



U.S. Department of Health and Human Services

ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Family Assistance



CAREER PATHWAYS

Catalog of Toolkits



ABOUT THE CATALOG

Career Pathways: Catalog of Toolkits is an online directory of free resources available for planning a Career Pathways initiative.

<https://cptoolkitcatalog.peerta.acf.hhs.gov/>



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30+ TOOLKITS

- ✘ [ABE Career Connections: A Manual for Integrating Adult Basic Education Into Career Pathways](#)
- ✘ [Accelerating Opportunity Virtual Academy: Resource Library](#)
- ✘ [Adult Career Pathways Training and Support Center](#)
- ✘ [Adult College Completion Tool Kit](#)
- ✘ [Adult Education for Work: Transforming Adult Education to Build a Skilled Workforce](#)
- ✘ [Advancing Adults Into Community Colleges: Data Tools from Breaking Through](#)
- ✘ [The Breaking Through Practice Guide](#)
- ✘ [Bridges to Careers for Low-Skilled Adults: A Program Development Guide](#)
- ✘ [Building Blocks for Building Skills: An Inventory of Adult Learning Models and Innovations](#)
- ✘ [Building Effective Employer Relations](#)
- ✘ [Business and Community College Partnerships: A Blueprint](#)
- ✘ [The Career Pathways How-To Guide](#)
- ✘ [Career Pathways in Michigan Toolkit #3: Conducting a Gap Analysis](#)
- ✘ [Career Pathways Toolkit](#)
- ✘ [Career Pathways Toolkit: Six Key Elements For Success](#)
- ✘ [College and Career Transitions Initiative Toolkit](#)
- ✘ [Community Collaboratives Toolbox](#)
- ✘ [Competency Model Clearinghouse](#)
- ✘ [Creating A Successful Bridge Program: A “How To” Guide](#)
- ✘ [Funding Career Pathways and Career Pathways Bridges: A Federal Policy Toolkit for States](#)
- ✘ [A Green Career Pathways Framework: Postsecondary and Employment Success for Low-Income, Disconnected Youth](#)
- ✘ [A Guide to Using Labor Market Data to Improve Student Success](#)
- ✘ [How to Build Bridge Programs that Fit into a Career Pathway: A Step-By-Step Guide Based on the *Carreras en Salud* Program in Chicago](#)
- ✘ [Jobs to Careers Milestone Tool: Planning a Work-Based Learning Project](#)
- ✘ [Jobs to Careers Toolkit: A Step-By-Step Guide to Work-Based Learning](#)
- ✘ [Making Green Work: Best Practices in Green-Collar Job Training](#)
- ✘ [Manufacturing Skills Certification System Resources](#)
- ✘ [Measuring Business Impact: A Workforce Development Practitioner’s Guide](#)
- ✘ [Pathways to Careers: A Guide to Building Partnerships for Workforce Education and Training](#)
- ✘ [Promoting Rigorous Career and Technical Education Programs of Study Toolkit](#)
- ✘ [Supporting the Education Pipeline: A Business Engagement Toolkit for Community-Based Organizations](#)
- ✘ [Thriving in Challenging Times: Connecting Education to Economic Development through Career Pathways](#)
- ✘ [Workforce Partnership Guidance Tool](#)

INFORMATION ON:

- ✘ Developing a Career Pathways model and workplan
- ✘ Selecting partners and creating shared ownership
- ✘ Analyzing local labor force needs – now and in the future
- ✘ Building statewide support for a Career Pathways initiative
- ✘ Aligning training curricula with student and employer needs
- ✘ Estimating costs and tapping into available funding streams
- ✘ Using data to continuously improve projects



Career Pathways: Catalog of Toolkits is an online directory of free resources available for planning a Career Pathways initiative.



Toolkits were selected for this Catalog because they provide clear action steps for starting a Career Pathways initiative and help different sectors – education, workforce, human services, industry, and policy – learn to communicate with each other about their resources and priorities.

