

Career Pathways Resources

General	
Bridging the Employment Gap: Ready for Work	Ready for Work focuses on “soft skills” needed by all employees. Ready for Work was developed in response to requests from employment counselors and job developers.
Career Onestop	A portal for career exploration, training and job search. The site features a video library collection as well as a toolkit, formerly America's Career InfoNet, with tools for researching career information, training and jobs.
English for Work	Online vocabulary and conversation practice for industry specific practice in the following jobs - Police, Housekeeping, Hotel, Airline, Food and Drink, Tourism, Taxi, Nurse and Medical, Cashiers, Shoemaking.
Integrating Career Awareness into the ESOL and ABE Classroom	Curriculum guide to be used by teachers and career counselors in ABE/ASE, ESOL and college transition programs.
Integrating Employability Skills: A Framework for All Educators	A professional learning module to support regional centers in building their knowledge and capacity to integrate employability skills at state and local levels (includes facilitator's guide, handouts, workbook, agenda and PowerPoint presentation)
Motheread, Inc.	Various contextualized curricula and links to curricula websites for HSE and ESOL
National Career Awareness Project	Ohio programs were involved in the national project and created lessons that have been shared with all Aspire programs and saved on flash drives
National College Transition Network	Provides technical assistance and professional development services to adult education programs to design models, for career pathways, student support systems, and engagement with workforce.
Skills for Life Embedded Learning Portal	A portal with over 6,000 resources for the education and training sector of England. Includes general and occupational specific curricula.
Tools for Building Employer-Educator Partnerships	Variety of professional materials to help educators build and sustain employer partnerships.
Hubbs Center ELL Curriculum	Curriculum and instructional support materials that integrate work and life skills for adult ELLs. English for Careers and occupation specific curricula includes healthcare, customer service, boiler, CDL, and ServSafe. All links are listed in the menu on the left under ABE Curriculum.
Work English	Story Lessons for Beginners on the topics of Work, Family and Health. Interactive lessons use video and online activities. The introduction includes basic computer skills for students.
Supermarket Math	Is it really possible to acquire skills - mathematical or otherwise - in a de-contextualized fashion in a classroom setting, then make use of those skills in any real-life situation that may require them? The assumption that this is indeed possible is so fundamental to our system of schooling, and so firmly ingrained in our way of thinking about learning, that is it easy for us to not realize that it is (just) an assumption, not an established fact... when people acquired skills out of context in the classroom, they could not, in general, apply those skills in real-life situations for which they were theoretically appropriate.

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Creating Authentic Materials and Activities for the Adult Literacy Classroom	<p>This handbook for practitioners is based on a five-year research projects that investigated that adult educators who assert that is important to use activities and materials that are drawn from learner’s lives outside of school – authentic or learner contextualized – believe that using real life texts for real life purposes provides students with an education this meets their individual needs in a meaningful way.</p>
Contextualized College Transition Strategies for Adult Basic Skills Students: Learning from Washington State’s I-BEST Program Model	<p>This study represents a multi-year evaluation of the I-BEST model that seeks to understand student learning, progression, and completion, considers student experience and evaluates the costs of I-BEST program delivery. The findings and recommendations highlighted below may be useful for funders, policymakers, and practitioners in other states who are considering transition interventions similar to the I-BEST model.</p>
Facilitating Student Learning through Contextualization	<p>A research brief that discusses the two forms of contextualization, underlying mechanisms, evidence of contextualization, trends in research, and practical implications.</p>
The NYSED/CUNY CareerKit For HSE & ESL Learners User’s Guide	<p>A Comprehensive Career Preparation Teaching Resource Reflecting NYS Regional Labor Market Statistics. The NYSED/CUNY CareerKit provides: Introductory set of essential career lessons for all students: • Career Fundamentals Sets of lessons for each of ten industry-specific sectors:</p> <ul style="list-style-type: none"> • Healthcare • Retail • Community & Social Services • Transportation & Warehousing • Education & Childcare • Manufacturing • Technology • Hospitality, Recreation & the Arts • Construction • Food Production
Career Fundamentals	
The NYSED/CUNY CareerKit For HSE & ESL Learners Career Fundamentals	<p>Introduction (Unit 1) Today’s Labor Market (Unit 2) Knowing Myself (Unit 3) Getting Prepared: Education and Experience (Unit 4) In Their Own Words: Worker Narratives (Unit 5) Choosing a Career, Finding a Job (Unit 6) Parenting is a Job, Too</p>
Community & Social Services	

