**OVERVIEW OF COMMUNITY EXPANSION PLANS**

COMMUNITY READINESS FRAMEWORK OVERVIEW

OVERVIEW OF COMMUNITY EXPANSION PLANS

In most cases, CareerWise will expand its geographic footprint utilizing a Local Leadership Model (see additional detail on subsequent slides). This puts communities in the driver's seat from an implementation perspective, facilitating local management of youth apprenticeship programming. While this means community leadership must do a significant amount of work to prepare the community, onboard partners, and implement the program, CareerWise will provide robust supports, toolkits and advisory services every step of the way.

LOCAL LEADERSHIP MODEL OVERVIEW

- Design Parameters
- Training
- Technical Assistance
- Tools & Materials
- Brands
- Quality Assurance

CAREERWISE COLORADO

INDIVIDUAL COMMUNITY
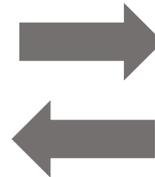
- Local leadership & management team
- Program Development
- Program Implementation
- Data & Reporting

LOCAL LEADER ORGANIZATION

ORGANIZATION PROFILE

The role of a local leader organization in a community is one of a convener, communicator, organizer, and implementer. This organization will lead the CareerWise application process for their community, as well as the implementation, administration, and quality assurance of the program in the event the application is approved.

Implementing the local leadership model requires a significant amount of work, collaboration, and coordination. Due to this fact, and as a result of lessons learned in our current Colorado geographies, CareerWise has compiled a list of traits that an organization would need to possess within a given community in order to be considered an optimal choice for the role.

CareerWise will also be here to assist every step of the way, providing assistance and insight during the application process, in addition to work closely with your project lead to ensure your locally run system is running in accordance with CareerWise Colorado's "Statewide Design Parameters"

Please take the time to review our Local Leader Organization profile and feel free to request additional information and guidance by emailing us at newcommunities@careerwisecolorado.org.

AS PART OF ITS LOCAL LEADERSHIP MODEL, CAREERWISE WILL PROVIDE ROBUST SUPPORT, BUT INDIVIDUAL COMMUNITIES WILL COMMIT TO LOCALLY MANAGING IMPLEMENTATION

CareerWise Provides	Individual Community Commits

• Design parameters
• In-depth week-long training seminar for all new community project leads
• In-depth technical assistance during the year leading up to program launch, including but not limited to:
    - Regular planning meetings
    - Access to dedicated CareerWise Community Manager
    - Meetings with organization leadership
• Ongoing technical assistance as needed after launch
• All available tools and materials
• Permission to use brand
• Ongoing quality assurance, including 2-4 site visits per year, analysis
• of data provided, etc.
• Access to network of other rural community partners
	• Demonstrating readiness as part of CareerWise new community readiness framework, including business-led orientation and leadership
	• Identification of Local Leader organization who will lead, coordinate, and drive local implementation
	• Identification of Project Lead within Local Leader organization who can commit 50-100% of time to development and oversight of program (program size dependent)
	• Participation in CareerWise training seminar
	• Program development and oversight that is aligned with CareerWise design parameters
	• Use of tools, materials and brand in accordance with CareerWise requirements
	• Use of CareerWise platforms (e.g., Salesforce)
	• Provision of data and reports

This partnership model is supported by a tailored revenue sharing model to support sustainability of the program in each community. CareerWise will also offer guidance on identifying philanthropic support to help cover local costs.

PROJECT LEADS COMMIT TO INTENSIVE TRAINING

CareerWise week-long training occurs one year before launch,
in addition to targeted distance trainings over time.

Sample topics covered in pre-launch week-long training for project leads	Sample topics covered as part of ongoing distance training
• Rationale behind key design principles • Pre-launch timeline, activities and required milestones • Overview of CWC team members, tools and resources available • Best practices in recruiting and supporting business partners • Best practices in working with school district partners • Identifying training partners • Working with CWC HQ team • Working in CWC systems and platforms • Ensuring and evaluating quality over time • Site visits to current partners	• Hosting a career fair • Ensuring business and student readiness to participate in online marketplace • Supporting businesses in interview process • Leading supervisor and coach training • Creating a successful launch event (e.g., apprentice kick-off) • Executing boot camp training • Problem solving after program launch • Data collection • Quarterly virtual meeting across all communities to discuss progress and exchange ideas

OVERVIEW OF COMMUNITY EXPANSION PLANS

COMMUNITY READINESS FRAMEWORK OVERVIEW

CAREERWISE COMMUNITY READINESS FRAMEWORK

Because youth apprenticeships bring both businesses and schools into close collaboration, both parts of the community need to be separately ready and well coordinated. Additionally, a successful program requires committed community leadership, infrastructure, and support. **Please use the links below to navigate to our in-depth community readiness framework that describes what readiness looks like across these three dimensions.**

