

Appendix A

AWIB Workforce Development Strategic Plan Template/Application/Guide/Outline

AWIB encourages industry stakeholders to submit a workforce strategic plan for review and endorsement. In the 2008-09 Alaska workforce development plan, AWIB targeted the following industries as critical for Alaska's workforce and economic needs: construction, education, healthcare, information, leisure and hospitality, resource development, seafood, and transportation. The industry-specific strategic plans will enable AWIB to prioritize policy and investment processes for workforce development. AWIB's endorsement will help to guide the state's funding and support for critical business, public and industry workforce needs.

The attached template can be used as a guide in developing a workforce strategic plan. Once the plan is completed, it should be submitted to the AWIB Executive Director who will review the plan, forward it to the appropriate AWIB Committee(s), and then to the AWIB Board for endorsement. The AWIB staff is available to assist in this process. The template is designed to be useful for a broad range of workforce development plans, from a narrow set of jobs to a wide array of occupations in an industry.

Below is the template that may assist the industry stakeholders in developing a workforce strategic plan. In developing a workforce strategic plan the industry and stakeholders will research the need of a plan and the identification of occupations with related skills and careers for each plan. The Alaska's Future Workforce Strategic Policies and Investment Blueprint should be reviewed in developing the plan. The six guiding principles outlined in the Blueprint are useful in helping develop the strategic plan.

Name of Industry: _____

Lead Person/Point of Contact: _____

I. Workforce plan Steering Committee Members (name of person and organization)

➤ **Steering Committee Members**

- **Industry Members**
- **Training and Education Members**
- **State Agency Members**
- **Support Staff**
- **Consultants and/or Writers**
- **Others**

➤ **Executive Summary (Workforce Strategic Planning Document A narrative overview of the strategic plan to include the following elements:**

➤ **The Industry Workforce Needs: The Alaskan Skills Gap**

➤ **Strategy for Putting Alaskans to Work**

➤ **Training to Enhance Industry Occupations**

➤ **The Long Term Plan and Phases**

➤ **The Expected Role of the Alaska Department of Labor and Workforce Development**

➤ **The Partner Collaboration and Development Innovation**

➤ **Engagement of Stakeholders to Build Capacity**

II. Workforce Strategic Planning Document:

- Two to four page summary discussing the current workforce development demands in the identified industry sector and the process that was used in developing the workforce strategic plan

III. Strategies:

- Address the following four strategies for the Workforce Plan (each strategy will contain the following: rationale of strategy; initial actions; implementation steps; responsible parties; employer commitment; industry sector; funding; resourcing needs; and evaluation

A. Strategy 1.0 (Increase awareness of and access to career opportunities in industry.)

Strategy 1.0

Increase Awareness of and access to career opportunities in _____.

Industry and the state need to promote understanding among Alaskans about the career opportunities available in the field of _____. Further, Alaskan need information on how to prepare themselves to access these opportunities.

This Strategy can be implemented by:

- Describe how this strategy will be implemented

Funding:

- List the funding resources

Strategic Element 1.1

Conduct public awareness campaign or discuss marketing strategy.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 1.2

Identify how this plan will utilize the one-stop information system or some other statewide established clearinghouse on job openings and training opportunities in Alaska.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- **List how this strategy will be evaluated**

Note: You may add more elements to Strategy 1

B. Strategy 2. (Assist in development of a comprehensive, integrated Career and Technical Education system for Alaska that aligns training institutions and coordinates program delivery to meet industry, professional, and skills standards.)

Strategy 2.0

Assist public and private training partners to develop a comprehensive, integrated Career and Technical Education system for Alaska that aligns training institutions and coordinates program delivery for occupations in the _____ industry.

Help define state investment in career and technical education at the secondary, postsecondary, and incumbent worker levels.

Provide an evaluation to assure that CTE operating and capital dollars are being spent in the most effective manner to meet high priority needs and facilitate coordination among existing training institutions and closer alignment of program offerings

This Strategy can be implemented by:

- Describe how this strategy will be implemented

Funding:

- List the funding resources

Strategic Element 2.1

Develop a state initiative for career pathways.

Rationale

- **State the rationale**

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 2.2

Provide industry support to educators to incorporate career counseling and planning into the K-12 system.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 2.3

Provide _____ industry standards guidance for Alaskan training programs.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 2.4

Help coordinate program development and delivery among existing training programs and provide content guidance and resources.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 2.5

Participate and support the public support system for youth and adult vocational education.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Note: You may add more elements to Strategy 1

C. Strategy 3. (Increase opportunities for registered apprenticeship in skilled occupations and other structured training approaches.)

Strategy 3.0

Increase opportunities for registered apprenticeship and other structured training for skilled and professional occupations in the _____ industry.

This Strategy can be implemented by:

- Describe how this strategy will be implemented

Funding:

- List the funding resources

Strategic Element 3.1

Increase opportunities for _____ industry-based job training through career and tech-prep programs, internships, mentoring and pre-apprenticeship programs for entry-level employment.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 3.3

Work with the state to develop training incentives for employers who utilize apprenticeships and other structured On-the-Job Training (OJT) such as, internships, externships for instructors, and work co-ops.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 3.4

Establish an industry/public funding mechanism to support apprenticeships and other structured training opportunities, such as internships.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Note: You may add more elements to Strategy 1

D. Strategy 4. (Increase opportunity for development of appropriate training programs for professional (both academic and non-academic), technical and management workers.)

Strategy 4.0

Assist training providers to increase opportunities for development of appropriate training programs for professional, operations, technical and management workers.

These jobs range from professionally-certified and degreed positions to support functions for the _____ industries. Degree programs such as _____ require both academic/conceptual education and work-place application.

This Strategy can be implemented by:

- Describe how this strategy will be implemented

Funding:

- List of funding resources

Strategic Element 4.1

Expand programs in the postsecondary system for critical jobs such as _____.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 4.2

Recruit more Alaskan high school graduates into programs leading to professional, technical and managerial certificates/degrees.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 4.3

Increase internships, practicums and work-cooperatives for both secondary and postsecondary students and provide work-site training opportunities for participants in these programs. .

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 4.4

Support and utilize training for articulation between incumbent workers and management programs/degrees.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Strategic Element 4.5

Increase job opportunities by expanding capacity to deliver incumbent worker training focused primarily on helping workers keep pace with technological changes which includes journeyman craft worker skill upgrades.

Rationale

- State the rationale

Action Steps

- List all action steps

Responsible Parties

- List responsible parties

Resources

- List the funding resources

Timeline

- Identify the timeline

Evaluation

- List how this strategy will be evaluated

Note: You may add more elements to Strategy 1

E. Suggested data: Industry Occupations inside the Workforce Development Strategic Plan:

- A. Industry Skills and Occupations (Provide a list of occupations with related skills considered significant in the industry outlined in the Strategic Plan.)

- B. Summarize statistics for all occupations with related skills (Select statewide labor force indicators which estimate non-residency and older worker information: data from DOL and industries.)
- C. Training Levels for Occupations (by training requirements)
- D. Groups (Organized by occupational groups, each of the occupations that are related in broad terms by the nature of the functions performed and the skills required.)
- E. Group and Industry Totals (Summarized counts and calculations on data presented.)
- F. Industry Plan Phases (A general progression of the plan.)
- G. Statewide Labor Force Indicators (Provide statistical data measurements relating to the statewide labor force.)