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<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Community & Social Services</p>	<p>Introduction (Unit 1) Analyzing the Community & Social Services Labor Market (Unit 2) Knowing Myself (Unit 3) Getting Prepared: Education and Experience (Unit 4) In Their Words: Community & Social Services Worker Narratives (Unit 5) Choosing a Career, Finding a Job (Unit 6) Leveraging Your Personal Experience in Community and Social Services Careers (Unit 7) A Client's Perspective (Unit 8) Parenting is a Job, Too</p>
Construction	
<p>The NYSED/CUNY CreerKit For HSE & ESL Learners Construction</p>	<p>Introduction (Unit 1) Analyzing the Construction Labor Market (Unit 2) Knowing Myself (Unit 3) In Their Own Voices: Workers' Narratives (Unit 4) Getting Prepared: Education and Experience (Unit 5) Choosing a Career, Finding a Job (Unit 6) House and Home (Unit 7) Parenting is a Job, Too</p>
<p>Building Basics: ESOL Toolkit for General Construction</p>	<p>A multi-level curriculum for teaching ESOL within the context of the construction trades, including general construction, landscaping, painting, and plumbing.</p>
<p>Construction Math Toolbox</p>	<p>The Construction Math Toolbox combines fun, industry-required math lessons with supplemental academic and career guidance information. The lesson plans align with grade level expectations for 8th, 9th, and 10th grades as a bridge to Essential Academic Learning Requirements identified in the College Readiness Standards. Teachers can use this toolbox to practice problem solving and to help older students prepare their portfolios and/or culminating projects needed for graduation.</p>
Customer Service/Retail	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Retail</p>	<p>Introduction (Unit 1) Analyzing the Retail Labor Market (Unit 2) Knowing Myself (Unit 3) In Their Own Voices: Workers' Narratives (Unit 4) Getting Prepared: Education and Experience (Unit 5) Finding a Job, Starting a Business (Unit 6) Buying and Selling: Past, Present, Future (Unit 7) Parenting is a Job, Too</p>
<p>ESOL Customer Service Training Curriculum</p>	<p>Contextualized curriculum for immigrants working in customer service and retail sales.</p>
<p>Bridging the Employment Gap: Clerical</p>	<p>The manuals include instructor notes, learning activities and learning demonstrations for contextualizing literacy skills with clerical positions.</p>

Bridging the Employment Gap: Retail	<p>The manuals include instructor notes, learning activities and learning demonstrations for contextualizing literacy skills with retail positions.</p>
<p>Education & Child Care</p>	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Education & Child Care</p>	<p>Introduction (Unit 1) Analyzing the Education and Childcare Labor Market (Unit 2) Knowing Myself (Unit 3) Getting Prepared: Education and Experience (Unit 4) In Their Own Words: Education and Childcare Worker Narratives (Unit 5) Choosing a Career, Finding a Job (Unit 6) Current Issues in Education and Childcare (Unit 7) Making Educational Choices (Unit 8) Parenting is a Job, Too</p>
<p>Food Service</p>	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Food Production</p>	<p>Introduction (Unit 1) Analyzing the Food Production Labor Market (Unit 2) Knowing Myself (Unit 3) In Their Own Voices: Workers' Narratives (Unit 4) Getting Prepared: Education and Experience (Unit 5) Choosing a Career, Finding a Job (Unit 6) Food Choices: How We Get Them, How We Make Them (Unit 7) Parenting is a Job, Too</p>
<p>Hubbs Center ELL: ServSafe</p>	<p>Curriculum and instructional support materials for a ServSafe Class to help students prepare for the SerSafe food safety exam.</p>
<p>Healthcare/ Health & Safety</p>	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Healthcare</p>	<p>Introduction (Unit 1) Analyzing the Healthcare Labor Market (Unit 2) Getting Prepared: Education and Experience (Unit 3) In Their Own Words: Healthcare Career Narratives (Unit 4) Choosing a Career, Finding a Job (Unit 5) Now That You're Hired: Worker Rights and Responsibilities (Unit 6) A Patient's Perspective (Unit 7) Parenting is a Job, Too</p>
<p>English Health Train online curriculum*</p>	<p>English Health Train was designed by the San Francisco Welcome Back Center to meet the needs of foreign trained health professionals interested in entering the health care field in the U.S. The curriculum is extensive and contains 40 units organized around five themes. * The curriculum is available upon request from Ohio Aspire PDN.</p>
<p>Project Care</p>	<p>for high-intermediate to advanced ELL who want to learn about caring for others; audio and video for listening practice; accompanying book and free activities</p>

