**Directions:** Complete this document using the “[Integrated Education and Training Design Toolkit](https://lincs.ed.gov/sites/default/files/2021-07/IET_Toolkit_Compressed_508.pdf)” as a companion. References will be made to that document, as well as to Arizona-specific resources. Submit the completed document [AES-POC@azed.gov](mailto:AES-POC@azed.gov) at least **10** business days prior to target start.

**BASIC INFORMATION**

**Adult Education Program Name:**

**IET Name:**

**Credential to be Earned:**

**Occupation/Career Cluster:**

**Salary Range for Workforce Area:**

**Proposed Start Date** (may be approximate)**:**

**Length of Course in Weeks/Months:**

**Total Hours Expected in IET:**

**Minimal Educational Functioning Level (EFL) for Participation:**

*Indicate “Not applicable” as needed.*

**ABE:**

**ESL**:

**WORKFORCE AREA NEEDS**

* Briefly describe how this IET aligns with the local plan(s).
* Using the [employment projections](https://www.azcommerce.com/oeo/labor-market/employment-projections/) for the county(ies) that will be served, indicate the ranking of the career sector in employment projection trends (1st – 10th).
  + Short Term:
  + Long Term:
* List the employers who would be most likely to hire students after the credential is earned.
* How will the program engage these employers *during* the IET to help facilitate hiring?

**SUPPORTING THE IET PROGRAM AND STUDENTS**

* Briefly describe the recruitment activities/strategies for enrolling students in the IET.
* Identify all funding sources below.
* Identify the entity (including the program staff if it will be in-house) who will provide the training component of the IET.

*Note: If Title I-B funds will be used to help pay for training, the training provider must be listed on the local* [*Eligible Training Provider List*](https://des.az.gov/services/employment/workforce-innovation-and-opportunity-act-wioa/eligible-training-provider-list) *(ETPL). The ETPL for the Local Workforce Development Area(s) to be served can be found at* [*Arizona Job Connection*](https://www.azjobconnection.gov/training)*.*

**SINGLE SET OF LEARNING OBJECTIVES**

The single set of learning objectives (SSLO) aligns the IET program’s specific adult education content standards, workforce preparation skills, and job training competencies (see section beginning on pg. 59 in the [IET Design Toolkit](https://lincs.ed.gov/sites/default/files/2023-01/IET-Toolkit.pdf) to find methods for developing the SSLOs).

* The Training Competency may come from the curriculum.
* The Content Standards are from the Arizona Adult Education Content Standards in
  + [English Language Arts](https://www.azed.gov/sites/default/files/2020/09/Arizona%20Adult%20Education%20Content%20%20Standards%20for%20English%20Language%20Arts%20%28Revised%202018%2C%20Updated%2009-2019%29.pdf)
  + [Mathematics](https://www.azed.gov/sites/default/files/2022/12/Arizona%20Adult%20Education%20Standards%20for%20Mathematics-2018_0.pdf)
  + [English Language Proficiency](https://www.azed.gov/sites/default/files/2022/10/Arizona%20Adult%20Education%20English%20Language%20Proficiency%20%28ELP%29%20Standards%20-%202022.pdf)
* The Workplace Preparation comes from the [Employability Skills Framework](https://cms.azed.gov/home/GetDocumentFile?id=5d7ac48b1dcb25163c0be040).
  + Note: Content standards are tagged with the ESF standards.

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| **SSLO #1:** | | |
| Training Competency | Content Standard(s) | Workplace Preparation |
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| **SSLO #2:** | | |
| Training Competency | Content Standard(s) | Workplace Preparation |
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| **SSLO #3:** | | |
| Training Competency | Content Standard(s) | Workplace Preparation |
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| **SSLO #4:** | | |
| Training Competency | Content Standard(s) | Workplace Preparation |
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| **SSLO #5:** | | |
| Training Competency | Content Standard(s) | Workplace Preparation |
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*Copy SSLO table as needed for additional entries.*

**For ADE/ASE Use Only:**

**Date Plan was received:** Enter date.

**Date reviewed:** Enter date.

**Reviewed by:** Ener name.

**Outcome:**

**Approved**

**Revision Required – meet with program to review**