

Transitions Newsletter

Volume 10, Issue 3-Spring 2022

WIOA Summit



The 2022 WIOA Summit reflects the commitment to collaboration and the unified mission fostered by WIOA law. The WIOA Summit is intentionally designed to assist our local core partner staff and board members, by providing practical guidance on service and system integration with a focus on equity, alignment, and collaboration. The WIOA Professional Development Committee representing the Illinois Department of Commerce and Economic Opportunity, Illinois Department of Employment Securities, Illinois Community College Board, and the Illinois Department of Human Services hosted the 2022 WIOA Summit on April 28 – 29, 2022 with a theme of Economic Recovery and the Future of Work.

The Summit featured 30 breakout sessions both in person, online, and on demand, three plenary sessions, greeting from each core partner and a welcome from the Governor of Illinois.

WIOA Summit Statistics

- 471 registered attendees
- 225 attendees participated in person, 470 attendees downloaded the app, 344 personal agendas
- 58 community boards
- 72% felt the Summit met or exceeded their expectations
- 67% of attendees felt the Summit was very accessible
- 78% of attendees found the Whova platform easy to navigate

RECORDINGS FROM THE SUMMIT CAN BE FOUND
AT [ILWORKFORCEACADEMY.COM/WIOA-SUMMIT/](https://ilworkforceacademy.com/wioa-summit/)

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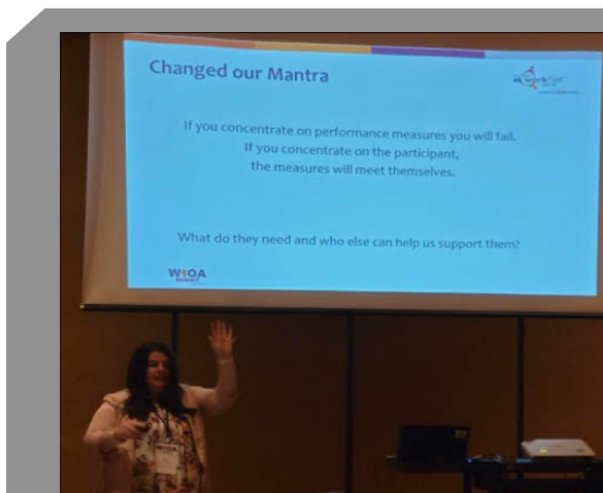
WIOA Summit Pictures



Dan Deasy, College of DuPage presents Training for Entrepreneurs with Arlene Santos-George, Yesenia Mata, and Kelly Arce of College of Lake County



Kang Hee Hong & Autumn Fletcher, ROE #33, share their information on their workforce training program



Gina De rosier-Cook shares Creating a Network of Help for Homeless Youth Participants.

LEAD Institute

Illinois created a learning cohort in the Leadership Excellence and Development (LEAD) Institute for adult education program leaders. **Thank you to the tireless and motivated leaders who worked hard to complete their *Leadership in Action Plans*.**



Emily Anderson-City Colleges of Chicago
Alfred Barrow-City Colleges of Chicago
Luke Daly-City Colleges of Chicago

Sabrina Davis-Lewis & Clark Community College
Dan Deasy-College of DuPage
Mandy Dwyer-Joliet Junior College

Cecilia Elhaddad-Illinois Community College Board
Rachel Feldhaus-Highland Community College
Julie Frost-District 211
Angela Gerberding-Illinois Community College Board
Sarah Goldammer-SIPDC
Ben Greer-Illinois Community College Board
Marybeth Hentrich-Lincoln Land Community College
Kang Hee Hong-ROE 33

Joanne Ivory-Harper College
Gershon Jackson-City Colleges of Chicago
Claudia Mosqueda-Morton College
Dirk Muffler-ROE 40
Shawna Scherer-USD 116
Tara Schwab-SIPDC
Kerry Urquizo-Heartland Community College
Sherwin Whitaker-City Colleges of Chicago
Patti Wragg-Kishwaukee Community College



American Institutes for Research (AIR) and the National Association of State Directors of Adult Education (NASDAE) have partnered to offer the LEAD Institute, a high-quality, evidence-based leadership training to develop dynamic, proactive leaders for the 21st century adult education system.

LEAD Institute participant's capstone project addressed Illinois' strategic goal for LEAD and was framed around the central inquiry:
"How do we collectively strengthen and build access to and enrollment in IET and IELCE programs? How do we build our partnerships to support this work?"

Save the Date - Forum for Excellence

2022 Forum for Excellence - Cultivating Collaboration Through Conversation



The Illinois Community College Board is excited to announce the 2022 Forum for Excellence will be presented as a hybrid conference online and in person in Bloomington/Normal on September 22 & 23, 2022. This year's

theme is "Cultivating Collaboration Through Conversation." Please know the safety of our attendees is our top priority, and we will continue to monitor our environment to ensure a healthy and safe conference.

