



# Integrated Education and Training (IET) Guide

## 34 CFR Part 463 Subpart D

An Integrated Education and Training (IET) program must meet the definition and requirements set forth in WIOA and the final regulations as established by the Department of Education on August 19, 2016 in the Federal Register. IET is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement (§463.35). An IET program must include the following three components: adult education and literacy activities, workforce preparation activities, and workforce training (§463.36). In addition, as part of a career pathway (§463.37), the design of an IET program should support the local and state workforce development board plans as required under WIOA.

As part of the *Building Opportunities through Integrated English Literacy and Civics Education* project, the U.S. Department of Education's Office of Career, Technical, and Adult Education contracted with the Manhattan Strategy Group to develop this Guide that may be useful in the development or review of an IET program.

## How to Use this IET Guide

This Guide is intended to be used as a self-assessment in your development or review of an IET program. The requirements are followed by review questions. The review questions will help you determine if all required components as set forth in WIOA (see above), are included in your program's design.

You may either use the fillable form field feature of this pdf (complete the fields, choose "save as" and save to your desktop, then print if desired), or print it out and complete by hand to answer the following review questions.

We recommend that you answer the review questions for each section. Be as specific in your responses as possible.



## **Workforce Preparation Activities**

as cited in §463.34 are a required component of an IET program and may include the following:

1. Activities, programs, or services that are designed to help an individual acquire a combination of basic academic skills, critical thinking, digital literacy, and self-management skills
2. Employability skills that address competencies in using resources and information, working with others, understanding systems, and obtaining skills necessary to successfully transition to and complete postsecondary education, training, and employment
3. Other employability skills that increase an individual's preparation for the workforce

### **Review Question:**

1. What specific workforce preparation activities are included in this IET program?

## **Workforce Training**

must include at least one of the following as described in WIOA law section 134 (c) (3) (D):

1. Occupational skills training, including training for nontraditional employment
2. On-the-job training
3. Incumbent worker training
4. Programs that combine workplace training with related instruction, which may include cooperative education programs
5. Training programs operated by the private sector
6. Skill upgrading and retraining
7. Entrepreneurial training
8. Transitional jobs
9. Job readiness training
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in 1 – 7 above
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training

### **Review Questions:**

1. Which workforce training activities are included in this IET program?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. What is the specific occupation or occupational sector?

3. How are training activities being provided?

**“Integrated” (§463.37)**

The term “integrated” (§463.37) means services must be provided concurrently and contextually such that:

Within the overall scope of the integrated education and training program, the adult education and literacy activities, workforce preparation activities, and workforce training:

- a. are each of sufficient intensity and quality, and based on the most rigorous research available, particularly with respect to improving reading, writing, mathematics, and English proficiency of eligible individuals;
- b. occur simultaneously; and
- c. use occupationally relevant instructional materials.

The integrated education and training program has a single set of learning objectives that identifies:

- a. specific adult education content;
- b. workforce preparation activities; and
- c. workforce training competencies, and the program activities are organized to function cooperatively.

**Review Questions:**

1. What is the intensity and quality of the described adult education and literacy activities, workforce preparation activities, and workforce training?

2. How was the adequacy of the intensity and quality determined?

3. What research, particularly with respect to improving reading, writing, mathematics, and English proficiency of eligible individuals, is reflected in the design of this IET?

4. How are the three required components occurring simultaneously within the scope of the IET program?

5. How are occupationally relevant materials being used?

6. How does the single set of IET learning objectives identify specific adult education content, workforce preparation activities, and workforce training competencies?

7. How does the single set of IET learning objective reflect that the program activities are organized to function cooperatively?

## **“for purposes of educational and career advancement” (§463.38)**

The phrase “for purposes of educational and career advancement” (§463.38) means:

1. The adult education component of the program is aligned with the State’s content standards for adult education as described in the State’s Unified or Combined State Plan; and
2. The integrated education and training program is part of a career pathway.

WIOA Sec. 3(7) defines Career Pathways to mean a combination of rigorous and high-quality education, training, and other services that:

- a. **aligns with skill needs of industries in the state or regional economy**
- b. prepares an individual to succeed in secondary or postsecondary education options
- c. includes counseling to support the individual’s education and career goals
- d. includes education offered concurrently and contextually with workforce preparation and training in specific occupation or occupational cluster
- e. **organizes education, training and other services to support the particular needs of an individual to accelerate their educational and career advancement**
- f. enables an individual to attain a secondary school diploma or its recognized equivalent
- g. helps an individual enter or advance within a specific occupation or occupational cluster

### **Review Questions:**

1. How does the adult education component of the IET program align with the State’s content standards for adult education?



2. How does the IET program reflect the criteria of being a part of a career pathway?

3. What data are used for individuals and industry/occupations as part of the career pathways development?

## **State and Local Workforce Plan Alignment Related to Career Pathways**

### **Review Questions:**

1. Given the required alignment with State and local workforce plans, and specifically the requirement that State and workforce plans must include objectives and strategies for addressing career pathway programming, how does this IET program align to the local and state workforce plans with regard to career pathways?



