



On Your Schedule: Online Courses and Resources for MassSTEP Programs and Staff

Developing and implementing a MassSTEP program requires skill and knowledge from staff who may be new or may not have had the chance to engage in extensive onboarding or professional development. This menu offers curated materials that are available on demand to help staff find and access resources that respond to their needs, roles and experience.

The menu includes resources curated from recent federal projects and prominent professional development initiatives. Resources are organized by role (and level of experience in that role), by task, by topic, and by program type. Each one includes a short description and time estimations so that users can determine what they can commit to.

Share this list with experienced and new staff to support onboarding processes, continuous improvement efforts, and the development of new MassSTEP programs.

Note: For all MassSTEP guidance from ACLS (Adult and Community Learning Services), please refer to the [MassSTEP ACLS webpage](#).

ACKNOWLEDGMENTS

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Resources Organized by Experience and Role

If you are...	Start here	Then go here
New to IET in any role	<p><u>IET Fundamentals</u> ⌚ 2 hours to complete. <i>Note: You will need a LINCS account to access this course.</i> This online course in LINCS covers the basics of IET.</p>	<p><u>Integrated Education & Training (IET) Building Career Pathways for Participants at Every Skill Level</u> ⌚ 20 minutes to review the document, 1-2 hours to complete the exercises. This document defines IET and provides examples of strong program design.</p>
A new program coordinator or director	<p><u>IET Self-Assessment</u> ⌚ 30-60 minutes to read. Review the Self-Assessment on pages 11-12 in this document to understand best practices in program design.</p>	<p><u>IET Design Toolkit</u> ⌚ 4 hours to read, more time to complete activities. This toolkit guides teams or individuals through the planning process for identifying, designing, and implementing an integrated IET program.</p>
A new instructor	<p><u>IET Team Teaching Videos</u> ⌚ 8 minutes per video. A series of team teaching videos from Washington's I-BEST program explains the most common team teaching models for IET (MassSTEP) programs</p>	<p><u>Introduction to Workforce Preparation and Employability Skills</u> and <u>Workforce Preparation Activities in the Classroom: Contextualizing Employability Skills for Deeper Learning</u> ⌚ 1.5 hours to complete each course. <i>Note: You will need a LINCS account to access this course.</i> This series explains how to integrate workforce preparation activities into adult education programming and instruction.</p>
An advisor, coach, or navigator	<p><u>The Role of Navigators in IELCE/IET Career Pathways</u> ⌚ 30-60 minutes to read. This document explores the role that navigators play in supporting students throughout the course of an IET/IELCE program.</p>	<p><u>Developing an IET Syllabus: Key Elements</u> ⌚ 30 minutes to review and apply. This checklist is designed to support IET providers in developing a comprehensive, integrated syllabus that can serve as a roadmap for their IET students. To see how this checklist can be used to develop a syllabus, providers can also examine the <u>Patient Care Technician IET Sample Syllabus</u>.</p>

Resources Organized by Task

To work on...	Start here	Then go here
Identifying a promising IET	<p>IET Toolkit, Phase 1: Research & Assess</p> <p>⌚ 3 hours to read and complete activities.</p> <p>Review Phase 1 ("Research and Access", pages 14-28) for guidance and activities to support the identification of an IET.</p>	<p>Career Pathways Checklist</p> <p>⌚ 1 hour to complete.</p> <p>The Career Pathways Checklist is a way to ensure that your newly developed or existing workforce development/IET program meets the requirements for "career pathways" as described in section (3)(7) of WIOA.</p>
Building out your MassSTEP Curriculum	<p>IET Toolkit, Phase 2: Design and Plan</p> <p>⌚ 3 hours to read and complete activities.</p> <p>Review Phase 2 ("Design and Plan", pages 31-49) for written guidance and activities to support the initial planning of an IET.</p>	<p>Curriculum development resources could be used to develop the SSLOs and curricula alongside the occupational skills and competencies:</p> <ul style="list-style-type: none"> • Employability Skills Framework • Teaching Skills that Matter • College and Career Readiness Standards • English Language Proficiency Standards for Adult Education
Writing a Single Set of Learning Objectives (SSLOs)	<p>Planning for your IET Road Trip: Real Talk about SSLOs</p> <p>⌚ 1 hour to watch.</p> <p>This webinar provides a review of the team-driven approach to developing a Single Set of Learning Objectives (SSLOs) that will guide a successful IET program.</p>	<p>IET Shared Learning Objectives Template</p> <p>⌚ 3-5 hours to complete objectives.</p> <p>Use the template to develop shared learning objectives between the three essential elements of an IET.</p>
Evaluating & improving your program	<p>ADVANCE IET Quality Indicators</p> <p>⌚ 30-60 minutes to complete.</p> <p>Use the Indicators as a checklist on planning, implementing, evaluating, and improving IET programming.</p>	



