****

Office of Career-Technical Education

January 2022

**Labor Market Alignment Section**

**Question Group Worksheets**

**Model Process:** FY2023-24 Comprehensive Local Needs Assessment

**FY2023-24 COMPREHENSIVE LOCAL NEEDS ASSESSMENT**

**MODEL PROCESS WORKSHEETS**

**FOR the**

**labor market alignment section**

1. **ALIGNMENT TO INDUSTRY SECTOR AND OCCUPATIONAL DEMAND question group worksheet**
2. **coordination with stakeholders Question Group worksheet**
3. **GAPS IN CAREER-TECHNICAL EDUCATION OFFERINGS question group worksheet**

**ALIGNMENT TO INDUSTRY SECTOR AND OCCUPATIONAL DEMAND Question Group**

**Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **FY2023-24 Comprehensive Local Needs Assessment Stakeholder List**  **Alignment to Industry Sector and Occupational Demand QUESTION GROUP** | | | |
|  | **Intensity Level (Circle One): Low Med High** | | |
| Type | Name | Institution | Role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **KEY TO STAKEHOLDER-TYPE COLUMN** | |
| 1. Postsecondary Perkins Grant Coordinator 2. Secondary Perkins Grant Coordinator 3. Teacher(s) – Secondary 4. Faculty – Postsecondary 5. Secondary Administration 6. Postsecondary Administration 7. Representatives of Special Populations (Homeless, Disabled, Foster Care, Military, English Learner) | 1. Career Counselor(s) 2. Academic Counselor(s) 3. Student(s) 4. Community 5. Business and Industry 6. Workforce Development 7. Parent(s) 8. Administrative/EMIS/Support 9. Other |

***Tip:*** *A Question Group Stakeholder Committee will have* ***at least*** *five members. More than one member of any stakeholder type is often appropriate – remember to include representatives of associate school districts and other community partners when possible.*

**Data/Information Considered/Shared with Stakeholder Group:**

* Priority Focus Feedback Report (if any)
* Mapped Answers from FY2021-22 Comprehensive Local Needs Assessment (below)
* Career-Technical Planning District Current Year Concentrator Report
* Career-Technical Planning District Quality Program Review
* Ohio Workforce Data Tools

**Stakeholder Engagement Strategy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **√** | **Step** | **Target Completion Date** |
| **Action Type: Sharing data/information with stakeholders** | | | |
| H |  | Staff downloads, prints and masks data and sends it to stakeholders for their review before meeting |  |
| H – M |  | Staff prepares report(s)/summaries and sends it/them to stakeholders before meeting |  |
| M – L |  | Staff prepares answers to questions and sends to stakeholders |  |
| M |  | Staff prepares survey to send to stakeholders |  |
| L |  | Staff prepares answers to questions and staff drafts Root Cause Analysis (at least three staff members involved) |  |
| **Action Type: Stakeholder Engagement** | | | |
| H – M |  | Stakeholders attend in-person meeting(s) to discuss data/reports and provide input for draft answers and Root Cause Analysis |  |
| H – M |  | Stakeholders engage in virtual meeting(s) to discuss data/reports and staff-prepared draft answers |  |
| M – L |  | Stakeholders receive staff-prepared work products and respond via email to reports, surveys and staff-prepared draft answers and/or Root Cause Analysis (minimum five working day turnaround) |  |
| **Action Type: Compilation of Input** | | | |
| H |  | Answers to questions and Root Cause Analysis completed in real time, during meeting with stakeholders |  |
| H - M |  | Staff takes notes at meetings and staff (or team) develops answers and Root Cause Analysis after meeting |  |
| M – L |  | Staff reviews surveys, emails and other input, and drafts answers and/or Root Cause Analysis |  |
| **Action Type: Coming to Closure** | | | |
| H – M |  | In-person or virtual meeting(s) held to discuss/finalize staff-prepared answers and Root Cause Analysis |  |
| M – L |  | Stakeholder Group provides “final” comment on staff drafts by email |  |
| L |  | Root Cause Analysis prepared by at least three staff together |  |
| **Action Type: Community Accountability** | | | |
| H |  | Briefing on final Comprehensive Local Needs Assessment provided in-person or virtually with all stakeholders given an opportunity to attend |  |
| H – M |  | Staff prepares and distributes summary of all stakeholder comments |  |
| H–M-L |  | Copy of final Comprehensive Local Needs Assessment emailed to all Stakeholders |  |

