

# Request for Proposals

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## Training Program Services:

Vocational Skills Training Programs for Adult Learners in the Public Workforce System

Program Year: 2024

**Release Date: October 13, 2023**

**Bidders Conference: October 18, 2023**

**Submission Window Closes: November 22, 2023**

### Submission Details

Applications must be submitted electronically via email to [VSTraining@philaworks.org](mailto:VSTraining@philaworks.org).

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## REQUEST FOR PROPOSALS

### Vocational Skills Training Programs for Adult Learners in the Public Workforce System

#### Introduction

Philadelphia Works, Inc., (“PhilaWorks”) the city’s workforce development board, is a non-profit, quasi-public organization serving employers and connecting career seekers to employment and training opportunities. PhilaWorks is supported by federal, state, city and privately raised funds which we invest in a variety of workforce solutions that drive economic growth, influence public workforce policies, and optimize necessary resources to build a skilled and thriving workforce. For more information, [please visit our website](#).

Philadelphia Works is responsible for investing public workforce resources and managing a network of employment and training services designed to build a skilled, thriving workforce and meet regional business needs. This network, the PA CareerLink® Philadelphia, connects Philadelphia residents to current job openings and career growth opportunities while also supporting businesses in finding and retaining qualified talent.

Philadelphia Works manages strategic investments of federal, state, local, and private funding into job training and employment programming throughout the city and Southeastern Pennsylvania region. We are prioritizing timely investments within occupations that are experiencing employer demand, show promise for future growth, pay livable wages, and are accessible to workers with diverse educational and employment backgrounds.

To drive this COVID-considerate approach forward and support city leaders and partners as they, too, work toward recovery, Philadelphia Works has identified a set of [2023-2024 Recovery Occupations](#). These occupations were drawn from our analysis of labor market and employment data, job posting data, and local employer feedback on the skills and credentials that workers need to become qualified, competitive candidates.

All Recovery Occupations have experienced minimal negative impact to employment during the pandemic or have projected growth through 2027 and pay \$15.00 or more an hour. Critically, most are middle-skill jobs or low-skill entry points into career paths with opportunity for advancement. Philadelphia Works identifies Recovery Occupations as follows:

- ✓ \$15+/Hr. Median Wage
- ✓ Minimal negative impact to employment during the COVID-19 pandemic, and/or projected growth, resulting in dependable job openings
- ✓ Strategic focus on middle-skill and low-skill jobs with opportunity for advancement
- ✓ Strategic focus on timely jobs requiring an associate degree or less, to connect career-seekers to employment or earn-and-learn opportunities now
- ✓ A WIOA High Priority Occupation (HPO), or worthy of petition

#### About Our Industry-Driven Investment Strategy

Philadelphia Works is committed to investing in training programs that are informed by employers and industry and are specifically designed to prepare students for open positions with an employer partner. Drawing from labor market data analysis and feedback from employer partners across the region, Philadelphia Works has identified a set of high growth occupations to guide training investments for Philadelphians. By following this analytical process, Philadelphia

Works aims to better prepare career seekers for both short and long-term career advancement, job security in in-demand occupations, and family-sustaining wages that increase over time. Accordingly, Philadelphia Works is committed to investing in vocational skills training that prepares learners for a career in a high priority, recovery occupation as outlined above and in our Recovery Occupations catalog.

Philadelphia Works is equally committed to investing in training programs that incorporate best practices for promoting diversity, equity, and inclusion, particularly for learner populations with long-standing barriers to academic success. Inclusive best practices include, but are not limited to:

- ✓ Incorporating one-on-one academic supports for struggling learners
- ✓ Setting clear expectations through orientation and/or bridge programming
- ✓ Offering coaching, professional mentorship, and/or graduate alumni programs
- ✓ Contextualizing literacy, numeracy, and digital literacy skills throughout the program
- ✓ Embedding professional skills and competencies through the classroom culture
- ✓ Providing supportive service funding for expenses including transportation, technology equipment, childcare, housing, clothing/supplies, etc.