The 2022 conference is being hosted hybrid. We are planning an authentic, engaging, and dynamic virtual conference that is as safe as possible. We are excited to bring you this amazing content virtually and in-person to support you, your program, and your students.

The Forum for Excellence is Illinois' premier professional development event. The conference highlights the continuing partnership of Career, Technical, and Adult Education in Illinois. The Forum is sponsored by the Illinois Community College Board and hosted by the Illinois Center for Specialized Professional Support and the Southern Illinois Professional Development Center.

Suggested Audience:

Includes but is not limited to Postsecondary Perkins Directors/Coordinators, Adult Education Administrators/Coordinators, Deans, Chief Academic Officers, ABE/ASE/ESL Instructors, EFE System Directors, Superintendents, and Principals.

[REQUEST FOR PRESENTATION](#)

[REQUEST FOR EXHIBITION](#)

[FORUM FOR EXCELLENCE RESOURCES](#)

Ability to Benefit State Plan Approved!

The Illinois State-Defined Process for Ability to Benefit submitted to the Department of Education has been approved! This will be a great asset as we serve our learners in Illinois. Look for additional information about the state plan coming soon. Thanks to the time, effort, and contributions of the advisory committee for the Ability to Benefit State Plan.

COABE

Many adult educators across Illinois were so excited to attend this year's COABE conference in Seattle. We had 67 total attendees and 28 presenters from our state. Congratulations and thank you to all who attended and presented.

Here is a picture from a presentation featuring your PDN highlighting Virtual Learning Communities:



Learning Communities

The FY22 Bridge and ICAPS Virtual Learning Communities offered Illinois Adult Educators and Administrators an opportunity to share program successes, concerns and highlights. We have had a mixture of planned content and time for general sharing and questions. Each month, this has resulted in rich discussion and important connections among our Illinois Adult Educators. We are already looking forward to FY23 Virtual Learning Communities.



Our most recent Bridge Virtual Learning Community in May focused on **Work-Based Learning**. Thank you to Kang Hee Hong and Autumn Carson from ROE #33 for allowing us to use their presentation from the WIOA Summit titled *Partnering to Serve ROE #33 and Smithfield Foods* as our guide.

In April, we had a fun Bridge VLC called **Forward Progress**. We revisited some of the earlier FY22 topics and reported on some amazing work that has resulted from those sessions, including VR tours that have been filmed and the availability of the Entrepreneurial Bridge on the ICCB Website. A special thank you to Kerry Urquizo for walking us through the awesome VR tours of their facilities.

The ICAPS Virtual Learning Communities have been filled with meaningful content and discussions as well. The most recent meeting in May was titled **ICAPS Proposals and CBO Reports**. Thank you to Angela Gerberding for reviewing the JotForm with everyone. Also, thank you to Walter Schoenfus from Pui Tak, and Marc Smierciak from Poder for sharing their ICAPS stories with the group. Both of their centers have been quite innovative, driven, and creative in

the IET ventures over the last six months, and these examples are motivating and important to the field. We had requested that programs share their thoughts on the following:

- 1) what you had in place and what you were already doing well to serve your learners;
- 2) how you are adding to this foundational offering to make it into an approved ICAPS;
- 3) barriers to this project and how you are overcoming those barriers;
- 4) partners needed to accomplish the ICAPS and how you established this partnership(s).

Our April meeting was dedicated to **Screening Students** and then moved to a general **Sharing Session**. Thank you to Mary Jarjour from Chinese Mutual Aid Association for sharing her program's screening process and perspective on intake.

We have already planned our dates for Bridge and ICAPS VLCs for FY23! Bridge Learning Communities will take place on the third Thursday of the month, and our first one will be on January 19, 2023. Click [here](#) to register. ICAPS Virtual Learning Communities take place on the second Thursday of each month. The first FY23 ICAPS VLC will be on January 12, 2023, and you can click [here](#) to register.



The recordings are available for you on the Excellence in Adult Education Website. Click [here](#) to take you to the direct page.

Entrepreneurial Happenings

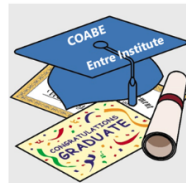


Illinois Adult Education has our own statewide approved Entrepreneurial Bridge Curriculum! Click [here](#) to access it on the ICCB website. We would like to thank the following for their contributions to the development of this

Entrepreneurial Bridge Curriculum:

- Curriculum Developer-Kelly Arce, College of Lake County and the College of Lake County for sharing their curriculum
- Additional Contributions-Amber Fornaciari, Anita Kerr, and Erin Vobornik
- Editor-Anita Kerr
- Project Managers-Sarah Goldammer and Tara Schwab of the Southern Illinois Professional Development Center

Entrepreneurial Institute



COABE

Online Entrepreneurship Institute for Adult Educators & Service Providers:
PART A Entrepreneurial Mindset

The Southern Illinois Professional Development Center took part in the Entrepreneurial Institute this Spring. It was an intensive course that focused on the Entrepreneurial Mindset.