1. **What are the highest projected growth industries in the region?**

**Map from Tab B-2 – Labor Market Alignment, Question 1 (partial)**

***Relevant data is found in the Ohio Workforce Data link ideally list the top 15 growth industries to check alignment with career field offerings***

1. **What are the emerging occupations in those highest projected growth industries?**

**Map from Tab B-2 – Labor Market Alignment, Question 1 (partial)**

***Relevant data is found in the Ohio Workforce Data link – ideally list the top 15-20 occupations in those industries to check alignment with program/pathway offerings***

1. **How are the career-technical education programs offered aligned to engage students in high-skill, high-wage or in-demand industry sectors or occupations in your region?**

**Map from Tab B-2 – Labor Market Alignment, Question 2 (partial)**

***Relevant data is found in the Career-Technical Planning District Post Program Outcomes and Current Year Concentrator reports***

1. **How do career-technical education program enrollments align to projected job openings for each industry sector?**

**Map from Tab B-2 – Labor Market Alignment, Question 2 (partial)**

***Relevant data is found in the answers to questions 1 and 2 above, Career-Technical Planning District Post Program Outcomes Report, Current Year Concentrator Report and Quality Program Review Report***

1. **Based on your analysis, what are the underlying root cause(s) that if addressed, would result in a positive impact on any misalignment between career technical education offerings and growth industries and in-demand occupations?**

**Insert Root Cause Analysis**

**To what extent will the successful resolution of these issues and/or building on these opportunities contribute to the further strengthening of career technical education in the career technical planning district?**

Circle One

1 2 3 4 5 6 7 8 9 10 Uncertain

Low Medium High

**coordination with stakeholders Question Group**

**Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **FY2023-24 Comprehensive Local Needs Assessment Stakeholder List**  **Coordination with Stakeholders QUESTION GROUP** | | | |
|  | **Intensity Level (Circle One): Low Med High** | | |
| Type | Name | Institution | Role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **KEY TO STAKEHOLDER-TYPE COLUMN** | |
| 1. Postsecondary Perkins Grant Coordinator 2. Secondary Perkins Grant Coordinator 3. Teacher(s) – Secondary 4. Faculty – Postsecondary 5. Secondary Administration 6. Postsecondary Administration 7. Representatives of Special Populations (Homeless, Disabled, Foster Care, Military, English Learner) | 1. Career Counselor(s) 2. Academic Counselor(s) 3. Student(s) 4. Community 5. Business and Industry 6. Workforce Development 7. Parent(s) 8. Administrative/EMIS/Support 9. Other |

***Tip:*** *A Question Group Stakeholder Committee will have* ***at least*** *five members. More than one member of any stakeholder type is often appropriate – remember to include representatives of associate school districts and other community partners when possible.*

**Data/Information Considered/Shared with Stakeholder Group:**

* Priority Focus Feedback Report (if any)
* Mapped Answers from FY2021-22 Comprehensive Local Needs Assessment (below)
* Career-Technical Planning District Current Year Concentrator Report
* Career-Technical Planning District Quality Program Review
* Ohio Workforce Data Tools

