**SUMMARY**

This is a collaboration between Arizona@Work - Pima County (Pima County One Stop), Pima Community College (PCC) Adult Basic Education for College & Career (ABECC), PCC Logistics & Supply Chain Management Program (Logistics), regarding the implementation and scope of work for each partner. The Logistics IBEST program accelerates progress in basic skills and credential attainment, with the goal of unsubsidized employment in the Logistics and Supply Chain management sector in Tucson. This Cooperative Agreement will enable all partners to work collectively in ensuring the Logistics IBEST program helps participants to achieve their educational and career goals.

# **BACKGROUND**

Adult Basic Education for College & Career (ABECC) has a 40+ year history of providing adult basic education in Pima County. ABECC provides adult learners with opportunities to learn English, increase basic skills in math, reading and writing, prepare for HSE testing, and become college and career ready.

ABECC is working with partners to provide contextualized adult basic education programs that accelerate student success. Integrated Basic Education and Skills Training (IBEST) is a nationally recognized instructional model that quickly boosts participants’ basic skills while they attend career and technical programs. IBEST students benefit from basic skills instruction that is contextualized to and concurrent with career and technical instruction. In IBEST, the adult basic education instructor and the career and technical faculty co-teach and co-develop curriculum and assignments to accelerate learning.

# **PURPOSE**

This outline summarizes the partners’ collaborative roles and responsibilities in implementation of Logistics IBEST.

*All partners:*

* Collaborate to provide concurrent adult basic education, post-secondary training, and employment services that enable students to reach the goals of :
* Strengthening basic skills
* Earning a HSE diploma if lacking a high school diploma
* Completing a postsecondary credential
* Obtaining sector employment
* Support recruitment of the targeted population with marketing, awareness building, and individual referrals.
* Ensure that participants understand the need to participate in and complete all components of the Logistics IBEST program in order to be awarded a Logistics Certificate and High School Equivalency diploma.
* Facilitate data collection, sharing, matching and support for reporting and evaluation.
* Ensure representation at collaboration meetings.
* Facilitate the training and cross-training of staff and educators involved in Logistics IBEST.
* Foster connections with industry partners to ensure industry support for:
  + Referral of potential participants the Logistics IBEST program
  + Meeting with collaborators and/or funders to offer input and feedback
  + Instruction with guest speakers, site visits, or field trips
  + Work-site observations by hosting participants at industry sites
  + Paid or unpaid internships for graduates
  + Job placement for graduates.

# **RESPONSIBILITY OF PCC Adult Basic Education for College & Career**

* Co-develop, co-plan, and co-evaluate Logistics IBEST instructional programming.
* Co-develop eligibility criteria for selection of participants and recruit all individuals to participate fully in Logistics IBEST.
* Ensure Adult Basic Education instructor partnership in course planning and co-teaching.
* Give consideration to eligible participants referred to the project by the partners, as eligible based on ADE requirements and guidance.
* Establish, coordinate, and implement Adult Basic Education courses in support of Logistics IBEST programming to provide services to eligible participants recruited from all partner agencies.
* Offer contextualized, standards-based instruction for basic skills.
* Assess participants’ academic progress in basic skills to monitor student progress and support reporting.
* Plan and facilitate meetings of collaborating partners.

# **RESPONSIBILITY OF PCC Logistics Program**

* Co-develop eligibility criteria for selection of participants and recruit all individuals to participate fully in Logistics IBEST.
* Offer administrative support for faculty and student services in support of Logistics IBEST programming.
* Provide for a dedicated schedule of credit-bearing Logistics courses to allow Logistics IBEST cohort to complete at least one Logistics certificate.
* Co-develop, co-plan, and co-evaluate Logistics IBEST instructional programming.
* Ensure faculty partnership in course planning and co-teaching.

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# **RESPONSIBILITY OF Arizona@Work – Pima County One Stop**

* Support Logistics IBEST participants through collaborating with ABECC in providing employability training in areas such as career exploration, soft skills, resume, and interviewing, both at Arizona@Work sites and within the classroom, as appropriate.
* Conduct intake to determine eligibility of participants for Workforce Innovation and Opportunities Act funding and other available funding.
* Subject to funding availability, provide the following for eligible participants:
  + Provide case management for Logistics IBEST participants.
  + Facilitate collaborative development of Individual Education Plans that ensures participation by both ABECC and Logistics liaisons.
  + Provide training assistance and support Logistics IBEST participants in finding additional financial resources to pay for career and technical training.
  + Arrange for participants to interact with local employers via class visits and job fairs on campus.
  + Provide Logistics IBEST participants the support services they need to persist in their education and training including bus passes or reasonable auto expenses; emergency assistance to avert eviction, foreclosure, or utility shut off; childcare vouchers or gap assistance; and medical and behavioral health needs, for eligible participants.
  + Support Logistics IBEST participants with employment-related costs such as certifications, licenses, uniforms, and tools.
  + Provide job search assistance for Logistics IBEST participants.