire the skills needed to be successful in post-secondary education and the workforce.

### [Contextualized Instruction Inventory \(MS Word version also available\)](#)

This document utilizes a chart format to record contextualized instructional activities. Teachers can use this to help determine how instructional activities might align to local sectors, address basic workplace skills, and clarify expected outcomes of the contextualized activities.

### [Coordinating Marketing Recruitment and Intake Form](#)

This form provides a list of questions that address how coordinated marketing, recruitment, and intake is occurring with partners. Program administrators can use this to identify ways to build more coherent connections between existing partnerships.

### [Data Inventory \(MS Word version also available\)](#)

This document is in chart format and has columns to record agency-wide data collection activities and the purpose of the data collected. Program staff can use the chart to analyze the usefulness of each data piece that is collected within the agency.

### [Exploring Work-Based Foundation Skills in ABL Classroom](#)

This guide contains activities and resources to use in adult education classrooms related to developing work-based foundation skills and knowledge areas included in the Foundation Skills Framework. Teachers can use the guide to supplement or expand the work-related components of adult education programming.

### [Exploring Apprenticeships](#)

This document provides an overview of apprenticeships and information on how adult education providers can connect adult learners with career pathway programming that includes an apprenticeship program. Adult education practitioners can use the document when working with local workforce development partners.

### [Foundation Skills Competency List](#)

This list is a compilation of detailed lists of competencies that were identified for each foundation skill. Case managers and teachers can use the lists to: identify specific areas to target in programs; help students to set realistic and measurable goals; and record and document progress and achievement.

### [Foundation Skills Framework Resources Guide](#)

This comprehensive guide includes all the foundation skills found on the foundation skills framework wheel, competency lists in checklist format, and the self-assessment checklist. Case managers and teachers can use this guide to help adult learners identify skills that they currently have that would be a strength to employment and skills they want to improve upon.

### [Foundation Skills Framework and CCRS Alignment](#)

These documents align the Foundation Skills Framework skills and competencies to the College and Career Readiness Standards. Teachers can use this resource when planning instruction at all levels of adult education.

[Listens with Understanding](#)

[Applies Mathematical Understanding, Concepts and Reasoning](#)

[Reads with Understanding](#)

[Speaks Clearly and Concisely](#)

[Writes Clearly and Concisely](#)

### [Foundation Skills Program Checklist](#)

This checklist contains each foundation skill with additional columns to record how that skill is addressed in the adult education program. Programs can use this checklist to assess which work-based foundation skills they currently address, and should address, in specific program areas of the agency.

### [Foundation Skills Rubric](#)

This document helps practitioners to develop and use a scoring guide (rubric) related to the Foundation Skills Framework. Teachers can use these rubrics to describe, observe, and document performance of the foundation skills on a continuum from “insufficient” to “excellent.”

### [Foundation Skills Self-Appraisal](#)

This printable self-appraisal checklist documents a student’s foundation skills and competency levels. Teachers and case managers can use this completed self-appraisal to set learning goals, guide instruction, and informally assess progress.

### [Health Care Career Pathways and English Language Learners](#)

Health Care Career Pathways and English Language Learners (ELLs) is a report produced by the National Institute for Literacy that explores the growing demand for workers in health care careers. Programs working with English language learners can use these strategies to help ELLs enter a career pathway in the health science sector.

### [Integrating Career Awareness in the ABE & ESOL Classroom Curriculum Guide](#)

This resource guide introduces teachers and counselors to the content of ICA and explores strategies to implement the content. Teachers and case managers can use these activities with students in a classroom setting or one-on-one to support career awareness in an adult education program.

### [Integrating Career Pathways Elements into Adult Education Programming: A Guide for Administrators, Case Managers, and Instructors](#)

This guide provides adult education agencies with fundamental information and multiple resources to infuse a career pathways approach into their programming. The guide is intended to provide information and resources for diverse adult education staff with varying levels of experience.

### [Local Labor Market Information Inventory \(MS Word version also available\)](#)

This document in chart format can be used to track where a program obtains local labor market information and how that information is used to improve career exploration and contextualized instruction. Administrators can use this document to help gather local labor market information that aligns to focus sectors in the local workforce development area plan and share with teachers and case managers to improve contextualized instruction.

### [Motivational Interviewing Checklist](#)

This one-page checklist helps keep an interviewer focused on the learner. Student support coordinators and teachers can use this checklist when using the OARS (open-ended questions, affirmation, reflection, and summarization) technique to help adult learners create their own solutions to perceived barriers.

### [On Our Way: Educational Toolkit for Families Companion Guide](#)

This document was designed to guide practitioners through the “On Our Way” resource to support the educational aspirations of Latino families and prepare them for entering and completing postsecondary education. Family literacy providers can use this to develop more opportunities for parent education and intergenerational literacy activities related to adult learners’ career plans.

