# 2024-25 IET Assurances

## (Insert Fiscal Agent Name)

Introduction

To ensure educational and workforce services are provided at the highest levels of quality for the Adult Education and Family Literacy Act (AEFLA), the Office of Adult Education Initiatives (AEI) requires the following assurances.

Agreement to these assurances ensures the grantee commits to follow federal and state laws regarding AEFLA/IELCE.

### IET Policy and Assurances

Integrated Education and Training (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 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. The purpose of the Integrated Education and Training (IET) assurance is to ensure AEFLA/IELCE funded programs meet the definitions and requirements under 34 CFR Part 463 Subpart D. Integrated Education and Training (IET) is an allowable activity for AEFLA funded programs and a required service for IELCE.

If the grantee **does not** deliver IET services under the AEFLA grant program, indicate that by signing here:

**Program Director Name (Printed) & Signature Date**

Do not complete the remainder of the assurance if signing above that no IET is being offered. The IET assurance must be reviewed and completed at the beginning of the AEFLA/IELCE grant cycle, otherwise, grantees may apply to add the service during annual subsequent Continuation Application windows. Initial approval does not guarantee continued funding, AEI reserves the right to revoke funds for any reason outlined in the General Assurance or others.

### Education and Career Advancement

Per §463.38, IET must be implemented “for purposes of educational and career advancement,” meaning:

* The adult education component of the program is aligned with the State’s content standards, College and Career Readiness Standards, for adult education as described in the Colorado’s State Plan; and
* 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:

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

### Activities and Training

An IET must include at least one activity from each of the required components as described in §463.36.

Adult Education and Literacy Activities as described in §463.30.

* Adult education;
* Literacy;
* Workplace adult education and literacy activities;
* Family literacy activities;
* English language acquisition activities;
* Integrated English literacy and civics education; or
* Workforce preparation activities.

Workforce Preparation Activities as described in §463.34.

* 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;
* 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; or
* Other employability skills that increase an individual’s preparation for the workforce.

Workforce Training Activities as described in WIOA 134(c)(3)(D).

* Occupational skills training, including training for nontraditional employment
* On-the-job training;
* Incumbent worker training;
* Programs that combine workplace training with related instruction, which may include cooperative education programs;
* Training programs operated by the private sector;
* Skill upgrading and retraining;
* Entrepreneurial training;
* Transitional jobs;
* Job readiness training;
* 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 above; or
* Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**Initial: \_\_\_\_**

The adult education and literacy activities, workforce preparation activities and workforce training are “integrated” in the following ways, per the definition in §463.37:

* 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;
* occur simultaneously; and
* use occupationally relevant instructional materials.

**Initial: \_\_\_\_**

The IET program has a single set of learning objectives that identifies:

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

**Initial: \_\_\_\_**

### State and Local Workforce Plan Alignment

The IET program must include objectives and strategies for addressing career pathway programming aligned to local
and state workforce plans.

**Initial: \_\_\_\_**

### Completion of the IET Toolkit

The grantee must complete all elements of the Colorado IET Toolkit and submit to the Adult Education Initiative Office for approval. An approval memo from AEI must be received by the grantee prior to running IET programming funded by AEFLA/IELCE.

**Initial: \_\_\_\_**

### IET Workgroup

The grantee must designate a representative to attend the quarterly IET Workgroup.

**Initial: \_\_\_\_**

### Program Specific Outcomes

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 career pathway for educational and career advancement. To meet industry needs, IETs must be designed so that all learners complete:

* the State unit’s academic standards as evidenced by a postsecondary education transcript or report card demonstrating 12 credit hours per semester or over the course of two consecutive semesters for part-time learners or;
* passage of a technical/occupational knowledge-based exam, required for a particular occupation, which may be required to obtain an industry or state recognized credential.

**Initial: \_\_\_\_**

**Program Director Name**

**Program Director Signature Date**