Resources Organized by Topic

To learn about...	Start here
Partnerships	<p><u>Building Strategic Partnerships: Engaging Employers</u> 🕒 3 hours to complete. <i>Note: You will need a LINCS account to access this course.</i> This course is the first in the series of three self-directed courses focusing on adult career pathways and is intended for staff looking to develop stakeholder and employer relationships for instructional enhancements and workforce preparation skill building.</p> <p><u>Engaging Employers to Support Adult Career Pathways Programs</u> This research summary presents promising practices and benefits of engaging employer partners.</p> <p><u>Promising Practices for Collaborating with Industry and Workforce Development Partners in Integrated Education and Training Programs</u> This publication highlights promising practices for partnering with industry and workforce partners.</p>
Beginning-level learners	<p><u>Promising Practices for Integrated Education and Training Programs That Serve Beginning-Level Learners</u> This publication highlights promising practices for serving beginning-level learners as part of IET/IELCE programming.</p>
Building a bridge program	<p><u>Building Bridge to Adult Career Pathways</u> 🕒 3 hours to complete. <i>Note: You will need a LINCS account to access this course.</i> This course supports the design of bridge programs and the alignment of curriculum and employment outcomes.</p> <p><u>Enhancing Access: Using Bridge Strategies to Connect IELCE Activities to IET Programs</u> This publication highlights promising practices for serving beginning level learners as part of IET and IELCE programming.</p> <p><u>Compendium of Innovative Practices: Adult Education Bridge Programs and Integrated Education and Training (IET) Programs</u> This compendium describes five innovative practices in bridge and integrated education and training (IET) programs.</p>

Resources Organized by Topic

To learn about...	Start here
Funding	<p><u>Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development</u> Element four of this comprehensive toolkit helps state systems and local programs identify potential funding sources.</p> <p><u>Ability to Benefit Resource Page</u> This page from NCTN explains the Ability to Benefit provision and how IET programs can integrate this.</p> <p><u>Funding Career Pathways and Career Pathway Bridges: A Federal Policy Toolkit for States</u> This toolkit from CLASP addresses models and ideas for partnering to fund career pathways bridge programs.</p>

Resources Organized by Program Type

If your program is...	Start here
IELCE MassSTEP (Integrated English Literacy and Civics Education)	<u>Enhancing Access for Refugees & New Americans</u> <i>Note: You will need a LINCS account to access this course.</i> These spotlights and videos address considerations for planning and implementing IELCE/IETs for English learners.
IET/IELCE (MassSTEP) in corrections	<u>Integrated Education & Training in Corrections</u> This project includes frameworks, toolkits and resources that support IET development in a corrections setting.
IET/IELCE (MassSTEP) in a community college	<u>Designing and Delivering Career Pathways at Community Colleges (Practice Guide)</u> This practice guide focuses on promising career pathways interventions where there is evidence of improved educational or labor market outcomes. <u>Promising Practices for Integrated Education and Training Pathways to Postsecondary Education</u> This publication highlights promising practices for IET/IELCE pathways to postsecondary education.
Sector-specific resources	<u>IET Curriculum Repository</u> This repository includes instructional resources for IET/IELCE programs, organized by sector.