##

## MassSTEP Resources

*Program Design*

* **SABES Program Support PD Center**

[*http://www.sabes.org/pd-center/program-support-pd-center*](http://www.sabes.org/pd-center/program-support-pd-center)

The SABES **Program Support PD Center** provides guidance to support career pathways programs and service delivery on topics such as: promising IET and IELCE models; strengthening WIOA partnerships; integrating career awareness; identifying on-ramps to high demand industry sectors; and workplace education.

* **IET Toolkit**

[*https://rise.articulate.com/share/D1\_uikGxQHKKNq8IOY7mzYL8vpGWG7vE#/*](https://rise.articulate.com/share/D1_uikGxQHKKNq8IOY7mzYL8vpGWG7vE#/)

The IET Toolkit guides users through a team-based approach to developing customized IET solutions that address the needs of adult learners and local businesses. The approach is broken out into four phases: Research and Assess, Design and Plan, Develop and Implement, and Evaluate and Improve.

* **Career Pathways Toolkit: An Enhanced Guide and Workbook for System Development**

[*https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced\_Career\_Pathways\_Toolkit*](https://careerpathways.workforcegps.org/resources/2016/10/20/10/11/Enhanced_Career_Pathways_Toolkit)

A state level toolkit that defines the major elements of career pathways development. Embedded and writeable worksheets for each of the toolkit’s elements are included.

* **Center for Law and Social Policy (CLASP)**

[*http://www.clasp.org/*](http://www.clasp.org/)

A national, nonpartisan, anti-poverty nonprofit advancing policy solutions for low-income people.

* **Center for Occupational Development (CORD)**

[*http://www.cord.org/*](http://www.cord.org/)

An agency that provides educational tools and programs that empower faculty to prepare students for success in postsecondary education and careers. Its [*National Career Pathways Network*](http://www.ncpn.info/)assists its members in planning, implementing, evaluating, and improving Career Pathways programs across the country. Through conferences, workshops, and publications, NCPN facilitates the exchange of promising practices.

*Contextualized Adult Education*

* Institute for the Study of Adult Literacy (ISAL), et. al

The [*Developing Basic Skills Curriculum for an IET: A Guide for the Pathways to Employment Program*](https://sites.psu.edu/pathwaystoemployment/files/2017/09/IET-Guide_FINAL_U.ED-EDU-17-48-no-page-on-tools-p7rrm7.pdf) offers resources and tools to help plan, design, and implement the adult education component of an IET curriculum.

*Workforce Preparation Activities*

* **Academic, Career, and Employability Skills Transitions ACES-Transitions Integration Framework (ACES-TIF)**

[*http://atlasabe.org/resources/aces*](http://atlasabe.org/resources/aces)

The goal of ACES is to help programs provide contextualized instruction integrating postsecondary education and training readiness, employability skills, and career readiness at all levels.

* **The Employability Skills Framework**

[*https://cte.ed.gov/initiatives/employability-skills-framework*](https://cte.ed.gov/initiatives/employability-skills-framework)

 Developed by RTI International in partnership with the Office of Career, Technical, and Adult Education at the U.S. Department of Education, the Employability Skills Framework consists of nine skills organized in three categories: Applied Knowledge, Effective Relationships, and Workplace Skills. A facilitator’s guide and other resources can be found at: [*https://ccrscenter.org/technical-assistance-networks/professional-learning-modules/integrating-employability-skills*](https://ccrscenter.org/technical-assistance-networks/professional-learning-modules/integrating-employability-skills)*.*

* **North Star Digital Literacy**

[*https://www.digitalliteracyassessment.org/standards*](https://www.digitalliteracyassessment.org/standards)

Assessments that define the basic skills needed to perform tasks on computers and online. Self-guided modules are included.

*Workforce Training*

* **Massachusetts Vocational Technical Education Frameworks**

*https://www.doe.mass.edu/ccte/cvte/frameworks/*

Link to the 44 Vocational Technical Education Frameworks.

* **careeronestop Certification Finder**

[*https://www.careeronestop.org/Toolkit/Training/find-certifications.aspx*](https://www.careeronestop.org/Toolkit/Training/find-certifications.aspx)

Online industry-recognized certification database sponsored by the U.S. Department of Labor.

*Civics Education*

* **EL/Civics Online**

[*https://www.elcivics.com/*](https://www.elcivics.com/)

A series of online lessons on U.S. history, government, citizenship, geography, and culture.

*Advising*

* **Appreciative Advising**

[*http://www.appreciativeadvising.net*](http://www.appreciativeadvising.net)

Website on Appreciative Advising, the collaborative practice of helping students optimize their educational experiences and achieve college and career goals.

* **MassHire Career Information System**

[*www.masscis.intocareers.org*](http://www.masscis.intocareers.org)

Developed by the MassHire Department of Career Services, a free statewide career information system for students and staff that includes educational and career information to help adults make well-informed career decisions.

* **Occupational Outlook Handbook**

[*https://www.bls.gov/ooh/*](https://www.bls.gov/ooh/)

Prepared by the U.S. Bureau of Labor Statistics, this resource provides detailed information about employment projections and other occupation information.

* **O\*NET**

[*www.onetcenter.org*](http://www.onetcenter.org)

U.S. Department of Labor Employment and Training occupation site that utilizes current national data with information on career ladders. This site also includes the O\*NET Work Importance Locator which is a work values assessment.