Thank you to Dr. Cheryl Ayers for your leadership and training. This institute provided a wealth of materials that we have to share as well. If you are interested, please email Tara Schwab at tarschw@siue.edu.

Apprenticeship News



Recording of ICAPS Learning Community presentation on apprenticeships in Illinois

Learn more about apprentices in Illinois on workNet

Illinois Apprenticeship Newsletter**Competency Model Clearinghouse****COABE Presentation on Apprenticeships in Illinois****IACEA Transitions Information and Conference Recap**

The annual IACEA conference was held virtually on March 10 and 11. Over 500 adult education professionals attended and there were over 40 presentations. On May 5, IACEA held its annual awards ceremony. The awards ceremony recognized outstanding adult education students and professionals in Illinois. The winners are listed below.

- Arthur J. Stejskal Memorial Teacher of the Year: Danyelle Ayres, Illinois Eastern Community Colleges
- Outstanding Adult Learner of the Year: Aurora Aguirre, Elgin Community College and Heather Conn, Lewis and Clark Community College
- Support Staff of the Year: Cathy Kramer, Joliet Junior College
- Administrator of the Year: Marcia Luptak, Elgin Community College
- Presidents' Award: Kathy Olesen-Tracey, Illinois Community College Board

Mentorship

We have ongoing mentoring happening between programs across the state, and thank you to all who have been participating. This involves some with recurring meetings established and others who simply exchange resources and update each other on similar programming they may share.

If you want to be a mentor or be assigned a mentor, please contact

sipdctrainer@gmail.com.



ICAPS Office Hours

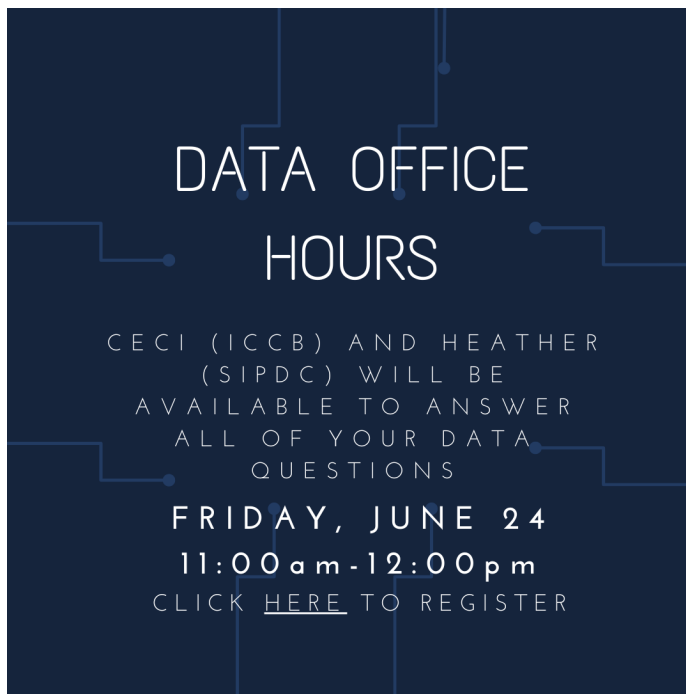
Angela Gerberding from ICCB and the Southern Illinois Professional Development Center team will continue to hold office hours in FY23 for ICAPS program development questions, issues, or concerns. We meet on the last Monday of each month at 2:30 p.m. Please pop in if you have ICAPS development questions or if you want assistance in developing your ICAPS! For access to these office hours or if you have any questions, please reach out to Sarah Goldammer sgoldam@siue.edu or Tara Schwab tarschw@siue.edu.

Our first ICAPS Office Hours for FY23 will be on August 29. Please register [here](#). Angela Gerberding from ICCB and the Southern Illinois Professional Development Center team will continue to hold office hours in FY23 for ICAPS program development questions, issues, or concerns. We meet on the last Monday of each month at 2:30 p.m. Please pop in if you have ICAPS development questions or if you want assistance in developing your ICAPS! For access to these office hours or if you have any questions, please reach out to Sarah Goldammer sgoldam@siue.edu or Tara Schwab tarschw@siue.edu.

Our first ICAPS Office Hours for FY23 will be on August 29. Please register [here](#).

Data Office Hours

Cecilia Elhaddad from ICCB and Heather Martin from the Southern Illinois Professional Development Center are holding office hours to answer any questions about DAISI or program data. Please drop in if you have any questions about DAISI or would like support with organizing, visualizing, or explaining your data. If you have any questions about dates or accessing the office hours, please email Heather Martin heathem@siue.edu. Upcoming data office hours dates are listed below. Registration links will be sent out in the PDN Pulse a few weeks before each date.



6/24, 11:00-12:00

7/22, 11:00-12:00

8/26, 11:00-12:00

Illinois Center for Specialized Professional Support

Workforce Resources

Toolkit for Developing High-Performing Industry Partnerships



This toolkit guides workforce practitioners through characteristics that are necessary to develop, grow, and improve industry partnerships. It includes a mix of reports and resources that industry partnerships can use to guide the implementation of different practices based on your industry partnership's goals and stages of development.