The toolkits can be filtered by Publisher, Target Population, Intended Audience, Primary Career Pathway Element Addressed, and Industry – so you can quickly find the right set of tools for your initiative!

Displaying 1 - 10 of 35

Filter By:

+ Publisher

- Career Pathways Target Population

Select All | Select None

Adult workers (25)

Adults needing basic education (4)

Students seeking postsecondary credentials (9)

Disconnected youth (3)

English language learners (4)

+ Intended Audience

+ Primary Career Pathways Element Addressed

+ Industry

Submit

Reset

ABE Career Connections: A Manual for Integrating Adult Basic Education Into Career Pathways

MPR Associates, Inc. under contract to U.S. Department of Education, 2010

ABE Career Connections provides guidance for adult basic education (ABE) providers who seek to align their services and programming with local Career Pathways efforts in order to create better educational and professional outcomes for their students. It reminds readers that many low-skill working adults need to focus on improving basic skills like English language, writing, and mathematics before they can enter a vocational education setting to acquire a postsecondary credential...

Funding Career Pathways and Career Pathways Bridges: A Federal Policy Toolkit for States

Center for Law and Social Policy (CLASP), 2013

CLASP developed the Funding Career Pathways and Career Pathway Bridges Toolkit to help interagency State teams identify and use Federal resources to support Career Pathways models.

A Green Career Pathways Framework: Postsecondary and Employment Success for Low-Income, Disconnected Youth

The Corps Network, 2011

A Green Career Pathways Framework explores the extent to which green jobs-jobs that contribute to meeting the goal of achieving environmental sustainability-offer a pathway out of

FILTER CATEGORIES

Toolkits by Publisher

- ✘ Business and industry
- ✘ Foundation
- ✘ Labor union
- ✘ Research and advocacy organization
- ✘ State government
- ✘ U.S. Department of Education
- ✘ U.S. Department of Labor
- ✘ White House

Toolkits by Career Pathways

Target Population

- ✘ Adult workers
- ✘ Adults needing basic education ★
- ✘ English language learners ★
- ✘ Students seeking postsecondary credentials
- ✘ Disconnected youth

Toolkits by Intended Audience

- ✘ Adult basic education providers ★
- ✘ Business and industry
- ✘ Economic developers
- ✘ Higher education providers
- ✘ Human services providers
- ✘ Regional funding collaboratives & other intermediaries
- ✘ Secondary education providers
- ✘ State and local policymakers ★
- ✘ Workforce development practitioners
- ✘ Youth development organizations


Toolkits by Primary Career Pathways Element

Addressed


- ✘ Build cross-agency partnerships and clarify roles
- ✘ Identify sector or industry and engage employers
- ✘ Design education and training programs
- ✘ Identify funding needs and sources
- ✘ Align policies and programs
- ✘ Measure system change and performance
- ✘ Comprehensive

Toolkits by Industry

- ✘ Manufacturing
- ✘ Green jobs



How to Build Bridge Programs that Fit into a Career Pathway: A Step-By-Step Guide Based on the Carreras En Salud Program in Chicago



Instituto Del Progreso Latino, 2010




Toolkit Purpose

How to Build Bridge Programs that Fit into a Career Pathway recognizes that not all low-skill workers are ready to participate in a Career Pathways initiative with classes that start at the college level. This huge potential reservoir of workers, not only lack the necessary credentials to apply for open positions but they also lack the basic education to begin that training. This manual demonstrates how Career Pathways "bridge" programs can provide these low-skill adults with realistic opportunities to access postsecondary education and sustained employment through contextualized instruction, career development, and support services.