**Stakeholder Engagement Strategy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **√** | **Step** | **Target Completion Date** |
| **Action Type: Sharing data/information with stakeholders** | | | |
| H |  | Staff downloads, prints and masks data and sends it to stakeholders for their review before meeting |  |
| H – M |  | Staff prepares report(s)/summaries and sends it/them to stakeholders before meeting |  |
| M – L |  | Staff prepares answers to questions and sends to stakeholders |  |
| M |  | Staff prepares survey to send to stakeholders |  |
| L |  | Staff prepares answers to questions and staff drafts Root Cause Analysis (at least three staff members involved) |  |
| **Action Type: Stakeholder Engagement** | | | |
| H – M |  | Stakeholders attend in-person meeting(s) to discuss data/reports and provide input for draft answers and Root Cause Analysis |  |
| H – M |  | Stakeholders engage in virtual meeting(s) to discuss data/reports and staff-prepared draft answers |  |
| M – L |  | Stakeholders receive staff-prepared work products and respond via email to reports, surveys and staff-prepared draft answers and/or Root Cause Analysis (minimum five working day turnaround) |  |
| **Action Type: Compilation of Input** | | | |
| H |  | Answers to questions and Root Cause Analysis completed in real time, during meeting with stakeholders |  |
| H - M |  | Staff takes notes at meetings and staff (or team) develops answers and Root Cause Analysis after meeting |  |
| M – L |  | Staff reviews surveys, emails and other input, and drafts answers and/or Root Cause Analysis |  |
| **Action Type: Coming to Closure** | | | |
| H – M |  | In-person or virtual meeting(s) held to discuss/finalize staff-prepared answers and Root Cause Analysis |  |
| M – L |  | Stakeholder Group provides “final” comment on staff drafts by email |  |
| L |  | Root Cause Analysis prepared by at least three staff together |  |
| **Action Type: Community Accountability** | | | |
| H |  | Briefing on final Comprehensive Local Needs Assessment provided in-person or virtually with all stakeholders given an opportunity to attend |  |
| H – M |  | Staff prepares and distributes summary of all stakeholder comments |  |
| H–M-L |  | Copy of final Comprehensive Local Needs Assessment emailed to all Stakeholders |  |

1. **How are local stakeholders being consulted and engaged to ensure career-technical education programs are aligned to high-skill, high-wage or in-demand industry sectors or occupations in the region? (For example, pathway advisories, business advisory councils and program advisory boards)**

**Map from Tab B-2 – Labor Market Alignment, Question 3**

1. **How often does the local recipient receive information from the Workforce Innovation and Opportunities Act Board about plans for the county and region to enhance workforce and economic development opportunities?**

**Map from Tab B-2 – Labor Market Alignment, Question 4 (partial)**

1. **How often is information from the Workforce Innovation and Opportunities Act Board reviewed to help determine what technical programs to develop?**

**Map from Tab B-2 – Labor Market Alignment, Question 2 (partial)**

1. **Based on your analysis, what are the underlying root cause(s) that if addressed, would result in a positive impact on coordination between career-technical education and key external stakeholders?**

**Insert Root Cause Analysis**

**To what extent will the successful resolution of these issues and/or building on these opportunities contribute to the further strengthening of career technical education in our career technical planning district?**

Circle One

1 2 3 4 5 6 7 8 9 10 Uncertain

Low Medium High

**GAPS IN CAREER-TECHNICAL EDUCATION OFFERINGS**

**Question Group**

**Group Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **FY2023-24 Comprehensive Local Needs Assessment Stakeholder List**  **GAPS IN CAREER-TECHNICAL EDUCATION OFFERINGS QUESTION GROUP** | | | |
|  | | | |
|  | **Intensity Level (Circle One): Low Med High** | | |
| Type | Name | Institution | Role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **KEY TO STAKEHOLDER-TYPE COLUMN** | |
| 1. Postsecondary Perkins Grant Coordinator 2. Secondary Perkins Grant Coordinator 3. Teacher(s) – Secondary 4. Faculty – Postsecondary 5. Secondary Administration 6. Postsecondary Administration 7. Representatives of Special Populations (Homeless, Disabled, Foster Care, Military, English Learner) | 1. Career Counselor(s) 2. Academic Counselor(s) 3. Student(s) 4. Community 5. Business and Industry 6. Workforce Development 7. Parent(s) 8. Administrative/EMIS/Support 9. Other |