[Learn more](#)

Partnerships to Align Education and Careers

In 2018 SREB convened a commission to examine the role of industry sector partnerships in supporting and advancing work-based learning and other policies and practices necessary to prepare the workforce of the future. Leaders representing the private and public sectors, industry, and secondary and postsecondary education served on the commission. This report highlights the recommendation resulting from the commission's deliberations and research.

[Learn more](#)

[Access archived webinars](#)

The PDN Pulse

The Illinois Professional Development Network continues to develop and distribute the PDN Pulse, an exciting publication that allows listserv subscribers to get all the news about Illinois PDN Adult Education professional development opportunities in one place, each Tuesday in their email inbox! We also feature key events from important adult education professional organizations. Here is a glimpse:

The PDN Pulse
Professional Development for the ICCB Adult Education Community

EQUITY TRAINING
START YOUR SCHOOL YEAR STRONG!
10 PD HOURS

WHAT IS DEI? HOW AM I SUPPORTING EQUITY? WHAT ELSE? SMALL CHANGES MAKE BIG IMPACTS!

Foundations of Designing for Equity and Access for ALL Learners

CLICK HERE TO APPLY

Other upcoming PD opportunities from the PDN

BUNDLE YOUR PD
TAKE THESE ILEARN COURSES TO UP YOUR GOOGLE TEACHING GAME RIGHT NOW!

- 1 PERFORM IN GOOGLE FORMS!
- 2 SLIDING INTO GOOGLE SLIDES!
- 3 GET YOUR STUDENTS WRITING AND COLLABORATING WITH GOOGLE DOCS
- 4 GOOGLE TIPS AND TRICKS TECH-XPERT WEBINAR

COMPLETE ALL TO EARN 4 PD HOURS

Use the search feature in iLearn to easily find each course

Click [here](#) for the full edition.



Make sure you are getting the Pulse! Do not miss out on PDN and IL Adult Ed information! Click the image to sign up.

Friday Features

In order to hear the Voices of Adult Education and to highlight promising and equitable practices, the Professional Development Network has maintained the **Friday Features**. These features are posted on the Illinois Professional Development Network social media accounts and go out via email through the Illinois Adult Education listserv. If you have an idea for a Friday Feature, please email Tara Schwab at tarschw@siue.edu. Again, see above to subscribe to our listserv and don't forget to like us on social media.

Take a look at a couple of our latest Friday Features below.

Click the image to read about their amazing work!



Focus on Equity - Equity VLCs



The Southern Illinois Professional Development Center launched a new Equity Virtual Learning Community this year. Our last two sessions were full of meaningful, important discussion. In April, we finished our discussion of Culturally Responsive Teaching. During the VLC, in May, we focused our discussion on themes of pronouns, inclusivity, and implicit bias. SIPDC and VLC participants shared ideas and key resources with each other. We also started a common Equity Virtual Learning Community resource sharing sheet and would love to share at our next community or upon request.

Please join the discussion! As seen above, our summer sessions will be safe and open forums for discussions about equity. In the fall, we will start to infuse themes and topics into the VLC again. Click [here](#) for registration.

IELCE Bridge with Burlington English

Illinois is growing our IELCE “business.” Thank you to ICCB for continued policy, data, training, and communication. Also, thank you to Burlington English for your unwavering support, responsiveness, and innovation for IL IELCE Bridge with Burlington English. For this issue, the amazing Amelia Bogges reached out to programs with a questionnaire to check-in and report how these programs are going. Please [click here](#) for a full update and further information from Amelia, and thank you to all those who participated!

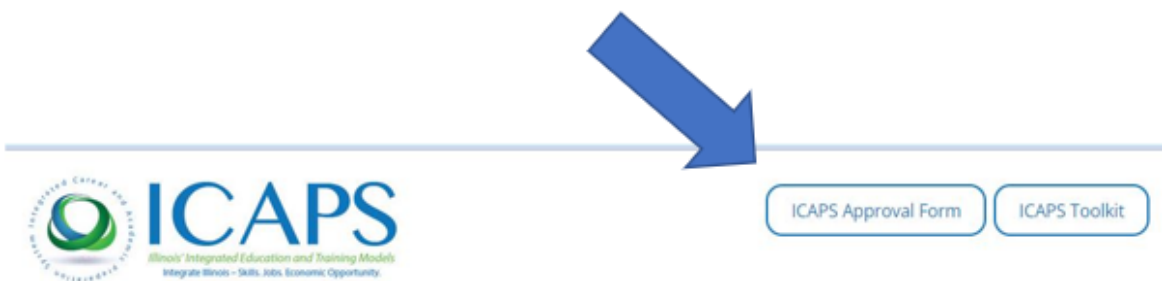
ICAPS Website

Make sure to bookmark the [ICAPS website](#)! This site provides basic information about the history of ICAPS in Illinois, programs across the state providing ICAPS, and a plethora of resources for:



This website exists because of the hard work of many Illinois programs and their dedicated individuals who decided to forge new opportunities for Illinois learners. We strive to refresh the site and add resources often. If you have something to share, please contact Sarah Goldammer at sgoldam@siue.edu. We'd love to highlight what you are doing to reach and teach in your program! Check out the new ICAPS Learning Community tab to see all the recordings of this year's meetings. Also, please refer to the Learning Community section for FY23 registration. We are looking forward to it!

