

4.4 Give an overview of college and/or career-focused programming, including Integrated Education and Training (IET), transitions to post-secondary, or programming that helps students attain a recognized postsecondary credential.

CLBW ABE works with all students to identify career, post-secondary, civic participation, and life skills goals. Academic programming is customized to individual student goals. Students begin utilizing the Minnesota Career Information System or CareerForce sites for career assessment and planning during orientation classes. Students create their own accounts, complete at least two career assessment tools, begin evaluating career and post-secondary options, and learn how to access saved information in their portfolios. Students can work with ABE staff or a CareerForce worker on resume writing, job applications, and mock interviews, and they are also encouraged to access [CareerForce.mn.com](https://www.careerforce.mn.com).

Our site continues to work with the CareerForce system for college and career planning after orientation. Students assess their life goals, putting them into perspective with knowledge of their income needs and educational requirements necessary to meet their goals. Guidance is given for ongoing re-assessment and refinement of their plans. In addition to college and career planning,

CLBW ABE co-location with Leech Lake Tribal College has allowed for more effective services helping secondary credential students' transition into post-secondary settings and supporting college students lacking some basic skills for success in higher education. The ABE staff has been working with the Leech Lake Tribal College Student Support Services to develop instruction and retention strategies for under-prepared college students. As many of the college students are former ABE students, they use ABE services for supplemental tutoring in development classes and for advice until they find their comfort zones with the college staff. CLBW provides basic math and literacy classes to assist students improve their Accuplacer scores and specific academic skills. Students have received digital literacy help, assistance in preparing for the drivers license, offers ServSafe and CDA practice, and other industry specific study plans.

We administer the TABE assessment to those recruited to participate in any specific career pathway education or training. For most career pathway work, a standard basic skill level of 8th grade reading and math is set as a minimum participation level. In the instances that a significant window of time is available from recruitment and TABE assessment to the beginning of cohort, potential recruits that score below the 8th grade level are encouraged to build skills with CLBW ABE and then reassess.

The ABE Coordinator has administered the TABE Math to math students in the college's Developmental math class, Math 094 Algebra and Math 140 Concepts in Math as well as to the

learners in the Construction program. Students are then referred by the class instructor based on their scores to come to the ABE room for instructional help. Unfortunately, only one or two show up. This program is currently on hold while the college reassesses all their programs. They have been able to pass their classes due to the extra support they have received.

Cass Lake -Bena-Walker ABE provides contextualized math, functional literacy, reading, writing and skills instruction for learners who need employment specific basic skills. Job skills training for Rural Minnesota CEP clients is provided to those in need of an appropriate supported employment site, two students have been able to work with us as a Teacher's Assistant through MnCEP.

CLBW staff have participated in the Minnesota State ABE supported Career Focused Basic Skills Curriculum and Program Development Course offered through The College and Career Pathways Institute of LaGuardia Community College in conjunction with the Minnesota Workforce Council Association. This year-long professional development cohort focused on supporting teachers in developing structure and content for Contextualized Bridge Programming to be utilized in Career Pathway education or training. Both contracted instructors also completed the Adult Career Pathway Curriculum Development Cohort offered by Atlas. The CLBW Coordinator has also completed the Adult Career Pathway Manager's Cohort. Staff will continue to be encouraged and supported in participating in professional development that will continue this expansion of pathway programming.

BiCap YouthBuild Youth Build is a workforce readiness, and leadership development program that works with high school dropouts and other at-risk youth. Students learn construction skills while working on their GED's or HS Diplomas and participating in community projects. Students were assessed by ABE to determine their academic and digital literacy ability. All students 21 and older work with ABE to complete either the GED of MN Adult Diploma. All the other students work with the ALC to attain their high school diploma.

BiCap YouthBuild program utilize material that will be contextualized to the construction field, according to needs identified by the partner programs, including soft skills for employability, contextualized language instruction such as vocabulary and math skills that students would encounter in the construction industry, and content rich instruction necessary to obtain a college level credential.

The local workforce development plan frequently refers to the fact that our local employers need both skilled and entry level workers to meet the workforce demands of the two leading sector industries in northwest Minnesota, Manufacturing and Healthcare. CLBW ABE has worked strategically with representatives from higher education and workforce alongside the North ABE consortium over the past several years to help develop programs in this region that would

provide career laddering, leading to short term certificate training and entry level employment in an In-Demand industry.

An additional concern raised by several area employers such as Cass Lake Schools Food Director and Leech Lake Gaming Education Director over the past year is the lack of access to training for the ServSafe Food Manager Certificate program. In response to this concern, we are implemented ServSafe classes for food service professionals. CLBW ABE's Coordinator has continued to be dually certified as both an administrator and proctor for the ServSafe exam.

The next steps for the consortium in the coming years include using the above curriculum course and establishing ServSafe classes at locations throughout the consortium and offering not only instruction and preparation, but also exam proctoring for adult learners who are interested in earning their ServSafe credential.

Our program is working towards providing our community with unique Bridge Instruction that is not only contextualized to industry but is often created and tailored with direct input from local industry leaders with an eye to the critical needs of that local industry. Bridge instruction addresses appropriate subject area content (reading, writing, math, etc.) but also addresses soft skills on the job site, job search and interview skills, critical thinking, digital literacy, typing acuity, and other appropriate industry related curricula. Bridge instruction often utilizes employer partners as occasional classroom speakers to provide industry context for participants and to encourage participant retention. Bridge instruction is a minimum of 40 hours and culminates with a post TABE assessment as well as an end of Bridge celebration.

