Instructions for Completing a Request for Approval of Basic Skills Plus Career Pathway

Please complete one template for each Basic Skills Plus career pathway for which your College is requesting approval.

1. Enter the name of your college.

2. Enter the name and email address for the contact person.

3. Enter the name of the Basic Skills Plus Career Pathway.

4. Enter the date of the request to the NC Community College System Office.

5. In 5-5b, provide the sources and data that are used to identify local labor market demand for this career pathway.

6. List the name of the credential(s) earned in this pathway and whether they were offered through curriculum (CU) or Continuing Education (CE). Identify all industry recognized credentials.

7. Enter the name of the pre-test(s) used to place students on entry into Basic Skills Plus.

8. List the scale score(s) required for entrance into this Basic Skills Plus career pathway.

9. If your college requires a different entrance or post-test scale score from item #8 as a cut-off for allowing a student to concurrently enroll in the first occupational course of the pathway, list it here.

10. Describe the basis for how the entrance score was determined (reading level required by the textbook, math proficiency greater than could be met by supplemental instruction alone, etc.).

11. For each semester, list each of the courses required in the Basic Skills Plus career pathway by semester. List each course by area (Basic Skills, Occupational (whether offered through Continuing Education or Curriculum), HRD) in the appropriate column, indicate each of the following:
   - Is enrollment in the Basic Skills course(s) open or managed?
   - List course names/numbers in the order in which they are taken;
   - Include the number of hours earned in each course or the single continuing education course.
• Note which courses have prerequisites (including developmental studies) and what they are;
• If two courses are team-taught, list them on the same line within the semester in which they are offered, and place a Y in the appropriate space. List all non-team taught courses on separate lines (see sample template for examples);
• For each course, list which acceleration strategies are used in instruction.

12. List the number of curriculum credits and continuing education hours required to complete the career pathway.

13. List the developmental courses that a student is required to take to complete the career pathway.

14. Enter “Y” if a student earns the CRC as part of this career pathway, “N” if not.

15. Indicate the semester in which orientation to Basic Skills Plus and the career pathway takes place, i.e. Semester I, II, III, etc.

16. List the semester in which career awareness instruction takes place, i.e. Semester I, II, III, etc.

17. After completing the first credential, list the second credential students enrolled in the career pathway will pursue.

18. List the support services, both academic (like tutoring or an open math lab), and non-academic or personal (like assistance with child care, transportation, or financial assistance) that your college provides to Basic Skills Plus students from entry through completion of the high school equivalency and the career pathway.

19. Describe the instructional model that you are using to integrate Basic Skills and occupational instruction? Will the Basic Skills instructor and occupational instructor be in the classroom at the same time? Describe the collaboration and planning time instructors engage in for lesson and syllabi planning. Describe how instruction is contextualized. Will you use learning communities—a Basic Skills class directly linked to the occupational class and with class content contextualized to it? Is there a lab provided to offer supplemental Basic Skills instruction for students enrolled in occupational classes? Please describe.

20. Please feel free to add/attach up to two-pages of additional information regarding items# 5, 5a, and 5b, #6, #18, and 19.