**New on the ICAPS website:
 Front page button direct link to ICAPS Proposal Form
 Team Teacher Talk Show Videos - Check them out!**



ICAPS Samples

Now available by popular demand: ICAPS proposal

samples! Thank you to Angela

Gerberding of ICCB for your organization and hard work! Please click [here](#) to take you to the ICAPS Website where you will see the button for Sample ICAPS models.



[Sample ICAPS Models](#)

**Also, please remember that Bridge and ICAPS mentors are available. If you would like to be linked to a mentor, please email SIPDC at sipdctrainer@gmail.com

ICAPS Manual

Check out the updated ICAPS Manual for all your ICAPS program questions!

Please note some key changes in the following:

- [Career Pathways Dictionary](#)
- Provided language and resources for [state demand occupation list](#) requirement for ICAPS programs
- Updated approval process section, including the new [jotform!](#)
- New Data Entry section with [DAISI User Guide](#) Included
- Updated information on [Ability to Benefit](#)
- Information on SNAP E&T funds. Click [here](#) for an overview of Illinois SNAP and TANF E&T
- Recruitment Strategies

Click [here](#) to access the manual.

Instructional/Professional Pathways

If you are an Illinois Adult Education instructor and have recently become a Standards Proficient instructor or are considering completing this training, please consider continuing on the professional pathways to become a *Transitions Specialist*.

We have brand new Professional Pathways maps! Please see below and feel free to email sipdctrainer@gmail.com for any related questions or requests for sharing in a different format.

Equity Professional Pathway:

Designing for Equity and Access for ALL Learners Instructional Staff Professional Pathway

Assignment Checklist for Equity Specialist

*All courses below are online and can be found on iLearn.
Under course categories, click 1. Professional Pathways, 2. Transitions Professional Pathways, 3. Equity Specialist

- Foundations of Designing for Equity and Access for ALL Learners
- Institute for Designing for Equity and Access for ALL Learners
- Application of CCR Innovations with an Equity emphasis in analyzing resources to maximize teaching materials and revising a resource and curriculum to promote equity, access and Universal Design for Learning (part of Institute)
- Presenting an Effective Training Presentation
- Register for and participate in Equity Learning Community

**Please make sure to be in touch with us at sipdctrainer@gmail.com. We are happy to answer any questions. We keep track of your progress for Pathways trainings too, so let us know how you are doing.

What are the responsibilities of an Equity Specialist?

- Assists in curriculum development
- Evaluates, aligns and recommends instructional materials appropriate for multiple learning modalities/learning styles and to apply Universal Design for Learning (UDL)
- Develops appropriate instructional materials to design for variability in learners
- Mentors new(er) teachers
- Provides observation and feedback on integration of UDL into instruction
- Serves on Equity specific committees, teams, etc.
- Provides program specific Equity training including UDL as requested
- All responsibilities/assignments from Standards Proficient category

Designing for Equity and Access for ALL Learners Instructional Staff Professional Pathway

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- Institute for Designing for Equity and Access for ALL Learners
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- Serves on Equity specific committees, teams, etc.
- Provides program specific Equity training including UDL as requested
- All responsibilities/assignments from Standards Proficient category



Transitions Specialist Professional Pathway:

Transitions Specialist Professional Pathway

Assignment Checklist for Transitions Specialist

*All courses below are online and can be found on iLearn.
Under course categories, click 1. Professional Pathways, 2. Transitions
Professional Pathways, 3. Transitions Specialist

- Transitioning: Starting with the Future in Mind
- Integrating Career Awareness into the Adult Ed Classroom
- Career Ready Practices
- Career Development 201
- Career/Transitions Plans: Planning for Success!
- Communication: The Essential Skill
- Presenting an Effective Training Presentation
- Sign up for the Transitions Blog

****Please make sure to be in touch with us at sipdtrainer@gmail.com. We are happy to answer any questions. We keep track of your progress for Pathways trainings too, so let us know how you are doing.**

What are the responsibilities of a Transitions Specialist?

