### 1. Bridge Component

#### 1. Instruction is designed to:

- a. Address an explicit career pathway in a growth sector or industry
- b. Include an academic pathway that accompanies the career pathway
- c. Teach basic skills that boost math, reading, English, and/or digital literacy to the level clients need to access community college, vocational training, or other credentialing programs and that are contextualized to a specific sector/industry or career path and prepares clients for occupational skills training and “middle-skills” jobs
- d. Based on an industry-specific curriculum that is aligned with a career pathway
- e. Enable clients to attain “industry-recognized” credentials that lead to postsecondary credential or degree
- f. Have a measurable endpoint (e.g., skill gain, placement test score for next educational program, credential) or clearly defined completion criteria

#### 2. Assessment:

- a. Is used to determine client participation and involves the specification of criterion levels on skills assessments or “clearly defined entry criteria”
- b. Involves the administration of pre-and post-test skills assessments to clients

#### 3. Career Coaching:

- a. Is provided on an ongoing basis during instruction
- b. Connects the academic & career pathways for clients

### 2. Financial Coaching/Education Component

- a. Complete Combined Financial Assessment (CFA), including financial profile, budget, balance, and credit information, and update when changes occur
- b. Regular one-on-one interaction with clients about financial status is conducted through bridge program and beyond
- c. Credit report is run at least every 6 months during client’s participation
- d. Financial products are used in coaching clients
- e. Financial workshops may be integrated into contextualized ABE or bridge course

### 3. Income Supports Component

- a. Client’s screening of public benefits is conducted, (e.g., SNAP, medical benefits, childcare subsidies)
- b. Clients are connected to supports to enable them to remain in training
- c. Client’s supports are reassessed as client’s situation changes (e.g., new job)

### 4. Employment Services Component

- a. Assistance is provided to clients in preparing job search materials (e.g., resume, cover letter)
- b. Job search activities are conducted with clients (e.g., mock interview)
- c. Counseling or coaching on job search, employment retention, and career advancement is provided to clients
- d. Support is provided to clients as necessary as clients explore career pathway
- e. Placement or job opportunities are discussed with clients
- f. Job advancement opportunities are discussed with clients

### 5. Other Requirements for BCO Core Components

- a. Target population(s) of participants for BCO intervention is specified in terms of clients’ skill level, other relevant characteristics
- b. Employment coaching, financial coaching, and income supports are delivered in an integrated fashion
- c. The Bridge component is designed as the “platform” for FOC services
- d. Supports for clients begin in the Bridge services and continue post-placement
- e. BCO staff develop connections with employers
- f. The supports provided in the FOC services occur at one physical location

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