Publisher

Illinois Community College Board, Illinois Department of Commerce and Economic Opportunity, and Joyce Foundation




Intended Audience

Organizations that want to implement Career Pathways programs, particularly administrators and instructors of adult and vocational programs, employers, and others



Career Pathways Target Population

Low-skill adults, particularly those in need of English as a Second Language (ESL) or adult basic education (ABE) training



Based On

Carreras en Salud is an early bridge program prototype in Chicago that received seed funding from Illinois's Critical Skills Shortage Initiative and has achieved significant outcomes since it began operating in 2005. In 2009, the program had a 94% cumulative completion rate among 1,197 participants and it has been recognized as one of the top Career Pathways initiatives in the nation.



Summary of Toolkit Approach

This manual provides instruction on how to develop successful bridge programs, drawing on examples from Carreras en Salud. The guide is organized around step-by-step instructions on how to:

- Conceive, design, and identify the essential elements of a bridge program;
- Identify and develop successful partnerships;
- Create and contextualize curricula, as well as determining instructor qualities;
- Handle logistics including budgeting; and
- Sustain and expand the bridge program model.

REVIEW OF CATALOG

- ✘ U.S. Department of Health and Human Services Administration for Children and Families
- ✘ U.S. Department of Labor Employment and Training Administration
- ✘ U.S. Department of Education Office of Vocational and Adult Education (now OCTAE)
- ✘ State of Arkansas Department of Workforce Services
- ✘ State of Maryland Division of Workforce Development & Adult Learning
- ✘ State of Ohio Board of Regents

2016 UPDATE

- ✘ 21 new toolkits, including:
 - + National Network of Sector Partners [Toolkit for Workforce Funder Collaboratives](#)
 - + Jobs for the Future [Student Success Center Toolkit](#)
 - + Texas's [Counseling to Careers Toolkit](#)
 - + Wisconsin's [Guide for Implementing Programs of Study](#)
 - + Pennsylvania's [Promising Pathways to Careers Toolkit: A How-To Guide to Creating Quality Work-Based Learning Opportunities for Young People.](#)



2016 SYNTHESIS

- ✘ Getting Started with Career Pathways
- ✘ Choosing a Toolkit Based on Your Initiative's Target Population
 - + Adult Workers
 - + Adults Needing Basic Education
 - + Disconnected Youth
 - + English Language Learners
 - + Students Seeking Postsecondary Credentials
- ✘ Which Toolkit Is Right for You?

2016 SYNTHESIS

★ And you want to boost the employability of ...

★ If you work as a ...

	Adult workers	Adults needing basic education	Students seeking postsecondary credentials	Disconnected youth	English language learners
Adult basic education provider	3, 8, 10, 14, 22, 36	1, 18, 24, 29, 44, 47	4, 9, 14, 18, 36, 44		1, 18, 29
Business/industry leader	8, 11, 17, 30, 31, 33	29, 47	9		29
Economic developer	17				
Higher education provider	2, 5, 6, 7, 11, 12, 13, 15, 17, 21, 34, 35, 48	18	4, 18, 19, 28, 35		5, 18
Human services provider	★ 13, 14, 15, 16	18	14, 18		18
Regional funding collaboratives or other intermediary	16, 20, 46, 48	45	39, 45		
Secondary education provider			27, 38, 39		
State or local policymaker	2, 13, 14, 15, 16, 32, 33, 48		4, 14, 18, 41, 42	36	
Workforce development practitioner	8, 13, 14, 15, 16, 17, 21, 22, 23, 25, 30, 31, 32, 33, 34, 35, 37, 40	18, 29 ★	9, 14, 18, 35, 39		18
Youth development practitioner				26, 43	



WORKFORCE GPS

- ✘ Career Pathways Community of Practice:
<https://careerpathways.workforcegps.org/>
 - + Explore promising strategies that have been working for others and might be easily replicable in your area;
 - + Access training modules and toolkits designed to help support your efforts;
 - + Easily stay up-to-date with the latest information on live training, webinars, and events; and
 - + Learn from your state and local peers who are successfully implementing career pathways.





<https://cptoolkitcatalog.peerta.acf.hhs.gov/>

CONTACT US

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