- Assists in counseling and guidance with emphasis on maximum progress of participants and successful transition to the next level with the goal of entering post-secondary education or the workplace
- Utilizes various instructional methods to meet the needs of ALL learners, i.e. EBRI/Reading, Special Learning Needs,
- Creates a classroom environment that is conducive to learning and appropriate for the maturity and interest of the students
- Works collaboratively with other ELA/ABE/ASE instructors to integrate transitions components into lessons
- Assists in curriculum development to integrate transitions/Career Pathways
- Evaluates, aligns and recommends instructional materials appropriate for contextualization and transitioning
- Develops appropriate instructional materials to meet transitioning needs of students in the program
- Mentors new(er) teachers





Assignment Checklist for Bridge Master:

*All courses below are online and can be found on iLearn.
Under course categories, click 1. Professional Pathways, 2. Transitions Professional Pathways, 3. Bridge Master

Bridge Basics

- Introduction to Bridge Programming
- Bridge: Transitioning
- Bridge: Contextualized Instruction
- Bridge: Career Awareness
- Advanced Integrated and Contextualized Instruction
- Incorporating Contextualized Math into the Classroom
- Workplace Systems and Cultures
- Job Shadowing & Internships
- How to Keep Your Job
- Present research topic including findings, successes, challenges, and lessons learned both at the IACEA state conference and in an online learning workshop sponsored by SIPDC

What are the responsibilities of a Bridge Master?

- Assists in curriculum development for Bridge programming
- Develops appropriate content-related instructional materials contextualized to Career Pathways
- Support administration in activities to strengthen instructional program and identification and creation of appropriate professional growth for staff, i.e. workshops, creation of materials, team member for instructional planning
- Assist in program evaluation activities, i.e. observing other teachers with effective feedback
- Promotes program on Transitions Blog
- Serve as a resource to the community and to the adult education field providing advice, presenting at conferences, meetings, etc.
- All responsibilities/assignments from Transitions Specialist category



Assignment Checklist for ICAPS Master:

*All courses below are online and can be found on iLearn.
Under course categories, click 1. Professional Pathways, 2. Transitions Professional Pathways, 3. ICAPS Master

- The Illinois Team Teaching Continuum
- Integrated Learning Outcomes for Team Teachers
- Job Shadowing and Internships
- How to Keep Your Job
- Workplace Systems & Culture
- Tips on how to run a Successful IET Support Course
- Team Teaching Videos: LINK
- Take a look at the Team Teaching Menu of Resources:
<http://www.icapsillinois.com/team-teaching/>
- Present research topic including findings, successes, challenges, and lessons learned both at the IACEA state conference and in an online learning workshop sponsored by SIPDC

What are the responsibilities of a ICAPS Master?

- Assists in curriculum development with team teacher for ICAPS programming
- Develops appropriate content-related instructional materials for ICAPS Support Class
- Supports administration in activities to strengthen instructional program and identification and creation of appropriate professional growth for staff, i.e. workshops, creation of materials, team member for instructional planning
- Assists in program evaluation activities, i.e. observing other teachers with effective feedback
- Serves on ICAPS related committees, teams, working groups
- Serves as a resource to the community and to the adult education field providing advice, presenting at conferences, meetings, etc.
- All responsibilities/assignments from Transitions Specialist category



Career Navigator Professional Pathway:

Career Navigator Professional Pathway



Assignment Checklist for Proficient Career Navigator:

*All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Career Navigator Pathway, 3. Proficient Career Navigator

- New Career Navigator Orientation
- Career Development 201
- Transitioning: Starting with the Future in Mind
- Career/Transitions Plans: Planning for Success!
- Communication: The Essential Skill
- Creating and Sustaining Partnerships
- Check out the Menu of Resources for Career Navigator

Direct link to the Menu of Resources:

<https://www.icapsillinois.com/career-navigators/>

****Please make sure to be in touch with us at sipdtrainer@gmail.com. We are happy to answer any questions. We keep track of your progress for Pathways trainings too, so let us know how you are doing.**



What are the responsibilities of a Proficient Career Navigator?

- Develops recruitment and marketing materials for integrated career pathway program
- Coordinates and implement outreach and recruitment strategy for integrated career pathway program
- Strengthens connection with adult education and workforce programs on campus and in community
- Communicates regularly with key staff at community partner organizations and work collaboratively to develop and strengthen student support network, referrals and recruitment pipeline
- Develops opportunities for students to gain real-world information and exposure to targeted career pathway
- Coordinates services with relevant college departments and community agencies
- Facilitates transition of students to credit courses, connecting them with student services, academic and support programs
- Counsels students with goal setting, career awareness, and career aspirations
- Troubleshoots life barriers to support academic success
- Fosters motivational skills within the students in relation to college persistence
- Maintains system for tracking students along career and education pathway
- Participates in exploring and identifying additional funding sources



Assignment Checklist for Career Navigator Specialist:

*All courses below are online and can be found on iLearn. Under course categories, click 1. Professional Pathways, 2. Career Navigator Pathway, 3. Career Navigator Specialist

- Job Shadowing & Internships
- How to Keep Your Job
- Workplace Systems and Cultures
- Developing and Facilitating Learning Communities for Students
- Curriculum Development: What you Need to Know as a Career Navigator
- Serve as mentor to new Navigators as designated by SIPDC
 - Communicate bi-weekly with mentee
 - Report monthly to SIPDC
 - Complete year-end report of mentee's development (template to be created)
- Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field
- Presenting an Effective Training Presentation
- Check out the Menu of Resources for Career Navigator

Direct link to the Menu of Resources:

<https://www.icapsillinois.com/career-navigators/>

What are the responsibilities of a Career Navigator Specialist?