### **Background and Purpose**

Philadelphia Works solicits proposals from entities seeking to operate cohort-based, vocational skills training programs for adult career seekers in the public workforce system. In order to be eligible for this procurement, training programs must:

- ✓ Lead to an industry-recognized credential (*proposals that culminate in only basic certifications or certificates of completion will not be considered for review*).  
Examples of industry-recognized credentials include: Central Registered Central Service Technician, American Welding Society Certified Welder, OSHA 30, Certified Production Technician, etc.
- ✓ Incorporate reliable and streamlined pathways to employment for graduates
- ✓ Prepare learners for success in one of the following Recovery Occupation industries:
  - Manufacturing and Maintenance
  - Healthcare
  - Clean energy

Please reference the Targeted Industries section for further details on these selected industries.

Additionally, this RFP seeks to procure for programs catered to participants in one of two publicly funded workforce programs coordinated through the PA CareerLink® Centers:

1. Employment Advancement and Retention Network (EARN) and;
2. Workforce Innovation and Opportunities Act (WIOA)

All participants must complete eligibility processes through a PA CareerLink® Center before starting training.

## **Overview of Eligibility, Core Program Elements, and Targeted Industries**

### **Applicant Eligibility**

Philadelphia Works intends to award contracts to multiple respondents. For-profit and non-profit organizations with a demonstrated track record in providing training services that lead to an industry recognized credential are encouraged to apply. Specifically, Philadelphia Works seeks providers that have experience serving students with diverse backgrounds who may have had challenges or barriers to obtaining employment.

This RFP is open to both current Philadelphia Works contractors as well as qualified providers that have not previously contracted with Philadelphia Works. Respondents may submit proposals for multiple training programs but each program must be submitted separately for consideration. For any proposals that are combined only the first proposal will be reviewed.

Respondents must choose to submit their proposal for consideration in alignment with the Vocational Skills Training program model. Details on this program model can be found in the subsequent section. Proposed trainings must align with one of the targeted industries specified below: Healthcare, Maintenance and Manufacturing, and/or Clean Energy.

Proposals that include a training program that culminate in only basic certifications or certificates of completion will be considered non-responsive and will not be reviewed. A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills are based on standards developed or endorsed by employers or industry associations. Certificates must recognize technical or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc. even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment. Examples of industry-recognized credentials include: Certified Clinical Medical Assistant, Central Registered Central Service Technician, American Welding Society Certified Welder, OSHA 30, Certified Production Technician, etc. Questions regarding industry recognized credentials should be submitted to [vstraining@philaworks.org](mailto:vstraining@philaworks.org).

### **Core Program Elements**

For this procurement, programs must align with the eligibility, program elements, and target industries as outlined below.

#### **Vocational Skills Training (VST) programs:**

VST programs are cohort-based training programs that train to a specific career and/or occupation. Training programs must offer a supportive environment for career seekers to pursue an industry-recognized credential within a group of PA CareerLink® customers working toward the same goal. VST programs work hand-in-hand with PA CareerLink® Center staff to offer a supportive enrollment and education experience for prospective and current learners. Eligible VST programs lead to industry-recognized credentials that are mandatory for entry-level employment in occupations that do not require post-secondary experience and require less on-the-job experience.

Philadelphia Works is requesting proposals that outline **in detail** the following core program elements:

- A robust, proactive recruitment strategy and streamlined student selection process
- Competency-based training content and high-quality course instruction from experienced and qualified instructors

- Academic supports throughout the course culminating in preparation for industry-recognized credentialing assessments
- Connections to industry experts and employment opportunities through established and reliable employer partnerships as well as experts in the industry

### Targeted Industries

For this procurement opportunity, Philadelphia Works is targeting specific industries that align with our Recovery Occupations. These occupations were drawn from analyses of labor market and employment data, timely job posting data, and mid-pandemic local employer feedback via focus groups on the skills and credentials that workers need to become competitive candidates.

Philadelphia Works is seeking proposals that will provide training programs within the following industries:

#### Healthcare

The healthcare industry bore the brunt of staffing challenges during the pandemic with the industry seeing record turnover and individuals leaving the industry altogether. However, since the start of 2022 the industry has experienced strong growth. Our analysis of the healthcare industry identified several occupations that provide accessible entry points for career pathways that lead to high-quality wages and strong career advancement.