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Public Health Learning Modules	Association for Prevention Teaching and Research
Workplace Health & Safety ESOL Curriculum	Health & safety module from Massachusetts Worker Roundtable, Labor Extension Programs of the University of Massachusetts
Virginia Adult ESOL Health Literacy Toolkit	Created by a hospital social worker and ESOL educator, this toolkit offers explanations, tips, materials, and links to help ESOL teachers and programs better understand and address the health literacy challenges faced by adult English language learners in U.S. health care.
Health Careers: A Guide to Finding Entry-Level Jobs in Health Care	This guide looks at how to prepare for a health career and touches on topics such as job skills, pay range, types of training, choosing a school and financial aid. It also explores jobs in the health field such related to patient care, imaging and diagnostic, administration and support services.
ICCB Healthcare Curriculum	A comprehensive contextualized healthcare curriculum form the Illinois Community College Board that focuses on career awareness, technology awareness, academic success, contextualized reading, writing, math, science and social studies, and career development lessons and resources.
Hospitality	
The NYSED/CUNY CareerKit For HSE & ESL Learners Hospitality, Recreation, & the Arts	Introduction (Unit 1) Analyzing the Hospitality, Recreation and the Arts Labor Market (Unit 2) Knowing Myself (Unit 3) Getting Prepared: Education and Experience (Unit 4) In Their Own Voices: Workers' Narratives (Unit 5) Choosing a Career, Finding a Job (Unit 6) Recreation, the Arts and Well Being (Unit 7) Parenting is a Job, Too (Sections 1-8) (Unit 7) Parenting is a Job, Too (Sections 9-15)
Bridging the Employment Gap: Kitchen Help	The manuals include instructor notes, learning activities and learning demonstrations for contextualizing literacy skills with kitchen positions.
English for hotel staff	Interactive site with vocabulary and conversation practice for working in the hotel industry.
English for My Job	Interactive English vocabulary and grammar exercises for the hospitality industry.
Hospitality and Retail Career Preparation	Contextual Education for the GED
Hotel T.E.A.C.H. Project Curriculum	Hospitality curriculum from LaGuardia Community College
Small Business Model/Restaurant Materials	Restaurant Safety Training materials in English, Spanish and Korea from the State of California Commission on Health and Safety and Workers' Compensation.
Landscaping/Custodian	
Bridging the Employment Gap: Grounds Maintenance	The manuals include instructor notes, learning activities and learning demonstrations for contextualizing literacy skills with grounds maintenance positions.