- Assists in curriculum development to ensure inclusion of Transition Services
- Expands network of campus and community service providers
- Expands network of employers and business organizations in targeted career pathway industry sector
- Facilitates learning community opportunities and skill development workshops for students
- Mentors new(er) Career Navigators to analyze the resources and provide appropriate resources to fit student needs
- Assists other Career Navigators, as appropriate
- Participates in peer mentoring or peer coaching activities
- Provides observation and feedback on provision of transition services to new(er) Career Navigators
- Participates on Career Navigator/Transition Services specific committees, teams, working groups, study groups, etc.
- Supports instructional staff through mentoring, observations and/or Transition Services training
- Present and/or coordinate workshops on a variety of topics that supplement and support instructional curriculum
- Serves in advisory capacity to ICCB as requested
- Collaborate with community and campus partners to maintain and strengthen student support network and training pipeline
- All responsibilities/assignments from Proficient category





Assignment Checklist for Master Career Navigator:

- Contribute a minimum of once a month to Transitions Blog by sharing a valuable resource or website to assist others in the field
- Completion of Special Project (one of the following or other as approved by SIPDC)
- Assist instructors within their program to implement career awareness, goal setting, career plans, employability skills, etc. to facilitate transitions instruction within classrooms and throughout their program
- Provide a series of workshops for other staff members on transitions topics approved by SIPDC
- Conduct research into the transitioning of their individual students or on the employer partnerships to further transitions knowledge within the state
- Check out the Menu of Resources for Career Navigator
Direct link to the Menu of Resources:
<https://www.icapsillinois.com/career-navigators/>
- Present research topic including findings, successes, challenges, and lessons learned both at the IACEA state conference and in an online learning workshop sponsored by SIPDC

What are the responsibilities of a Master Career Navigator?

- Leads or participates in curriculum development to ensure inclusion of Transition Services
- Consults with instructors, as appropriate
- Helps program select, adapt and customize transition services/resources
- Supports Career Navigator Specialist(s) with mentoring, observations and/or professional development
- Supports administration in activities to strengthen program Transition Services offerings
- Assists in program evaluation activities
- Contributes to development of professional development plan for instruction
- Assists in identification and establishment of appropriate professional growth opportunities for staff
- Serves as mentor to Career Navigators
- Contributes to the Transitions blog
- All responsibilities/assignments from Specialist category

All of the training is online, and you can complete the training on your own schedule! If you have already completed any of these sessions, you will earn credit for your prior completion.

Illinois Digital Learning Lab



**THE ILLINOIS DIGITAL
LEARNING LAB'S**

DIGITAL SOLSTICE

24 JUNE, 2022
10:30 AM - 3:30 PM CST

Agenda

- IDLL 2020-2022
- IDLL Instructor/Staff
Participants and Subject Matter
Experts Share



[Click here or use QR code to register](#)

After registering, you will receive a confirmation email containing information about joining the meeting.



Help Customers Reach Their Goals with Illinois workNet's Career Tools

Do you need help assisting your customers with their career goals? Illinois workNet's Career Tools allows job seekers to explore, plan, compare opportunities, and organize their job search. With an Illinois workNet account users can access these career planning tools through their dashboard. Career Tools include:



- **Compare Careers** – Allows users to compare career choices they bookmark in Illinois workNet and place them in order of importance.
- **Compare Training** – Allows users to compare training selections they bookmark in Illinois workNet and place them in order of importance.
- **Job Search Organizer** – Job seekers can track activities such as applying, interviewing, and following up with jobs they find on Illinois workNet or elsewhere.
- **Resume Builder** – This tool can be utilized to create resumes, cover letters, and portfolios or to practice interviews and elevator pitches. These can be shared with a career counselor for feedback and mentoring.
- **Career Plan** – This tool allows users to track steps and goals they create to help achieve success in the chosen career field. This may be shared with a career counselor for assistance.
- **Notes** – Notes can be added to keep track of items to complete for the career plan and job search. This can also be used to add or edit information to help with job applications, resumes, or completing new hire paperwork.
- **Employment 101** – This learning system creates a Career Plan and Job Search Plan incorporating tools within Illinois workNet.
- **Assessments** – Assessments may be taken to evaluate and understand where job seekers are with their skills and experiences.

Approved providers may view the saved results of their customers through program tools by using the Customer Support Center/Illinois Workforce Integration System. With a

Help Customers Reach Their Goals with Illinois workNet's Career Tools (cont.)

partner account you can create a personal group, invite customers to your group, and access their saved results.