The overall reported median salary in entry level Healthcare Recovery Occupation job postings in 2022 was \$18.03/hour. Medical Assistants were reported to show the same median salary of \$18.03/hour, with over 4,600 jobs posted in 2022. Likewise, Clinical Laboratory Technologists and Technicians advertised median wages above \$20/hour, with 4,250 and 3,186 jobs posted in 2022, respectively. There is also a demonstrated ability to grow in the healthcare field: mid-level occupations may require additional training and experience, but can provide significant wage increases as one progresses in their career.

The following is a non-exhaustive list of high-growth occupations within this industry that may be considered for this procurement:

- Pharmacy Technicians
- Medical Equipment Preparers
- Emergency Medical Technicians
- Medical Records Clerk
- licensed Practical and Licensed Vocational Nurses
- Phlebotomists
- Surgical Technologists
- Medical Assistants

Organizations submitting proposals for a healthcare related occupation are not limited to the above occupations but should note that we will **not** be considering applications for Certified Nursing Assistant training programs at this time, and such applications will not be reviewed.

### Maintenance/Manufacturing

Employment in the Manufacturing sector has been steady over the last year. The industry has recovered to pre-pandemic levels, with an average of 4,000 job postings per month in 2022 within the Philadelphia region. This industry provides accessible entry points - few of the identified Recovery Occupations require more than a high school diploma and only a few require long-term on the job training. Median hourly wages range from \$17.78 to \$35.08, depending on the occupation.

The following is a non-exhaustive list of high-growth occupations within this industry that may be considered for this procurement:

- Highway Maintenance Workers
- Heating, Air Conditioning, and Refrigeration Mechanics and Installers
- Operating Engineers and Other Construction Equipment Operators
- Engineering Technologists and Technicians
- Industrial Machinery Mechanics
- Mobile Heavy Equipment Mechanics
- Welders, Cutters, Solderers, and Brazers
- Electrical, Electronic, and Electromechanical Assemblers (*except Coil Winders, Tapers, and Finishers*)

### Clean Energy

For the purpose of this procurement, we are using the same sectors within the clean energy industry as defined in the 2021 Pennsylvania Clean Energy Employment Report. The industry is comprised of five major technology sectors: energy efficiency, clean energy generation, alternative transportation, clean grid and storage, and clean fuels. Additionally, sub-sectors such as solar, wind, efficient lighting, hydropower, smart grid, electric vehicles, and biomass fuels exist within each sector.

The growth in the clean energy industry is outpacing the skilled workforce needed to meet the demands of employers. For example, solar developers were training entry level employees from scratch, creating a difficult and expensive labor market while diversity in the industry significantly lagged. The overall median posted hourly wage for green jobs in the Philadelphia metro area in 2022 ranged from \$29.94 - \$38.62/hour, with over 18,000 jobs posted in clean energy or clean energy adjacent occupations.

The clean energy jobs selected in the 2021 Pennsylvania Clean Energy Industry Workforce Development Needs Assessment & Gap Analysis will likely remain in demand in the coming years. Employers have expressed challenges with filling open positions with skilled candidates both pre-pandemic and presently.

The following is a non-exhaustive list of high-growth occupations within this industry that may be considered for this procurement:

- Insulation workers
- HVAC Mechanics
- Installers or Technicians
- Solar Photovoltaic Installers
- Energy Auditors
- Electricians

Philadelphia Works recognizes that many different occupations may fall under this industry. We invite eligible and interested parties to apply and use their application to clearly justify why their training program, even an unconventional one, may be considered under this industry. As an example, a business/administrative role for a clean energy company would qualify as would a role with a non-energy oriented businesses that utilizes clean energy practices.

### **Additional Training Opportunities and Supports**

In 2023 Philadelphia Works was awarded a grant from the William Penn Foundation. The [William Penn Foundation \(WPF\) Integrated Training Pilot Program](#) is an opportunity to develop and test innovative models for integrating adult education and workforce partnerships to support Philadelphians in achieving their education and career goals.

