

WASHINGTON CAREER PATHWAYS

This information is intended as a guide. Please feel free to adapt as you go to fit your team and your school.

Washington Umbrella Site

- <http://www.wacareerpaths.com/>



Pierce College Career Pathways

- <http://beta.pierce.ctc.edu/career-roadmaps> Soon to be released new website and map format (click on HS POSTs in the right menu to see HS Pathway maps)

Oregon Examples – original Web Tool developer

- <http://www.roguecc.edu/Programs/CareerPathways/>
- <http://www.lanecc.edu/pathways>

Local Schools

School Sites:

- <http://edcc.edu/careerpathways/>
- <http://www.everettcc.edu/programs/academic-resources/career-pathways>
- <http://www.olympic.edu/programs-classes/workforce-development-and-basic-studies/career-pathways>

All Published Roadmaps: <http://wacareerpaths.com/road-maps/>

Other Sample Maps:

- YVCC: <http://washingtoncareerpaths.org/c/published/2839/yvcc-agriculture-2016.html>
- Seattle Colleges: <http://washingtoncareerpaths.org/c/published/2817/seattle-colleges-accounting-north-seattle.html>
- Clover Park: <http://washingtoncareerpaths.org/c/published/2558/cptc-vie-25-aerospace-composite.html>

Career Pathways Web Tool

- <http://washingtoncareerpaths.org/>(also known as WACAPA)
- Free to you thanks to funding by the Carl D. Perkins Education Act. Free support and training available through Christina DuWors and the WACAPA team.
- The Web Tool is a development portal for creating Roadmap Drawings and Program of Study Templates (POST).
- Your IT/web team embeds these resources through your district or school website for public access.
- Changes/revisions to published and embedded drawings are reflected immediately on your website.
- Need users added? Any “Org Admin” user registered with your organization/school in the Web Tool can add new users, or Christina can set them up for you.

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Basic Steps

1. Design Roadmaps

- a. **Template.** We can 1) copy and personalize one that's already been designed, 2) combine different parts/features from other maps to piece a new design, or 3) start from scratch and come up with an entirely new design. (see samples on first page)
 - i. Get community input and approval.
 - ii. *Optional:* have student focus groups evaluate format, readability, content and performance of Roadmaps.
- b. **Provide Program Data.** WACAPA team will provide a data spreadsheet to be completed with each program map's pathway information and links. WACAPA team can create maps from data provided. Maps are returned for review/edits/approval. *Best Practice: Tap Program Coordinators to help with pathway data as the subject experts on their program – this also creates faculty ownership and connection.*

2. Meet with IT/Webmaster for Implementation Instructions

- a. Add your IT contact as a "Webmaster" user in the Web Tool to access embed codes for your Roadmap drawings and POST Views.
- b. IT will create a landing page on your college website for all Career Pathways Roadmaps that are created in the Web Tool. A link to this page should be added on your college home page.
- c. Embed maps on your pages. Embedding instructions are available in the Web Tool tutorials. For additional help you can contact Christina by email at cduwors@pierce.ctc.edu. For further technical assistance email helpdesk@washingtontocareerpathways.org. Alternatively, IT can link to maps embedded on WACareerPaths.com.

3. Set Up a Drawing Maintenance Plan

- a. Who – Faculty? Pathways team member?
- b. When – Quarterly, bi-annual or annual review?

4. Train staff and Integrate Roadmaps in Student Services - Key to Success

- a. Train faculty and staff to use Roadmap resources on your college website.
 - i. Set up training sessions for all advisors and counselors on use of Roadmaps and POST.
 - ii. Group sessions with additional individual training available by request.
- b. Incorporate into student orientation and student planning resources.

5. Reach Out to Partners

- a. Take Presentation to High Schools - most successful when colleges reach out to the HS.
 - i. Tech Prep go to High School and do presentation for HS CTE faculty and HS Counselors.
 - ii. Work with HS to create HS Programs of Study (POST) showing articulating classes.
 - iii. Start with one school district and then build out.
- b. Work with 4 Year Partners to Develop Transfer Articulations.
 - i. Use maps to display articulations and links to information.

Christina DuWors, Washington Career Pathways Project Manager

cduwors@pierce.ctc.edu | 253-888-9608 | helpdesk@washingtontocareerpathways.org

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Best Practices

Here is a list of what seem to be best practices with regards to the access and display of your website pages and roadmaps.

1. Website

a. Pathways Access

- i. Link on Umbrella website (<http://www.wacareerpaths.com/>) to your Career Pathways landing webpage on your college website. Give URL to Christina to link.
- ii. A “Career Pathways” direct link on your college home page to the landing page.
- iii. The search feature on your college site should find the landing page easily.
- iv. Link to program specific map on the program home page.

b. Landing Page Content

- i. Landing page should have explanation of Career Pathways and Roadmaps and the benefits of use. Use examples from other schools and personalize it.

2. List of Available Roadmaps with PDF options (to download/print) and “Text Only” link for Accessibility needs.

Roadmaps

Note: Roadmaps are not a flyer that should contain all the details; they should be the framework of the career pathway with links to the details.

- a. Consistent Format – style, colors, content, layout, etc. (good use of color for clarity and flow).
- b. Clear sequence of advancement (Cert-2yr-4yr-Adv).
- c. More graphics the better – brief, concise text – link to data resources (competencies, skills, learning outcomes).
- d. Employment/Wage data available – one click access to data is best.
 - i. Source Options:
 1. Proprietary Sites to which you subscribe: WOIS, EMSI, Career Cruising, etc.
 2. O*Net – National data can be linked and then the user can enter zip to get local
Sample – <http://www.mynextmove.org/profile/summary/43-3031.00>
(*Pierce prefers this one for visual appeal and well displayed info.*)
 3. Career Onestop – <http://www.careerinfonet.org/>
 4. Career Bridge – http://www.careerbridge.wa.gov/Home_ExploreCareers.aspx
 5. Employment Security Dept –unfortunately, search results time out so you can only link to the search feature. <https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand>
 6. *Please let me know if you know of another to add to this list...*
- e. Link to program/department home page.
- f. Contact information.

Please give feedback if you find any missing or inaccurate guidance here.

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