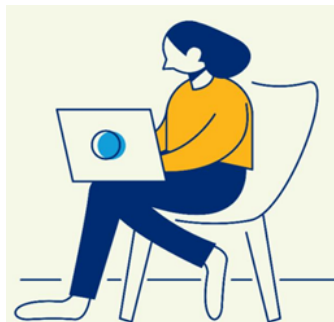
To learn how to [become a partner](#) on Illinois workNet:

1. Go to illinoisworknet.com/partners
2. Select the Menu
3. Select Becoming a Partner
4. Follow the instructions on the page

To learn how to create a personal group and invite customers, read our [Employment 101 – E101 article](#) and refer to the resources provided.



Women Employed Career Foundations Has Gone Digital!



Career Foundations is a short course that helps participants develop a career pathway plan leading to sustainable careers, strategically using their current program (Adult Education or Workforce) as an on-ramp. Through scaffolded lessons, students work through self-awareness activities, learn about local pathways and programs of study (including related bridge/IET programs), match their skills and interests to careers, and create a plan and timeline to get to postsecondary education or short-term certificate training.

In the last seven years, many program administrators and instructors around the state (and outside Illinois) downloaded the original version of Career Foundations—developed by Women Employed and City Colleges of Chicago—through the Women Employed website. But in 2020, with the help of CrowdEd Learning, the curriculum was adapted for online instruction. The resulting version, released in early 2021, can be used equally effectively for in-person, hybrid, or completely remote learning. Built on Google Docs and Google Slides, it is free, readily accessible, and user-friendly.

The digitized version of Career Foundations consists of three components: an Instructor Guide (which contains links to all the other components), Instructor Slides that mirror the instructor Guide but are designed for projection whether in-person or virtual and a Student Guide with the worksheets needed for each lesson. In addition, CrowdEd Learning developed a companion Technology Integration Toolkit that suggests activities for each lesson that help build students' digital literacy. The Technology Integration Toolkit is applicable not just to Career Foundations but also to other courses an instructor might be teaching.

One of the strengths of Career Foundations is its inclusion of activities around local community college career offerings and support services as well as other local job training programs; this enables participants to leave the course with an actionable career education plan and timeline. While the curriculum was written for Chicago providers, it is completely universal, and the introduction includes an outline delineating which lessons will need customization to replace Chicago references with local references.

The curriculum is suitable for students at or above the Low Intermediate ABE and High Intermediate ESL levels. Lessons can be embedded in an Adult Education class or can be used as an orientation component while students are waiting to start a class or workforce training program.

To obtain a free copy of the curriculum (or of free bridge curricula in a variety of sectors), visit the Women Employed website:

<https://womenemployed.org/bridge-programs-and-career-foundations/>

Check out LINCS for New Resources



Integrated Education and Training Design Toolkit

[Click here to access](#)

Training Opportunities:

- [Creating Adult Pre-Apprenticeships](#) (8 hours): This course is designed to help adult education providers design new pre-apprenticeship programs and support providers who are refining existing pre-apprenticeships or implementing similar integrated education and training programs. The content includes examples and resources that are relevant to a range of adult education providers and a variety of industries. The course includes four modules: Understanding Pre-Apprenticeships, Working with Industry, Designing Your Pre-Apprenticeship, and Managing Your Pre-Apprenticeship.

Workforce Preparation

- [Introduction to Workforce Preparation and Employability Skills](#) (1.5 hours): This course is designed for adult educators, administrators, teachers, and advisors who seek an introduction to the general concept of workforce preparation and the specific skills outlined in the U.S. Department of Education's Employability Skills Framework. Participants should expect to learn what constitutes the workforce preparation activities referenced in the Workforce Innovation and Opportunity Act (WIOA); explain how to integrate workforce preparation

activities into adult education programming and instruction; and locate resources you can use to develop and incorporate workforce preparation activities into curriculum and instruction. This course is the first in a two-part series exploring workforce preparation skills. *The second course is Workforce Preparation Activities in the Classroom: Contextualizing Employability Skills for Deeper Learning.*

- [Workforce Preparation Activities in the Classroom: Contextualizing Employability Skills for Deeper Learning](#) (1.5 hours): This course is designed for adult educators, administrators, teachers, and advisors who would like more familiarity with how workforce preparation and employability skills can be incorporated into instructional activities. It is recommended that learners also complete the Introduction to Workforce Preparation and Employability Skills course, which covers workforce preparation and the specific skills outlined in the U.S. Department of Education's Employability Skills Framework. After completing this course, participants will be able to: describe the rationale behind contextualized instruction that simultaneously addresses college and career readiness instruction and general workforce preparation and employability skills, and demonstrate how this rationale is already incorporated into an existing curriculum; explain best practices concerning workforce preparation activities as referenced in WIOA and illustrate how these practices are currently being used to teach employability skills to adult learners; and locate resources you can use to develop and incorporate workforce preparation activities into curriculum and instruction.



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