

# Adult Learner ICAP

## Definition

Individual Career and Academic Planning (ICAP) is a multi-year process that intentionally guides adult students in thoughtful exploration of career and academic opportunities for Postsecondary and Workforce Readiness (PWR). With the support of trained navigators and career coaches, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and PoWeRful pathways to be successful in career and college ready.

## Quality Indicators and Standards

Below are APS ICAP quality indicators and related standards, which can be used by students and navigators and coaches to guide the ICAP process. The secondary ICAP indicators and standards were used as a basis; however, applying meaningful concepts, tools, and resources identified in the CCNI and COPALS projects, the indicators and standards have been revised and expanded for the adult postsecondary student. The CCCS work group will be asked to review them and provide feedback.

Adult Learner ICAP Quality Indicators	Standards for Adult Learner ICAP
<p><b>Self-Awareness</b></p> <p>Discover and understand unique interests, talents, and aspirations align and help connect to careers and interpersonal relationships and how individual thoughts and feelings get students excited about life and learning</p> <p>Understand how the adult's academic, employment, and service-learning background can be applied to new academic and career goals</p> <p>Use tools such as career clusters, personality assessments and learning style inventories to highlight individual strengths and capabilities.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Personal interest surveys</li> <li><input type="checkbox"/> Personality assessments</li> <li><input type="checkbox"/> Aptitude assessments</li> <li><input type="checkbox"/> Learning style assessments</li> <li><input type="checkbox"/> Academic assessment scores and the student's level of postsecondary and workforce readiness (PWR)</li> <li><input type="checkbox"/> Transferrable skills, knowledge, and credit documentation</li> <li><input type="checkbox"/> Goal-setting activities and a written postsecondary and workforce goal for the student</li> <li><input type="checkbox"/> Financial impact of postsecondary education</li> <li><input type="checkbox"/> Academic and personal support services utilized by the student</li> <li><input type="checkbox"/> Self-reflection</li> </ul>
<p><b>Career Awareness</b></p> <p>Know the difference between jobs, occupations, and careers</p> <p>Articulate a wide range local regional, national, and global career pathways and opportunities</p> <p>Consider economic and cultural influences and the impact of stereotypes on career choice</p> <p>Understand labor market information as it applies to career planning</p> <p>Identify realistic career options and educational plans/pathways</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Career interest surveys</li> <li><input type="checkbox"/> Work value sorters</li> <li><input type="checkbox"/> Labor market information</li> <li><input type="checkbox"/> Cover letter and resume introduction and/or development</li> <li><input type="checkbox"/> Employment search tools</li> <li><input type="checkbox"/> Professional organizations</li> <li><input type="checkbox"/> Professional development opportunities</li> <li><input type="checkbox"/> Workforce center resources</li> <li><input type="checkbox"/> Educational/training requirements</li> <li><input type="checkbox"/> Understanding of the financial impact of postsecondary education</li> </ul>



### Career Aspirations

Participate in career exploration activities centered on students' passions, interests, dreams and visions of their future self and perceived options

Connect personality, skills, and careers for fit and alignment

Understand various "on-and-off ramps" within educational pathways toward a career

- Personal career identification and evaluation
- Prioritization of options
- Career development strategizing
- Application of labor market information
- Planning for financial impact of postsecondary education/training

### Postsecondary and Career Options

Be aware of and participate in a variety of postsecondary and career opportunities

Identify various "on-and-off ramps" within educational pathways toward a career: prior learning assessment, transferrable credits, skills, badges, certificates, degrees, apprenticeships, and internships

Identify transfer benefits, processes, and resources for smooth transition to higher levels of postsecondary education

- A written postsecondary and workforce goal for the student
- Annual benchmarks for reaching goals
- Transfer to higher degree options and transition resources
- Career cluster and pathway models
- Transfer and career fairs
- Industry tours
- Job shadowing
- Service learning, volunteering, apprenticeships, internships

### Environmental Factors

Consider how college, family, community, society, culture, employment, and world view might influence the students' postsecondary success and career development

