

# ICAPS Planning Notes

## Employer Engagement

Possible Employers	Credential/Certificates Required by Employer	Service(s) Employer can Provide	Benefits to Employer	Contact, by whom? How?	Next Steps/ Person Responsible/ Due Date
Other sources of information on how to engage employers:					

## Credentials/Certificates/Programs of Study (POS)

Potential Credentials/Certificates	Good fit for ICAPS? Need modification for ICAPS?	What is necessary for modification? Any local policy changes indicated?	Next Steps/ Person Responsible/ Due Date
<p><b>College POS</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Other Business and Industry Required Certificates/Credentials</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>			
<p>Other sources of information on credentials/Certificates/POS</p>			

# Policy

Policies that will affect ICAPS	What is already in place?	What needs to be modified? Who can be engaged to assist (ICCB, employers, advocacy groups, local college)	Next Steps/ Person Responsible/ Due Date
<p><b>Local Policies</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>State Policies</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Federal Policies</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>			
<p>Other sources of information on policy and policy modifications:</p>			

# Integrated Outcomes

Joint Focus of Integrated Outcomes	What is already in place?	Who needs to be involved in creation of integrated outcomes?	Planning time needed? How will this time be funded?	Timeline for Integrated Outcomes creation?	Next Steps/ Person(s) Responsible
<p><b>Learner Needs/Identity</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Business/Industry Standards</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>CTE Competencies/Standards (Math, Reading, Writing)</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>College/Career Readiness Standards</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Adult Education/ESL Content Standards</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>					

Other sources of information on integrated outcomes:

## Accelerated Learning

Breakout of Accelerated Learning Components	What do you already have in place?	Who will the instructors be – qualifications/ experience in industry?	Policy changes needed?	Funding needs?	Professional development needs?	Next Steps/Person Responsible/ Due Date
<p><b>Type of Instruction – (stand alone class, co-teaching, resource class)</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Number of hours/days - teacher assignments</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Instructional materials (computer-based and other)</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>						
<p>Other sources of information on accelerated learning:</p>						

## Integrated Instruction

Components of Integrated Instruction	What do we already have in places?	What instructional materials do we have/need?	Employer contributions?	Professional Development needs?	Next Steps/ Person Responsible/ Due Date
<p><b>Engaged learning</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Contextualized learning</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Soft skills training</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>					

Other sources of information on integrated instruction:

# Transition Services

Transitioning Components	What is already in place?	What else do we need? Employer/college assistance? Designated staff person?	Next Steps/ Person Responsible/ Due Date
<p><b>Financial Aid</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Disability support services</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Advising</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Childcare</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>College Readiness</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>			

Other sources of information on transition services:

# Team Teaching

Team Teaching Elements	Structural change needed?	Who can fill the team teaching roles? Consider ability to work in partnership.	Concerns/ possible limitations?	Professional development needs?	Next Steps Person Responsible Due Date
<p><b>Instructor collaboration</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Co-planning</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Lesson plan integration</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Communication skills</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>					
<p>Other sources of information on team teaching:</p>					



## Career Development

incorporating Career Development into ICAPS	What is already in place?	What else do we need? Which employers/partners can help?	Next Steps/ Person Responsible/ Due Date
<p><b>Career Awareness</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Career Planning/Exploration</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Career Preparation/Understanding the World of Work</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>			
<p>Other sources of information on how to address career development</p>			

## Assess Students

Purpose for Assessment	Tools	Process and Timeframe	What is already in place?	What else do we need?	Next Steps/ Person Responsible
<p><b>To determine students' employment readiness or academic skills prior to instruction and after</b></p> <p><b>To monitor students' progress during ICAPS instruction</b></p> <p><b>To determine students' readiness to take employment or academic entrance tests</b></p> <p><b>To determine students' ability to meet licensing or certification requirements in the industry</b></p>					
<p>Other sources of information on student assessment</p>					

# Recruitment

Recruitment Actions	What is already in place?	What else do we need? Who can help?	Next Steps/ Person Responsible/ Due Date
<p><b>Screening process (activities and tools needed)</b></p> <ul style="list-style-type: none"> <li>• <b>Employment requirements</b></li>   <li>• <b>Academic ability</b></li>   <li>• <b>Language ability</b></li>   <li>• <b>Orientation</b></li> </ul> <p><b>Student outreach strategies</b></p> <ul style="list-style-type: none"> <li>• <b>Community</b></li>   <li>• <b>Adult Ed program</b></li>   <li>• <b>Employers</b></li> </ul>			
<p>Other sources of information on how to recruit students</p>			

# Monitor and Evaluate Program

Evaluation	Data collection tools/methods already in place?	ICCB/ Institutional needs?	Who can assist with data collection/analysis?	Next Steps Person Responsible Due Date
<p><b>ICCB required data</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Institutional data</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> <p><b>Student data (portfolios)</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>				

Other sources of information on evaluation:

# Professional Development

Target Audiences	What is already in place?	What else do we need?	Next Steps Person Responsible Due Date
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• <b>Team Lead</b></li> <li>• <b>Project Coordinator</b></li> <li>• <b>Adult Ed Dir/Coordinator</b></li> <li>• <b>CTE Dir/Coordinator</b></li> </ul> <p><b>Instructors</b></p> <ul style="list-style-type: none"> <li>• <b>CTE</b></li> <li>• <b>Adult Ed</b></li> </ul> <p><b>Support staff</b></p> <ul style="list-style-type: none"> <li>• <b>Transition Coordinator/Navigator</b></li> <li>• <b>Data Entry</b></li> <li>• <b>Counselor</b></li> <li>• <b>Other</b></li> </ul>			

Other sources of information on professional development: