PA Adult Ed Resources Logo  
Career Pathway Student Report (CPSR) Summary Companion

*These questions can help your program brainstorm ways to use data for program improvement, to align to your Local Workforce Development Area Plan, and to improve learners’ transitions to self-sustaining careers.*

ADJUST

ANALYZE

ACQUIRE

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| **Section** | **Questions to Consider** | **Action to Take** | | | **Planned Action Steps** |
| **Total Reports** | * What percentage of your learners are represented on the report? * How would increasing the number of reports submitted improve programming? * Would your program benefit from submitting reports quarterly? | Contact KayLynn Hamilton ([klh267@psu.edu](mailto:klh267@psu.edu)) or Chrissie Klinger [(cok5111@psu.edu](mailto:(cok5111@psu.edu)) about quarterly reporting and real-time report options. | | |  |
| **Student Enrollment** | * Are you tracking all levels of learners (e.g., adult basic, adult secondary, English language learners)? * Are you including all learners in career pathway programming? Why or why not? * Is there a certain population (e.g., dislocated workers, reentrants, basic skills deficient) you may need to recruit? | Contact KayLynn Hamilton or Chrissie Klinger and your workforce partners to develop an effective career pathways referral process. | | |  |
| **Goals Set**  **vs. Met** | * Is there a large discrepancy between goals set and met? * What additional supports may need to be put in place to help more learners meet their goals? | Explore how your case managers and instructors are working together to help learners set and achieve realistic goals. | | |  |
| **Career Goal Setting** | * Are you using a variety of assessments to help learners set career goals? | Explore how your case managers and instructors are working together to help learners set and achieve realistic career goals. | | |  |
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| **Credentials Earned** | * Do your learners have access to training for various credentials? * How can you help learners earn credentials or how can you connect learners to programs that offer other credentials? | Read your Local Workforce Development Area (LWDA) Plan and talk with workforce partners to determine credentials that align to High Priority Occupations (HPOs) and in-demand jobs in your local area. | | |  |
| **Student-Identified Occupation** | * Are learners choosing HPOs in the sectors that are the focus of the LWDA Plan? * What activities is your program offering related to career awareness, career exploration, and career goal setting? * Are you providing contextualized and meaningful programming to your learners to help them transition to jobs in the sectors that are the focus of the local plan? * Do you have the materials and resources you need to help learners transition to HPOs? | Look at your LWDA Plan and learner-identified occupations together to determine ways to better align programming to local career pathway initiatives.  Contact KayLynn Hamilton or Chrissie Klinger about additional work-related materials, resources, and tools to support learners. | | |  |
| **Percentage of Students Selecting  Each Sector** | * Do you need to strengthen partnerships to support programming aligned to local focus sectors? | Work with your PA CareerLink® partners and committees to increase employer engagement activities or explore Integrated Education and Training (IET) programming. | | |  |
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| **Referrals: PA**  **CareerLink®** | * Are referrals from one program to another happening on a regular basis? * What could be done to improve referrals to ***OR*** from PA CareerLink®? | | Share this section with PA CareerLink® partners to discuss ways to improve co-enrollment among all Workforce Innovation and Opportunity Act programs available in your area. | |  |
| **Student Activities: IET** | * Is IET an appropriate strategy for your region? * Which sectors might the IET model work for in your area? | | Discuss with staff what other areas of the career pathway report you think were affected by the implementation of IET. | |  |
| **WIOA  Co-Enrolled** | * How did co-enrolled learners learn about your program? * Are you encouraging learners to attend PA CareerLink® orientation and/or workshops? * How are you sharing co-enrolled learner information with WIOA partner staff? | | Refer to your LWDA Plan and talk with workforce partners to determine how your Title II program can support appropriate co-enrollments that lead to successful completion of career pathways programming in your area. | |  |
| **Student Supports: Funding** | * Does your program staff know how to refer learners to partner programs that can provide funding? | | Invite partner program staff to present funding opportunities to classes.  Follow up on referrals. Consider tracking referrals made to other agencies and referrals that are received from other agencies. | |  |
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| **Student Activities: Local Employer Engagement** | * What employer engagement activities align with and support your LWDA Plan? * How can you work with your partners to increase effective employer engagement activities? * Did your employer engagement activities result from your relationship with PA CareerLink®? If not, what can you do to strengthen your involvement in employer- related activities within the workforce development system? * Are you part of your local Business Service(s) Team (BST) at the PA CareerLink®? | | Share this section of the report with your local PA CareerLink® BST and discuss ways to increase employer engagement.  Contact Chrissie Klinger about the *Strategies for Effective Employer Engagement* course to determine ways employer engagement can benefit learners and employers.  Meet with your local Title II Coalition, look at this section regionally, and discuss ways your programs can work with PA CareerLink® and the local workforce development board to increase effective employer engagement. | |  |
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| **Entire Report** | * How are you helping learners be aware of each career pathway component? * Could you use data from the report when creating your annual Title II presentation to the local workforce development board? * What additional supports, tools, or resources are needed to support career pathways programming? * What data are still missing? Is there information you or your partners need to track but don’t have the tools to track? | | Use the report summary to reflect on the past program year and set new goals for the upcoming program year.  Share the report with local PA CareerLink® partner administrators to determine areas you can work on together to improve learners’ progression in local career pathway programming.  Contact KayLynn Hamilton or Chrissie Klinger about how to add data components to the reporting form. |  | |

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