
Issue Date: September 19, 2024

Adult Education & Literacy Integrated Education and Training Memorandum Of Understanding Template

Purpose

The purpose of this Memorandum of Understanding (MOU) Template is to provide a framework for the establishment of an agreement among signed parties concerning their respective roles and responsibilities for implementing Integrated Education and Training (IET) programs. This agreement establishes joint processes and procedures for the technical, academic and workforce/transferable components of the IET program. Activities included in this agreement are funding, training schedules, wrap around services, career counseling, teacher/training planning, communication, meetings, student performance, and any offers/guarantees from employers that may contain, but are not limited to workforce training credit, interviews, and financial advancement.

Parties of the MOU

The parties include training or instructional partners, financial and employer sponsors, and any state agencies that may be co-enrolling students. Every party listed in this section will need at least one defined role and responsibility.

Duration of Agreement

There is no limit on the length of an IET program; however, in order to have enough instructional, technical, and workforce skill preparation, most IETs start with a minimum of three weeks.

Roles and Responsibilities of each party

Party One: AEL Provider

Examples of responsibilities from the provider must include are:

- Integrated academic curriculum
- Workforce transferable skill instruction
- Tracking attendance
- Evaluative rubrics, assessments of progress toward milestones
- Career counseling
- Tutoring support for those who may need it



- Academic learning space
- Receiving approval of the IET and registering it with the AOE

Examples of responsibilities from the provider can include:

- Language support services (if applicable)
- Supportive services – e.g., transportation
- Arrange for authentic jobs experiences such as job shadowing, and field experience

Party Two: Technical Trainer/Instructor

Examples of responsibilities the trainer/instructor must include:

- Tracking attendance
- Provide timely (state specifically) student reports on progress
- Technical training/curriculum
- Meet with AEL provider at minimum twice, pre and post implementation to plan for implementation and training

Examples of responsibilities the trainer/instructor can include, but are not limited to:

- Technical training space
- Arrange for authentic jobs experiences such as job shadowing, and field experience

Party Three: Workforce Innovation and Opportunity Act (WIOA) Partner

WIOA One Stop Partners* involvement may result in co-enrolled students receiving services from multiple state agencies. WIOA core program partners are the Department of Labor, HireAbility, and the Agency of Education’s AEL program. The primary partners in IETs would be the Department of Labor and HireAbility.

Examples of responsibilities can include, but are not limited to:

- Financial support in the form of wages, stipends, per diem
- Curriculum planning (ex. Pre-Apprenticeships)
- Job coaching
- Workforce skills
- Worker insurance for on-site work-related internships or on the job training

Party Four: Other

Examples in this category can be private businesses, hospitals, senior care facilities, etc. Party Four may also provide the technical trainer, but their responsibilities could be different. A hospital or business that employs a technical trainer (e.g. Green Hospital employs a registered nurse (RN) who will teach the Licensed Nursing Assistant IET),

but the training takes place at ABC Hospice. Party Four is ABC Hospice, the RN technical instructor will be listed under Party Two.

Examples of responsibilities can include, but are not limited to:

- Providing on the job supervisors that can supervise student workplace experience
- Provide location for technical training that is conducive for learning
- Assist with job compensation
- Provide insurance coverage for the student while working on-site
- Ensure scheduling of workplace training to ensure adequate supervision and provide enough contact hours to support any certification or licensing requirements for the duration of the IET

Communication

Student Progress

All parties providing the technical, academic, or work force /transferable skills will communicate progress at a reasonable rate established by the collective group.

Progress and/or early warnings can include, but are not limited to:

- Student attendance
- Concerns about student progress
- Referrals for tutoring
- Student drops IET course

All communication concerning specific students, and especially when the topic may cover health, confidential family circumstances, incarceration, etc., must be communicated confidentially. The parties can determine how they will communicate sensitive student information. Examples of confidential communication can include:

- Encrypted emails
- In-person student conferences
- Secure learning management systems

Release forms

Students and all parties involved must sign release forms to share educational records that, at minimum, gives release of information for educational or employment purposes. Other releases can include using one's image or sharing experiences as a form of promotion or marketing for the program. Releases for IET programs should name all parties involved.

[FERPA](#) applies to educational records.

Payment/Funding

This section will outline the amount and frequency of payments. Included here can be how the student will receive wages or stipends. It can also include how payments may be made by the AEL provider to the technical trainer, if applicable. Amount and frequency of payment terms need to be documented in this section. Payment terms must be agreed on by all parties.

Signatures

All signatures must have the person's name typed below the signature line, include the address of the business and AEL provider, and the date of the signature.