### [PA Career Guide Companion Document](#)

This document provides guiding questions to use along with the PA Career Guide. Case managers and teachers can use the PA Career Guide and this companion document to assist adult learners in completing interest assessments and exploring self-sustaining career options.

### [Partnering and Collaborating Handouts](#)

This document helps programs to create “win-win” relationships with partners that result in common career pathway programming goals. Administrators can use this to evaluate current partnerships or use it as a guide to develop new partnerships.

### [Partnership Inventory \(MS Word version also available\)](#)

This chart allows programs to document current partnerships that the agency has in place and the frequency of collaboration with those partners. Administrators can use this chart to track partnership development over the course of a program year.

### [Partnership List](#)

This document lists possible agencies to partner with in a local area to offer supportive services to adults enrolled in adult education classes. This list can be used to help agency staff complete the Partnership Inventory Tool.

### [Pennsylvania Career Pathways Coaching Components: A Resource Guide](#)

The guide features a basic overview of career coaching techniques, resources, and examples under the umbrella of case management. The information presented can be adopted or modified by programs and practitioners as they work to help students transition from adult basic education programs to employment and/or postsecondary education and training.

### [Pennsylvania Workforce Development Area – Sector Focus List](#)

This is a comprehensive list of focus sectors for all the Pennsylvania Workforce Development Areas. Administrators can use this list for local and strategic planning related to targeted industries.

### [Prisoner Reentry Toolkit for Faith-based and Community Organizations](#)

This toolkit, based on the Ready4Work model, is a promising practices guide for small to medium sized faith-based and community organizations interested in starting or bolstering their reentry efforts.

### [Promising Practices 2011-2012](#)

This Promising Practices brief focuses on Career Pathways. Programs can use the interventions and strategies described in this brief to help transition adult learners to the workforce or training programs related to high priority occupations.

### [Promising Practices 2012-2013](#)

This Promising Practices brief focuses on Career Pathways. Programs can use the interventions and strategies described in this brief to help transition adult learners to the workforce or training programs related to high priority occupations.

### [Promising Practices 2013-2014](#)

This Promising Practices brief focuses on Career Pathways. Programs can use the interventions and strategies described in this brief to help transition adult learners to the workforce or training programs related to high priority occupations.

### [Promising Practices 2017-2018](#)

This Promising Practices brief focuses on Career Pathways. Programs can use the interventions and strategies described in this brief to help transition adult learners to the workforce or training programs related to high priority occupations.

### [More Promising Practices](#)

This Promising Practices brief identifies programs who had a high rate of students transition to postsecondary education or employment. Programs can work towards duplicating some of the strategies mentioned in the brief to improve student outcomes in their agency.

## [Regional Resources](#)

These resources contain career pathway maps for three targeted industries in Pennsylvania: Natural Gas, Manufacturing, and Healthcare. They also includes career pathway maps for the Hospitality and Retail industries. Case managers and teachers may find the career maps helpful when doing career exploration and discussing salary, annual job openings, job growth, education requirements, and educational institutions specific to a workforce development area.

[Lehigh Valley Career Pathways Resource](#)

[Luzerne Schuylkill Career Pathways Resource](#)

[Northern Tier Career Pathways Resource](#)

[Northwest Career Pathways Resource](#)

[Southern Alleghenies Career Pathways Resource](#)

[Southwest Corner Career Pathways Resource](#)

[Three Rivers Career Pathways Resource](#)

[Westmoreland Fayette Career Pathways Resource](#)

[Logistics and Transportation Career Pathways Maps for South Central WIA Region](#)

[Logistics and Transportation Career Pathways Maps for North Central WIA Regions](#)

## [Sector Strategies Toolkit Outline User Guide](#)

This guide was developed as a supplemental resource for the [Sector Strategies Toolkit Outlines](#). These Outlines offer sector-focused electronic resources for adult education practitioners, students, and workforce development partners. The Outlines can be used for contextualized lesson planning, career exploration and career awareness activities, and research. The intent of these resources is to provide an online, dynamic resource that can grow to meet the needs of local programming.

## [Self-assessment for Employment Focused Reentry Programs](#)

Assessment tool designed to help employment-focused reentry programs to gauge their current capacity to provide integrated reentry and employment interventions which may reduce recidivism and improve employment outcomes. Program and partner staff can complete the self-assessment and compare results to inform program improvement.

## [Tri-fold Brochure /Screen Reader Text Only Brochure/ Infographic Title II Overview](#)

The tri-fold brochure is in MS Word format and can be customized by individual programs or coalitions. The text only brochure and infographic provide a statewide view of Title II Adult Basic Education services in Pennsylvania. Program administrators can use these documents with employers, community organizations, and PA CareerLink® staff to show how adult education programs are committed to building relationships with workforce development partners to ensure that Pennsylvanians have economic and educational success.