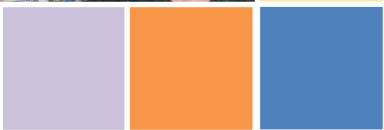




Best Practices in Sector-Based Adult Education



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Workforce Development Director
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Bridges to Career Opportunities Customer Flow Chart

Pre-Enrollment at Center for Employment Training	Schedule Information Session Attend Info Session Connect to Family Dev Spec (if needed) Financial Aid Appointment	Choose program <ul style="list-style-type: none"> • Business and Computer Technologies (BCT) • Health Technology Administration (HTA) • Medical Assisting (MA) • GED Dual Enrollment 	Pick Start Date
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Orientation (First 10 Days)

- Intake (FFT) Forms
- Family and Work Supports Benefits Screening
- Baseline Assessment
- Hands On Skill Training

Enrollment

Offered First 25 Days	<ul style="list-style-type: none"> • Two Cents about Finance (Financial Coaching) <ul style="list-style-type: none"> ❖ Financial Counseling (One-on-One) ❖ CFA Budget/Balance sheet ❖ Credit Bureau Authorization • TABE Test (Adult Education) • Income Supports Counseling (One-on-One) • Classroom Orientation / Begin GED Prep • Digital Literacy for all skills
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Integrated Service Delivery	
<i>Case Management (Family & Work Supports/Financial Counseling/Employment Counseling)</i>	
Adult Education	
Skill Training	
Success Skills	
Career Services	

Externships	Medical Assisting <ul style="list-style-type: none"> • 100% Complete / 160 Hours (per AMT requirements) Health Technology Administration <ul style="list-style-type: none"> • 100% Complete / 160 Hours (per AMT requirements) Business and Computer Technologies <ul style="list-style-type: none"> • 43% Complete / 85% Attendance / 80 Hours
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Completion 6-12 Months	<ul style="list-style-type: none"> • Completion of 100% competencies within 150% of scheduled course hours • True Graduation = Competency Complete & Job
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Obtain Certifications	Business and Computer Technologies <ul style="list-style-type: none"> ❖ Microsoft Office Specialist (MOS) Health Technology Administration <ul style="list-style-type: none"> ❖ Certified Professional Coder Apprentice (CPC-A) Medical Assisting <ul style="list-style-type: none"> ❖ AMT Registered Medical Assistant (RMA)
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Follow up 12 Months	<ul style="list-style-type: none"> • Employment Coaching (Job Retention) • Financial Coaching (CFA Budget, Credit Pulls) • Work Supports
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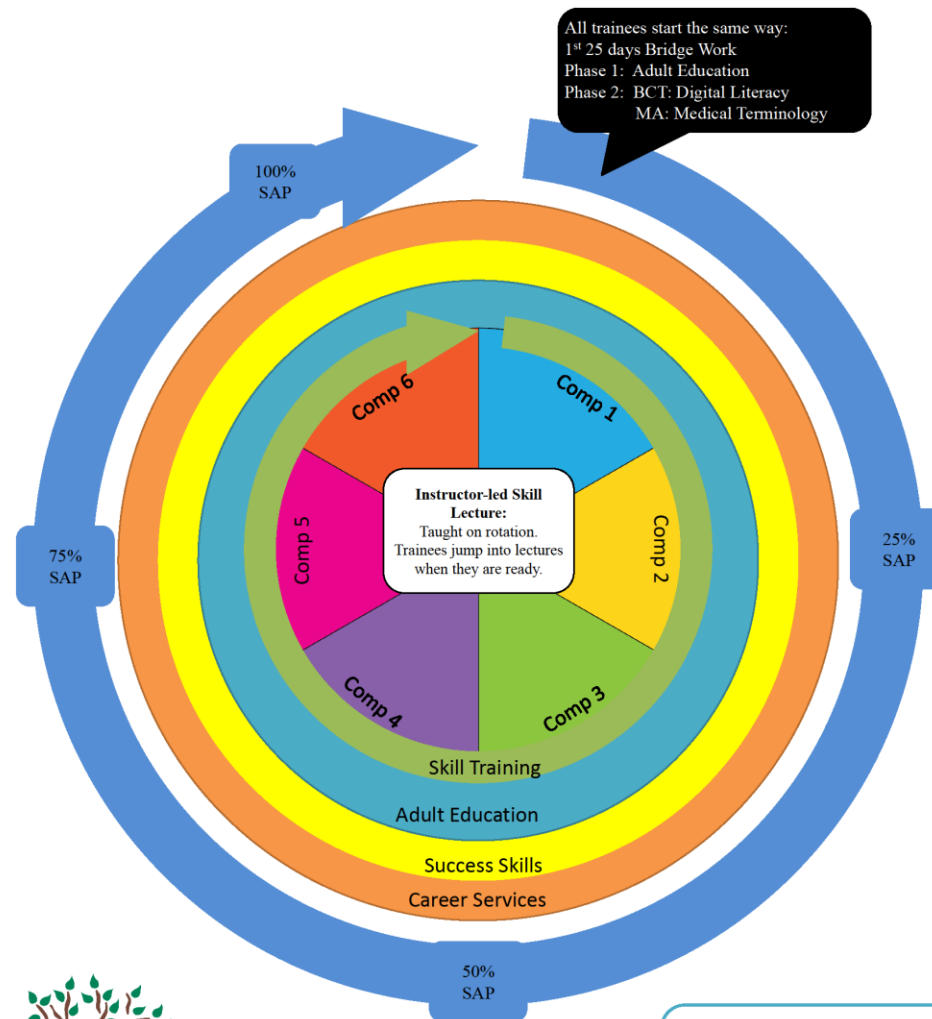
Career Pathway Advancement & Financial Coaching	
<ul style="list-style-type: none"> • Further Education • Continued Promotions/Wage Gain 	<ul style="list-style-type: none"> • Asset Building • Net Worth Growth



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Brighton Center's Center for Employment Training Open Entry/Open Exit Program Design



All trainees start the same way:
1st 25 days Bridge Work
Phase 1: Adult Education
Phase 2: BCT: Digital Literacy
MA: Medical Terminology

Instruction Is:

- Hands-On
- Individualized
- Self Paced

Self Paced Course Work

Trainees start every Monday.

Skill Training– Six competencies (60% hands on) that is taught on a rotational basis. Training is set up so that trainees can jump into a competency once they are done with their “Bridge” work.

Adult Education– Curriculum is embedded and contextualized throughout training. Math and Reading/Language skills are contextualized to the curriculum and aligned to the skill training competency being taught in rotation.

Success Skills– Curriculum is embedded and contextualized throughout training.

Career Services – Curriculum is embedded and contextualized throughout training, with intensity deepening when trainee is getting ready for job search/employment. (past 50%)

Staff Structure Per Skill Division:

- Skill Instructor
- Career Coach
- Success Coach
- Adult Education Skill Coach



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