Offering Integrated Instruction: co-teaching and student support opportunities in the classroom or on the job site in conjunction with the industry trainer (union) or a post-secondary instructor at LLTC is a future goal. Through engagement with industry trainers or post-secondary instructors, CLBW teachers instruct in specified content and support students in the classroom with content understanding which may consist of one-on-one assistance or small group pull-out. We would provide consistent open lab opportunities for cohort students to receive additional time or support in completing assignments, understanding content, or preparing for assessments. Integrated instruction usually culminates with a graduation ceremony in which graduates receive certificates of completion. It will be a pleasure to see local and tribal leaders from Cass Lake, as well as employer partners, grant partners and graduate families attend these celebrations.

As a one-room schoolhouse, by far the best college and career offerings we can provide for our students comes through the numerous opportunities of the Regional Online Career Classes (ROCC)! Since FY21 CLBW ABE has partnered with three other ABE consortia in the region

(Moorhead ABE, NW Service Coop ABE and Lakes Area ABE) along with two ABE consortia in the north (Duluth ABE and Arrowhead Economic Opportunity Agency / AEOA ABE) to regionally offer online career focused courses utilizing Regional Transitions funding. Students from any of the nine ABE programs located within the regional transitions service area along with those in the north region are encouraged to join these classes which are each offered twice a year. All classes are offered online and during non-traditional classroom hours, generally in the early to mid-evening hours. As part of the partnership, the referring consortia retain the contact hours for their enrolled learners, which benefits the referring programs and encourages participation, while the instructing program retains the distance learning proxy hours. This partnership has greatly expanded our course offerings and opened increased opportunities for our learners!

Twelve classes were designed and offered during FY25, including:

1. Developing a Future Pathway: Course introduces students to the Minnesota Career Information System. Students will learn to use the occupations data-base, take and interpret at least three career assessment tools, use those results to research specific careers, set a career goal, and make plans for achieving that goal. Students will also learn the steps of a professional resume and develop a resume.

2. English Vocabulary for MN Driver's Manual: This 10 week course focuses on the basic vocabulary and knowledge that is needed to help English language learners begin studying for the Minnesota Driver's license written exam. This is our level one course in preparing for the MN Drivers Written Exam. After completing this course, students are ready to take the level 2 course, Knowledge & Content for Written Driver's Exam.

3. Knowledge & Content for Written Driver's Exam: This level 2 course focuses on the knowledge and requirements needed to pass the MN driver's license written exam. The content is based on the MN Driver's Manual and includes road knowledge, traffic laws, vehicle operation and signage. This is our level 2 course in preparing for the MN driver's written exam. Students who have taken the level one course, English Vocabulary for MN Driver's Manual, should take this next in preparation for the permit test.

4. Fast Paced Knowledge & Content for Written Driver's Exam: A shorter and faster moving version of the course that focuses on the knowledge and requirements needed to pass the MN driver's license written exam. For students who only need a little boost to pass the written exam and whose English is at a high level, this is our level 3 course in preparing for the MN driver's written test.

5. Math Foundations for Paraprofessionals: This course is designed to build the

foundational math skills necessary to successfully participate in the Paraprofessional Training & Certification course and the math instruction within the ParaEducator online training modules.

6. *Paraprofessional Training & Certification*: This course is designed to qualify paras to meet Title I requirements. Students will enroll in ParaEducator Online and work synchronously with a professional instructor through the first thirteen lessons. Proctored certification testing provided upon completion of the course.

7. *English for Healthcare Pathways*: This course is designed to introduce students to the basic vocabulary and foundational concepts around healthcare careers, HIPAA, and body systems.

8. *Pre-CNA*: This course will pre-teach many of the topics covered in the CNA class and the NATO knowledge test. Students will discover the various paths available to them in healthcare and how to move forward on those paths.

9. *Professionalism for Healthcare Careers*: This course will explore the soft skills needed for success in a healthcare career pathway. The primary focus will be identifying optimal personal characteristics, qualities, teamwork, communication skills, personal management, and diversity in the workplace, as well as navigating getting ahead within the healthcare field.

10. *TEAS Exam Prep*: Course is designed to help individuals who are going into the nursing field. The Test of Essential Academic Skills (TEAS) exam is an aptitude test given to nursing school applicants (RN and LPN) prior to admittance into a nursing program. Class will offer help in science, math, language arts and reading skills in preparation to take the TEAS Exam. Free TEAS Practice Test (\$65 value) for those who complete 40 or more hours of the course.

11. *English for Hospitality Careers*: Course is designed to help non-native English speakers become more proficient in English skills on the job in the hospitality career field. It is a bridge course preparing students to successfully pass certification exams.

12. *Writing a College Ready Research Paper*: This course will focus on how to form a research question, find credible research sources, complete a rigorous research process, and organize the information for presentation in an essay.

There is currently no Integrated Education and Training (IET) programming being offered by the consortium, but we are working regionally to transform some of the current ROCC courses into

IETs for the upcoming program year.

CLBW learners have opportunities through the statewide career focused courses to obtain additional recognised post-secondary credentials such as Microsoft Office Specialist, Workplace Health & Safety certificate, etc.