

## Integrated Education and Training (IET) Comparison Guidance

	Workplace Literacy	Integrated Education and Training	Section 107 Special Programs
<b>Definition</b>	Workplace literacy is defined as adult education and literacy activities offered by an eligible provider <b>in collaboration with an employer or employee organization at a workplace</b> or an off-site location that is designed to improve the productivity of the workforce.	Service approach that provides adult education and literacy activities <b>concurrently and contextually</b> with workplace preparation activities and workforce training for a specific occupation or occupational cluster.	Per Section 107 (15)(a)-(c), eligible programs must connect adult education participants directly with an employer by <b>linking adult education, career and technical skills, and workforce development</b> . Adult education staff must work with Michigan Works! staff to identify a cohort of participants who are most prepared to successfully enter the workforce and employ a navigator to serve as a caseworker for participants.
<b>Adult Education Services</b>	Adult education services are delivered on-site at the workplace to improve the productivity of the workforce.	The adult education service – ESL, ABE, ASE, HSE or HSC – is contextualized and aligned to compliment and prepare the individual for success in the training program.	Grant recipients are required to adhere to the intent of the grant, which is to primarily serve adult education participants who are actively working toward earning a high school diploma or equivalency credential.
<b>Workforce Training</b>	A training component is not required for workplace literacy.	Training at the secondary or post-secondary level; training must prepare individuals for employment in a specific industry cluster or occupation that is in-demand in the local area.	Section 107(15) requires the participant to be enrolled in a Michigan Department of Education approved Career and Technical Education (CTE) training program.
<b>Workforce Preparation Activities</b>	Workforce preparation activities may or may not be incorporated into the class.	Workforce preparation is a required component of the program.	Workforce preparation activities are strongly recommended.
<b>Application Requirements</b>	Select Workplace Literacy under Program Offerings in the MEGS+ application.	Select IET under Program Offerings in the MEGS+ application and complete the Plan of Operation.	The Special Programs is a separate application from the regional allocation process.

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<b>Instructional Hours</b>	All hours of instruction are tracked and entered into the Michigan Adult Education Reporting System (MAERS).	All hours of instruction for each of the three components – adult education, workforce preparation, and occupational training – are tracked and entered into MAERS.	The CTE hours of instruction are only counted in adult education if the participant is earning high school completion credits for the CTE class.
<b>Service Delivery</b>	Adult education services are delivered on-site in partnership with the employer.	The three required components must be <b>integrated</b> and occur simultaneously within the overall scope of the program. The specific content covered in each of the required components must be clearly articulated in a single set of learning objectives for the program.	Participants must be enrolled concurrently in adult education and a CTE course.
<b>Performance Measures</b>	The performance measures apply same as traditional adult education instruction, but no specific measure(s) tied to workplace literacy.	IET participants enrolled in training at the post-secondary level will be in the post-secondary credential attainment indicator upon exit from the adult education program.	Special Program recipients are required to report on the number of participants that: <ul style="list-style-type: none"> <li>• Obtained Diploma or High School Equivalency.</li> <li>• Complete the CTE course.</li> <li>• CTE certificates/certifications earned.</li> <li>• Enrolled in post-secondary education/training.</li> <li>• Obtained Employment (including name of employer, industry and wages).</li> </ul>