- Environmental factors assessment
- Learning environment and culture
- Education institution environment and culture
- Work environment and culture
- Geographic location of education program and employment
- Societal impacts
- Strategies for success
- Work/family/school balance
- Personal/family support resources
- Education institution support resources
- Community support resources

### Academic Planning and Management

Utilize academic advisor to develop plan and management of ICAP

Apply the skills and knowledge necessary to map out and successfully complete the academic courses/programs required to achieve postsecondary and career goals

Understand transfer options, processes, and resources for seamless transition

Identify and apply resources available for student support and academic success

- A postsecondary and workforce goal for the student
- Benchmarks for reaching that goal
- A Plan of Study - intentional sequence of courses reflecting progress toward the student's goals
- Prior Learning Assessment
- Transcript evaluation (for transfers)
- Identification of need for remediation or credit recovery, and any concurrent enrollment courses and credits earned
- Awareness of transfer benefits, options, pathways, and articulation agreements, seamless transition processes, resources, and contacts with receiving institution
- Academic support resources

	<input type="checkbox"/> Time management skill development <input type="checkbox"/> Study skill development
<p><b>Personal Financial Literacy</b></p> <p>Utilize institutional financial advisor (or other) and campus resources to build student financial literacy</p> <p>Understand and articulate personal financial literacy concepts and vocabulary, the cost of postsecondary options, return on investment, and financial responsibilities related to debt, and apply this awareness to the postsecondary career and academic planning process</p>	<input type="checkbox"/> Understanding of the financial impact of postsecondary education <input type="checkbox"/> Understanding of return on investment and gainful employment (debt-to-earnings ratio and employment demand) <input type="checkbox"/> Use of debt-to-student loan ratio calculator/s <input type="checkbox"/> Understanding of resources for scholarships, grants, and loans <input type="checkbox"/> Postsecondary education budgeting <input type="checkbox"/> Understanding loan repayment and consequences of failure to repay loans or other awards <input type="checkbox"/> FAFSA application/Understanding of EFC <input type="checkbox"/> Understanding differences between types of Federal Aid <input type="checkbox"/> Securing scholarships, work study, student loans and grants <input type="checkbox"/> Degree completion awareness – understanding of negative financial impact of not completing
<p><b>Employability Skills</b></p> <p>Define, develop, and hone skills that increase the likelihood of becoming and remaining successfully employed and civically engaged individuals</p> <p>Define and plan for acquisition of required job skills (technical, professional, hard skills)</p> <p>Understand the importance of soft skills</p> <p>Understand skills transferability across career options</p>	<input type="checkbox"/> Cover letter and resume development <input type="checkbox"/> Job search skill development <input type="checkbox"/> Soft skill development <input type="checkbox"/> Employment application processes <input type="checkbox"/> Informational interviewing of potential employers <input type="checkbox"/> Employment interview preparation <input type="checkbox"/> Job shadowing, internship, and apprenticeship opportunities <input type="checkbox"/> Professionalism in the workplace and work ethic <input type="checkbox"/> Understanding of need for skills demonstration <input type="checkbox"/> Portfolio development
<p><b>Career Development and Success</b></p> <p>Proactively manage career development to fulfill personal and professional goals</p> <p>Identify and articulate skills, strengths, knowledge, and experiences relevant to the career path</p> <p>Identify areas and opportunities for professional growth</p> <p>Apply acquired work skills and behaviors</p> <p>Build awareness of professional collaboration and mentoring for career support</p>	<input type="checkbox"/> Federal, state, and regional databases for labor market information (Outlook Handbook, Reference USA, LMI Gateway, etc.) <input type="checkbox"/> Industry professional organizations <input type="checkbox"/> Career services office <input type="checkbox"/> Professional social media <input type="checkbox"/> Networking and professional community engagement <input type="checkbox"/> Industry and societal change awareness <input type="checkbox"/> Maintaining professional skills, credentialing, continuing education <input type="checkbox"/> Upskilling and retooling <input type="checkbox"/> Pursuing opportunities for career advancement <input type="checkbox"/> Communication of career knowledge