***Tip:*** *A Question Group Stakeholder Committee will have* ***at least*** *five members. More than one member of any stakeholder type is often appropriate – remember to include representatives of associate school districts and other community partners when possible.*

**Data/Information Considered/Shared with Stakeholder Group:**

* Priority Focus Feedback Report (if any)
* Mapped Answers from FY2021-22 Comprehensive Local Needs Assessment (below)
* Career-Technical Planning District Current Year Concentrator Report
* Career-Technical Planning District Quality Program Review
* Ohio Workforce Data Tools

**Stakeholder Engagement Strategy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** | **√** | **Step** | **Target Completion Date** |
| **Action Type: Sharing data/information with stakeholders** | | | |
| H |  | Staff downloads, prints and masks data and sends it to stakeholders for their review before meeting |  |
| H – M |  | Staff prepares report(s)/summaries and sends it/them to stakeholders before meeting |  |
| M – L |  | Staff prepares answers to questions and sends to stakeholders |  |
| M |  | Staff prepares survey to send to stakeholders |  |
| L |  | Staff prepares answers to questions and staff drafts Root Cause Analysis (at least three staff members involved) |  |
| **Action Type: Stakeholder Engagement** | | | |
| H – M |  | Stakeholders attend in-person meeting(s) to discuss data/reports and provide input for draft answers and Root Cause Analysis |  |
| H – M |  | Stakeholders engage in virtual meeting(s) to discuss data/reports and staff-prepared draft answers |  |
| M – L |  | Stakeholders receive staff-prepared work products and respond via email to reports, surveys and staff-prepared draft answers and/or Root Cause Analysis (minimum five working day turnaround) |  |
| **Action Type: Compilation of Input** | | | |
| H |  | Answers to questions and Root Cause Analysis completed in real time, during meeting with stakeholders |  |
| H - M |  | Staff takes notes at meetings and staff (or team) develops answers and Root Cause Analysis after meeting |  |
| M – L |  | Staff reviews surveys, emails and other input, and drafts answers and/or Root Cause Analysis |  |
| **Action Type: Coming to Closure** | | | |
| H – M |  | In-person or virtual meeting(s) held to discuss/finalize staff-prepared answers and Root Cause Analysis |  |
| M – L |  | Stakeholder Group provides “final” comment on staff drafts by email |  |
| L |  | Root Cause Analysis prepared by at least three staff together |  |
| **Action Type: Community Accountability** | | | |
| H |  | Briefing on final Comprehensive Local Needs Assessment provided in-person or virtually with all stakeholders given an opportunity to attend |  |
| H – M |  | Staff prepares and distributes summary of all stakeholder comments |  |
| H–M-L |  | Copy of final Comprehensive Local Needs Assessment emailed to all Stakeholders |  |

1. **In evaluation of students enrolled in career-technical education programs that are aligned with high wage, high-skill, or in demand occupations, what gaps exist?**

**Map from Tab B-2 – Labor Market Alignment, Question 5**

***Data relevant to this question is found in the Career-Technical Planning District Current Year Concentrator Report***

1. **What career-technical education programs have underrepresentation of subgroups and special populations?**

**Map from Tab B-2 – Labor Market Alignment, Question 6**

***Data relevant to this question is found in the Career-Technical Planning District Current Year Concentrator Report***

1. **What systems and processes are in place to ensure equitable opportunities for students of subgroups and special populations in programs and programs of study leading to high-skill, high-wage or in-demand industry sectors or occupations?**

**Map from Tab B-2 – Labor Market Alignment, Question 7**

1. **Based on your analysis, what are the underlying root cause(s) that if addressed, would result in a positive impact on any gaps in career-technical education offerings?**

**Insert Root Cause Analysis**

**To what extent will the successful resolution of these issues and/or building on these opportunities contribute to the further strengthening of career technical education in our career technical planning district?**

Circle One

1 2 3 4 5 6 7 8 9 10 Uncertain

Low Medium High