While aligning to some aspects of the Vocational Skills Training proposal qualifications, the WPF Integrated Training Pilot seeks to develop and support programming containing all of the following elements:

- Training to roles that are high-quality and entry-level (which may be outside of the specified industries indicated within this proposal)
- Employer partner(s) with a commitment to hiring trainees
- Experience serving and recruiting job training candidates from high-need areas within Philadelphia who may have one or more employment barriers (e.g., single parenthood, limited English proficiency, justice-impacted, lack of a high school diploma or high school equivalency)
- Support for and actively pursuing ways to reduce barriers to training participation and completion by offering supportive services (e.g., integrated case management, free childcare, and housing support)
- Integrated adult education programming (e.g., GED/HSE programs, contextualized literacy or numeracy upskilling, English Language Learning) that is embedded or directly connected to the training programs
- Customized training curriculum aligned to the specific needs of employers and underrepresented populations

Applicants with programs meeting the WPF Integrated Training Pilot criteria may highlight their program fit within the Vocational Skills Training Procurement Application form. Applicants may be contacted for an exploratory conversation outside of the Vocational Skills Training procurement process and timeline.

### **Contract Period and Availability of Funding**

Contracts awarded will be issued for six months or twelve months, dependent upon program model, beginning in early 2024. Contract extensions are at the discretion of Philadelphia Works dependent on each provider's ability to meet defined benchmarks and performance outcomes, changes in legislation, changes in the program design, and/or continued funding.

*Funding for this project is contingent upon the availability of funds.* Philadelphia Works intends to award contracts to multiple respondents. Philadelphia Works seeks competitive budgets with costs per student evaluated in relation to market rate tuition and reserves the right to negotiate the costs of all services upon award selection.

The payment structure for all awarded funds will be cost reimbursement. Providers must seek approval from Philadelphia Works for costs associated with this contract. All costs must be deemed necessary and appropriate by Philadelphia Works' fiscal team upon the receipt of the budget. Selected providers must track and document all costs necessary to operate their program and submit these to Philadelphia Works. Providers will be expected to identify and provide monthly documentation for all costs.

## **Submission Review & Evaluation Processes**

Submissions will be reviewed and compared alongside all proposals within the specified industry category. Philadelphia Works will maintain the following timeline for the submission & review:

Submission Window Opens: **October 13, 2023**

Bidders Conference: **October 18, 2023**

Submission Window closes: **November 22, 2023**

**Applicants will be asked to submit all application electronically via email with the subject line “Vocational Skills Training Programs for Adult Learners in the Public Workforce” to [VSTraining@philaworks.org](mailto:VSTraining@philaworks.org).**

## **Where to Submit Questions**

All questions regarding development and submission of this RFP should be submitted to [vstraining@philaworks.org](mailto:vstraining@philaworks.org). Answers to questions will be posted on our website at [www.philaworks.org](http://www.philaworks.org).

## **Evaluation of Submissions**

### **Completeness**

Submissions will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of your response is missing or illegible it will be considered non-responsive and will not be reviewed. Submissions for trainings that do not align with the program model or designated industries will be considered non-responsive and will not be reviewed.

### **Fiscal Review**

Submissions will be reviewed on the proposed budget for fiscal soundness and comparability to market-rate tuition for similar programs. Agencies must be considered either “low-risk” or “medium-risk” based on the fiscal review by Philadelphia Works’ fiscal team to be considered for funding. Additional financial documentation may be required and requested dependent upon the final decision of Philadelphia Works.

### **Programmatic Review**

Concurrent with the fiscal review, all submissions will be evaluated based on program quality demonstrated through the narrative section. Philadelphia Works will prioritize program submissions that demonstrate the following programmatic qualities:

- Overall experience, infrastructure, and staffing capacity of the organization to ensure organization are prepared and equipped to successfully recruit and operate the proposed program.
- A professionally developed curriculum and program model with clearly defined learning objectives and competencies informed by employers and industry partners. Program curriculum should be structured in a way in which incremental skill attainment is easily identified and applicable to the training program.
- A blend of quality synchronous and asynchronous learning content informed by adult learning principles.
- A well-defined recruitment strategy with clear enrollment requirements and a streamlined student selection process.



- An inclusive learning environment designed to support a diverse population of PA CareerLink® Philadelphia customers. This should include supports for learners that may have barriers to employment and/or learners that need additional academic supports like one-on-one tutoring, extra time, and/or supports in other languages.
- Opportunities for students to practice the skills, preferably in a workplace setting and/or hands on depending on the training/occupation.
- Demonstrated commitment and staffing infrastructure to support students as they prepare for and complete assessments needed for an industry-recognized credential.
- Established and reliable employer relationships that allow for student exposure to industry experts, opportunities for interviewing, and connections to employment that are connected to training. Ability to support students whose first or primary language may not be English.