- First and foremost, the business community, including local business support organizations, needs to be ready. **Industry Readiness Framework**

- Second, the education community, including K-12 and higher education/ training partners, needs to be ready. **Education Readiness Framework**

- And to ensure sustainability, there needs to be community leadership interested in fostering a supportive ecosystem and infrastructure. **Community Readiness Framework**

It is essential to the initial and sustained success of this endeavor that it be very clearly business-driven.
This cannot be an initiative that businesses participate in as an act of philanthropy. When times are hard, charitable activities are the first to be cut. We want to ensure that having youth apprentices makes sustained business sense for all partner companies. This is the best way to ensure that students who begin apprenticeships have the time, support and financial investment required to complete their full apprenticeship experience.

K-12 PARTNERS COMMITMENT OVERVIEW

K-12 Partners commit to several things as part of bringing a youth apprenticeship program to life locally. However, CareerWise provides support along the way

District Commitments	CWC Supports Available
Designate District Project Lead, Central District Coordination team, and School-Based Implementation teams	Guidance on best practices for assembling teams; kick-off facilitation
Participate in regular check-in meetings with CareerWise team	Facilitated movement through implementation checklist, connection to state and other district resources
Enter into district MOU	MOU template, assistance with reviews from district Legal and Risk Management teams (if needed)
Enter into data privacy and third-party research agreements with CareerWise	Data privacy agreement template; expertise on relevant data privacy laws (FERPA and COPPA)
Develop plan for student recruitment (to include parent nights, classroom pitches, coordinated apprenticeship fair with community, distribution of CareerWise supported mass marketing tools, events for teachers and counselors, etc.)	Recruitment plan templates, mass marketing tools (program information, posters, event flyer templates, social media templates and guidance), coordination of apprenticeship fair events
Allocate adequate staff to support student recruitment, resume and interview preparation, and application completion, including those who will staff events and provide hands-on support to students	Hand-on assistance and event staffing upon request during start-up years
Communicate with students and families during student recruitment and placement process	Consulting assistance as needed; staffed phone line at CareerWise for questions
Provide opportunities for concurrent enrollment	Consulting assistance; coordination with college partners
Work with CareerWise and Training Provider(s) to provide relevant training for technical competencies by pathway	Consulting assistance; coordination with college and/or partners
Develop plan for apprentice support (to include development of academic plans and appointment of student support specialists like a counselor or similar advisor)	Apprentice support plan template; student support plan template; consulting assistance to complete
Allocate adequate staff to support students throughout apprenticeship	Consulting assistance as needed

LOCAL LEADER COMMITMENT OVERVIEW

CareerWise to dedicate a portion of a Community Engagement Manager to support community and serve as a primary point of contact during onboarding year and post-launch

Local Leader Commitments	CWC Supports Available
Identify a Project Lead who will commit 50%-100% of time to development and oversight of program (depending on scale of program anticipated)	Recommendations on time required based on scale
Lead process to coordinate with all stakeholders in order to demonstrate readiness and submit application to CareerWise	Field questions as they arise, participate in conversations with school districts & key leadership
Participate in week-long CareerWise training seminar in summer of 2018	Run training seminar
Identify, recruit, and finalize partnership (via MOU) with all business partners	Provide all pitch materials, MOU
Support onboarding of all business partners (e.g., job description creation, interviewing apprentices, training plan creation, etc.)	Provide onboarding timeline and all tools/webinars, field questions as they arise, host online marketplace
Identify individual to facilitate supervisor and coach trainings	Provide agendas, materials, & train-the- trainer session
Serve as primary point of contact for school district and training partners to support development and implementation processes	Provide onboarding timeline, all tools, host kick-off meeting, field questions as they arise
Work with employers and district to identify and select training centers	Provide selection parameters & process and training plans; provide training on facilitation
Plan, schedule, and execute recruitment activities, including career fairs and open houses	Provide career fair and open house best practices and recruiting materials
Coordinate and run professionalism bootcamp	Provide sample agenda & materials, support agenda creation
Problem solve as challenges arise	Dedicated point of contact in CWC to field questions & provide support
Track all program information on CareerWise platforms, including use of Salesforce for partnership data	Provide access to CWC platforms (e.g., Salesforce)
Provide quarterly reports to CareerWise	Provide report templates

HELPFUL RESOURCES

- Colorado Community College System www.cccs.edu

- Colorado Department of Higher Education https://highered.colorado.gov/

- Colorado Workforce Development Council https://www.colorado.gov/cwdc

- Office of Postsecondary and Workforce Readiness (OPR) unit at the Colorado Department of Education https://www.cde.state.co.us/postsecondary

- Request conference call to review questions with CareerWise Community Engagement Managers: Newcommunities@careerwisecolorado.org