<p>Bridging the Employment Gap: Janitorial</p>	<p>This manual is part of Bridging the Employment Gap for Learners with Low Level Literacy Skills. The manuals include instructor notes, learning activities and learning demonstrations. The materials include five main units safety, understanding hazardous product labels, understanding signs, mopping following a pattern, garbage: bags and recycling, and step-by-step learning activities.</p>
<p>Building Basics: ESOL Toolkit for Landscaping</p>	<p>A multi-level curriculum for teaching ESOL within the context of landscaping.</p>
<p>Manufacturing</p>	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Manufacturing</p>	<p>Introduction (Unit 1) Analyzing the Manufacturing Labor Market (Unit 2) Knowing Myself (Unit 3) In Their Own Voices: Workers' Narratives (Unit 4) Getting Prepared: Education and Experience (Unit 5) Finding a Job, Starting a Business (Unit 6) People, Products and the Planet (Unit 7) Parenting is a Job, Too</p>
<p>Mathematics for Manufacturing Student Workbook</p>	<p>This Workbook is designed to address the functional needs of adult learners in precision metalworking training programs. The core skill of precision metalworking is math. For many trainees fractions, four-place decimals, square roots and trig functions are the stuff of bitter school memories.</p>
<p>ICCB: Manufacturing Curriculum</p>	<p>A comprehensive contextualized manufacturing curriculum form the Illinois Community College Board that focuses on career awareness, technology awareness, academic success, contextualized reading, writing, math, science and social studies, and career development lessons and resources.</p>
<p>Technology</p>	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Technology</p>	<p>Introduction (Unit 1) Analyzing the Technology Labor Market (Unit 2) Knowing Myself (Unit 3) Getting Prepared: Education and Experience (Unit 4) In Their Own Voices: Workers' Narratives (Unit 5) Technology & Society (Unit 6) Choosing a Career, Finding a Job (Unit 7) Parenting is a Job, Too</p>
<p>Transportation & Warehousing</p>	
<p>The NYSED/CUNY CareerKit For HSE & ESL Learners Transportation & Warehousing</p>	<p>Note: There are several recurring activities across the CareerKits that are customized to each sector. To get a general sense of the recurring activities, please refer to the completed Kits above.</p>

ICCB Transportation, Distribution, and Logistics Curriculum	A comprehensive contextualized transportation, distribution, and logistics curriculum from the Illinois Community College Board that focuses on career awareness, technology awareness, academic success, contextualized reading, writing, math, science and social studies, and career development lessons and resources.
Skilled Immigrants	
Educational Commission on Foreign Medical Graduates ECHO Resources	Resources for helping foreign medical graduates prepare for making career decisions in the U.S.
IMPRINT	The national coalition for Immigrant Professional Integration. Includes resources such as, Alternative Careers for Skilled Immigrants Webinar and the Building Employer Partnerships Webinar.
Toolkit for ESL Practitioners: Supporting Skilled Immigrants	Developed for ESL practitioners who teach foreign-educated and skilled immigrants. It will also serve as a useful guide for anyone who advises or works with skilled immigrants. The toolkit provides: innovative classroom strategies and lesson plans, best practices and effective program models, essential information and case studies to guide students toward success, and a comprehensive program and resources guide.
Upwardly Global	Upwardly Global seeks to eliminate employment barriers for skilled immigrants and refugees. The healthcare training program is a series of self-paced online trainings for physicians, nurses, pharmacists and dentists.
World Education Services (WES)	WES offers a credential evaluation as well as free tools and resources including the WES Degree Equivalency.
WES Global Talent Bridge	The Global Talent Bridge offers support, training and resources to help skilled immigrants make the most of their education and talent in the U.S. Resources include the Supporting Skilled Immigrants Toolkit and Pathways to Success seminars.
Program Training & Support Materials	
College and Career Readiness and Success Center (AIR)	A consolidated overview of the many elements that impact learner's ability to succeed in college and careers. It can be used to facilitate discussions and inform collaboration within and across various stakeholders. Includes PowerPoint slides, handouts, sample agendas, workbook and tools, and a facilitator's guide.
Career Pathways Exchange	Free information service that consolidates and distributes career pathways-related resources, events and information.
ABE Career Connections: A Manual for Integrating Adult Basic Education into Career Pathways	A manual describing approaches to implementing pathways components. Examples, challenges and resources from Adult Basic Education Career Connections (ABECC) project sites.
Career Pathways Toolkit: Six Elements for Success	A guide for state and local leaders for building and sustaining career pathway systems. Provides framework, promising practices, and tools designed to support vision and strategic planning.