**Note:** If applicants are submitting a proposal to fund an iteration of an existing program, previous program outcomes will be reviewed and considered as part of the determination.

### **Employer Support**

In order to successfully connect Philadelphians to employment upon the completion of training, PhilaWorks will only be considering applications that demonstrate strong and reliable employer support. **Training providers should work with their employer partners to guarantee a one-on-one job interview to every graduate that successfully completes their training program.**

### **Responding to the RFP**

Proposed training programs must meet the three core eligibility requirements as mentioned earlier in this RFP:

- ✓ Lead to an industry-recognized credential (*proposals that culminate in only basic certifications or certificates of completion will not be considered for review*)
- ✓ Incorporate reliable and streamlined pathways to employment for graduates
- ✓ Prepare learners for success in one of the following Recovery Occupation industries:
  - Manufacturing and Maintenance
  - Healthcare
  - Clean energy

### **Proposals should include seven core components:**

1. Course Summary and Recovery Occupation Designation Coversheet
2. Program Narrative
3. Organizational Experience Summary
4. Previous Training Outcomes
5. Employer Support Documentation
6. Financial Documentation
7. Programmatic Budget

**Section 1: Course Summary and Recovery Occupation Coversheet (Appendix A)**

Please be prepared to outline a high-level overview of program details and the Recovery Occupation category most relevant for your training program.

**Section 2: The Program Narrative (6-12 pages)**

The Program Narrative should be in an essay format, no more than 12 pages, and should be separated into the four sections outlined below:

**(A.) Course Content/Curriculum:** Describe training model, class schedule, and what students will learn including:

- Core competencies and skills covered to prepare for industry credential assessments
- The reading level and/or math level of the curriculum, what reading and/or math level would be required for successful program completion, and how interested participants will be assessed for eligibility
- Additional competencies and skills covered to prepare for professional success
- Tentative curriculum syllabus and/or schedule with learning objectives
- Source of curriculum (if purchased) and/or biographies for curriculum developer(s) and Subject Matter Experts if developed in-house

**(B.)** Please describe in detail how the course will be taught (instructional methods) and how these instructional strategies/approaches will ensure student retention, credential attainment, and connection to training related employment. Please be sure to include the following in your response:

- Description of instructional methods and tools for adult learners
- Strategies for effective adult learner engagement and information retention
- Strategies for ensuring the use of instructional practices that promote a culture of inclusion and reflect the diversity of PA CareerLink® learners
- Instructor(s) biographies (and bios of other relevant staff, if appropriate)

**(C.) Program Administration & Supports:** Describe the program administration elements that will be implemented to attract and support students including:

- Proactive recruitment strategies  
**Note:** Provide strategies for recruiting within the PA CareerLink® Centers **and** through external avenues.
- Clear and robust student selection and streamlined enrollment processes  
**Note:** Student selection processes should ensure enrolled learners can have success in the program while also promoting diversity and inclusivity, particularly for learners who may not have had success in previous academic environments.
- Classroom structure and academic supports including access to materials and supplies, space necessary for learning, facilitating student connections to externship/clinical hours (when applicable)
- Identify any specific supports geared toward students whose first or primary language may not be English. *(Not required but prioritized.)*

**(D.) Pathways to Employment:** Describe how your organization facilitates pathways to employment for students including:

- Established employer partners and industry experts. Include details on relationship, commitments, and how they are incorporated in your training program (i.e., through workshops, lectures, etc.)
- Methods for utilizing employer/industry experts to inform curriculum
- Opportunities and commitments for work-based learning such as externship, internship, on-the-job training, etc.
- Demonstrated history in supporting WIOA/TANF customers connect to employment
- Employer commitments to interview
- Employer commitments to hire

**Section 3: The Organizational Experience Summary (3 page maximum)**

The Organizational Experience Summary should include a brief description and history of your organization and its experience with training within the proposed training model. The summary should highlight how your organization and training program has created successful career pathways within the outlined industries **and** experience training adult learners with barriers to employment to achieve academic success with credentialing and employment as an identified outcome.

Please include a description of the training program if it is currently funded through other funding sources and/or has graduated students in the last three (3) months.

**Note:** Philadelphia Works will prioritize organizations with the experience and infrastructure needed to stand-up a cohort quickly (within 3 months).

Please outline the staffing and resource infrastructure for managing programmatic, fiscal, and reporting requirements. Please provide examples of managing previously contracted funding from government entities or philanthropic grants if applicable.

**Section 4: Previous Training Program Summary & Outcomes (Appendix B)**

Please complete in detail and ensure all required information is provided.

**Section 5: Employer Support Forms (Appendix C)**

Please complete in detail and ensure all required information is provided.

**Section 6: Financial Documentation**

Please provide your organization’s most recent **Audited Financial Statements** performed in compliance with Government Auditing Standards (i.e., OMB Circular A-133 or a program audit). This should include:

- Report on Internal Control Over Financial Reporting on Compliance and Other Matters
- Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance
- Statements of Financial Position, Activities and Changes in Net Assets and Cash Flows
- The sign-off date of the audit and all disclosures (footnotes) A copy of the organization’s management/strategic plan which must include an allocation of expenses, processes, and trends

*If your organization does not have audited financial statements, you may still apply and attach internal financial statements or board reports. However, please be aware that priority will be given to proposals that include audited financials.*

**Section 7: Programmatic Budget (Appendix D)**

Please complete in detail and ensure all required information is provided.

**APPENDIX A: COURSE SUMMARY & RECOVERY OCCUPATION COVERSHEET**

Please complete a separate form for each training program that you are proposing.

<b>ORGANIZATION NAME:</b>	
<b>ADDRESS:</b>	
<b>ADMINISTRATIVE CONTACT PERSON:</b>	<b>TITLE:</b>
<b>PHONE:</b>	<b>EMAIL:</b>
<b>FISCAL CONTACT PERSON:</b>	<b>TITLE:</b>
<b>PHONE:</b>	<b>EMAIL:</b>

<b>PROGRAM TITLE</b>	
<b>ADDRESS OF TRAINING</b> <i>(if different than above)</i>	
<b>LIST OF CREDENTIALS</b> <i>(Primary, secondary, etc.)</i>	
<b>INSTRUCTION METHOD</b> <i>(Online, In-person, Synchronous, Asynchronous)</i>	
<b>RECOVERY OCCUPATION CATEGORY:</b> <i>Healthcare, Maintenance &amp; Manufacturing, and/or Clean Energy</i>	
<b>RECOVERY OCCUPATION</b>	
<b>PROPOSED # OF CYCLES DURING CONTRACT YEAR</b>	<b>LENGTH OF EACH CYCLE</b>
<b># OF STUDENTS PER CYCLE</b>	<b>TOTAL # OF STUDENTS IN CONTRACT YEAR</b>

**APPENDIX B: PREVIOUS TRAINING PROGRAM – SUMMARY & OUTCOMES**

Please complete this form about your organization’s current or previous relevant training programs dating back over the last three years. Some questions/sections will not be relevant for all applicants. Please complete to the best of your ability and indicate Not Applicable (N/A) as needed. **To further strengthen your application, please include an alternate or additional data report to substantiate the numbers reported below.**

Program #1 Details						
<b>Program Title</b>						
<b>Length of Training</b> (hours, weeks)				<b>Course Dates/Timeline</b> <i>(Ex: 3/1/24 – 6/30/24)</i>		
<b>Associated Occupation(s)</b>						
<b>Credentials</b> (Primary)				<b>Credentials</b> (secondary)		
<b>Program Summary</b>						
<b>Instruction Method</b> <i>(Online, in-person, Synchronous, asynchronous)</i>				<b>Target Population</b> <i>(if applicable)</i>		
<b>Quantitative Numbers</b>		<b>Enrolled</b>	<b>Completed</b>	<b>Credent tial within 6 mo.</b>	<b>Employed (training-related) within 6 mo.</b>	<b>Employed (training-related) through direct connection by training provider</b>
	<b># of students</b>					
	<b>% of students</b>					
<b>Connection to Employment Supports</b>		Yes: No:	<i>If yes, provide details:</i>			
<b>Industry Exposure Opportunities</b>		Yes: No:	<i>If yes, provide details:</i>			

<b>Career Counseling Staff</b>	Yes: No:	<i>If yes, provide details:</i>
<b>Job Placement</b> <i>(list major employer partners in details)</i>	Yes: No:	<i>If yes, provide details:</i>

Program #2 Details						
<b>Program Title</b>						
<b>Length of Training</b> (hours, weeks)				<b>Course Dates/Timeline</b> <i>(Ex: 3/1/24 – 6/30/24)</i>		
<b>Associated Occupation(s)</b>						
<b>Credentials</b> (Primary)				<b>Credentials</b> (secondary)		
<b>Program Summary</b>						
<b>Instruction Method</b> <i>(Online, in-person, Synchronous, asynchronous)</i>				<b>Target Population</b> <i>(if applicable)</i>		
<b>Quantitative Numbers</b>		<b>Enrolled</b>	<b>Completed</b>	<b>Credential within 6 mo.</b>	<b>Employed (training-related) within 6 mo.</b>	<b>Employed (training-related) through direct connection by training provider</b>
	<b># of students</b>					
	<b>% of students</b>					
<b>Connection to Employment Supports:</b>		Yes: No:	<i>If yes, provide details:</i>			
<b>Industry Exposure Opportunities</b>		Yes: No:	<i>If yes, provide details:</i>			
<b>Career Counseling Staff</b>		Yes: No:	<i>If yes, provide details:</i>			

<b>Job Placement</b> <i>(list major employer partners in details)</i>	Yes: No:	<i>If yes, provide details:</i>
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Program #3 Details						
<b>Program Title</b>						
<b>Length of Training</b> (hours, weeks)				<b>Course Dates/Timeline</b> <i>(Ex: 3/1/24 – 6/30/24)</i>		
<b>Associated Occupation(s)</b>						
<b>Credentials</b> (Primary)				<b>Credentials</b> (secondary)		
<b>Program Summary</b>						
<b>Instruction Method</b> <i>(Online, in-person, Synchronous, asynchronous)</i>				<b>Target Population</b> <i>(if applicable)</i>		
<b>Quantitative Numbers</b>		<b>Enrolled</b>	<b>Completed</b>	<b>Credential within 6 mo.</b>	<b>Employed (training-related) within 6 mo.</b>	<b>Employed (training-related) through direct connection by training provider</b>
	<b># of students</b>					
	<b>% of students</b>					
<b>Connection to Employment Supports:</b>		Yes: No:	<i>If yes, provide details:</i>			
<b>Industry Exposure Opportunities</b>		Yes: No:	<i>If yes, provide details:</i>			
<b>Career Counseling Staff</b>		Yes: No:	<i>If yes, provide details:</i>			



<b>Job Placement</b> <i>(list major employer partners in details)</i>	Yes: No:	<i>If yes, provide details:</i>
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<b>Total Average Program Performance</b>	<b>Please enter student performance for any courses or programs from above</b>
<b>Total number of students enrolled</b>	
<b>Average percent of students completing/graduating</b>	
<b>Average percent of students successfully earning all primary credentials (<i>i.e., LPN not CPR</i>) within 6 months</b>	
<b>Percent of students connected to training-related employment within 6 months</b>	
<b>Percent of students directly connected to employment facilitated by provider (<i>i.e., interview set-up by training provider</i>)</b>	
<b>Total number of employers engaged through industry exposure opportunities</b>	

**EMPLOYER SUPPORT FORM**

Please have each employer partner complete this form to include in your proposal submission.

<b>Employer:</b>
<b>Address:</b>
<b>Industry:</b>
<b>Website:</b>
<b>Total Number of Employees:</b>

**EMPLOYER CONTACT\***

Name	Title
E-mail	Phone

**HIRING NEEDS**

Please indicate how many open positions you anticipate having over the next 12-18 months that could possibly be filled with graduates of the proposed program:

- None
- 1 - 3
- 3 - 10
- 10+
- Unsure

Having reviewed this training provider’s curriculum and program model, what positions within your company will motivated, qualified program graduates be able to apply for?

**COMMITMENT TO INTERVIEW**

Upon successful completion, do you commit to interviewing graduates for open positions? If so, how many (number or percentage)?

**PROJECT SUPPORT**

How long have you worked with the training provider to support employment/educational trainings?



**Building a Skilled and Thriving Workforce**

How do you intend to work with this training provider to support students in the program? Please provide high-level details of how you intend to support this project.