# EXHIBIT A – Scope of Work and Budget

1. Build an Advanced Manufacturing interactive career map
2. Identify the competencies for the five DOLA regions (2, 3, 4, 6, & 7) covered in this grant for advanced manufacturing
3. Align these competencies to the industry model
4. Build a portfolio template for Advanced Manufacturing
5. Guide and assist with embedding consistent, uniform policies and practices to award academic Credit for Prior Learning (CPL) at each of the consortium member institutions
6. Design enhanced CPL support for veterans at each college
7. Strengthen employer engagement
8. **Build Advanced Manufacturing Interactive career map**

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| **Activities** | **Timeline** | **Notes** |
| * Assess Advanced Manufacturing work that’s already being accomplished in Colorado and identify resources for collaboration * Access and leverage asset maps of existing education and training options (work done by CHAMP teams) * Clarify technical specifications, connection points and resources * Discovery workshops * User interviews with primary groups focused on industry knowledge, technology use, and means of researching careers | Months  1 & 2 |  |
| * Connect with industry stakeholder groups to create and validate the content of the career map, including job families, job titles, skills, competencies, attitudes, preferences, estimated salary, industry overview and highlights * Overall technology assessment including possible integrations of real-time jobs data from organizations such as Burning Glass * Connect to the Employer Scorecard built by CHAMP teams (not included in CAEL Scope) * Rapid prototyping activity with target audiences * Architect, design and develop site, survey, and interactive career map | Months  3 - 8 |  |
| * Develop interactive map * Produce visual assets (video and photography) * Case study development * Toolkit development * Design and execute a public relations outreach strategy for launch | Months  9 - 12 |  |
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**2 - Identify the competencies for advanced manufacturing in the 5 DOLA regions (2, 3, 4, 6, 7; Denver, Colorado Springs, Lamar, Pueblo, and Weld) represented in the application**

**3 - Align these competencies to the industry model**

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| **Activities** | **Timeline** | **Notes** |
| * Work with CHAMP teams to connect with industry and college representatives * Align to CHAMP goals, meeting timeline, and group charter * Scan for related data from external resources (real time job data not included in CAEL Scope) * Access and analyze key industry-related workforce data with CHAMP teams * Access through CHAMP teams the advanced manufacturing sub sectors most relevant for Colorado’s economic future | Months  1 - 3 |  |
| * Connect with HR representatives, industry alliance leaders, and college representatives * In conjunction with System staff, select and interview 15 employees across five different key “in-demand” positions * Identify knowledge, skills and abilities for these positions | Months  4 –7 |  |
| * Align with CHAMP teams on the related industry and/or college credentials, industry assessments, and competencies * Document the education options and training resources aligned to these competencies | Months  8 - 12 |  |
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**4 - Build a portfolio template for Advanced Manufacturing**

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| **Activities** | **Timeline** | **Notes** |
| * Meet with and leverage competency stakeholder group * Outline model for advanced manufacturing portfolio template * Confirm list of all relevant assessments, certifications, etc. | Months  4 - 7 |  |
| * Secure buy – in from colleges with CHAMP teams * Train college advisors on this new approach | Months  9-14 |  |
| * Launch! | Month 12 |  |
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**5 - Guide and assist with embedding consistent, uniform policies and practices to award academic Credit for Prior Learning (CPL) at each of the consortium member institutions**

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| Activities | **Timeline** | **Notes** |
| * **Technical Assistance**: CAEL will work with a CPL lead to provide advice and guidance on issues related to CPL deployment across the consortium member institutions. As appropriate, CAEL will provide on-call assistance to participating colleges via individual and/or webinars on CPL generally, and/or particular CPL topics as needed. * Consult with CPL lead to establish a multi-institution CPL Task Force with an agreed upon list of goals, timeline to be reflected in a charter * Provide assistance to CPL lead to inventory existing CPL practices, policies against goals * Help design process to collect data and track student progress * Provide technical assistance on CPL transfer credit solution for Advanced Manufacturing pathways * Assist CHAMP PLA/CPL Committee to facilitate up to three on-site Task Force Meetings with sub-committees working to define PLA, create standards and recommendations. | Months  2-6 | Travel costs will be billed at actual. Not to exceed category total. |
| * Present day-long faculty development and advisor/navigator training workshops * 3 workshops for up to 25 participants each * Participate when appropriate in CHAMP meetings focused on CPL, include colleges, Employers and the Workforce Centers | Months  8-12  Months 4 - 36 | Travel costs will be billed at actual. Not to exceed category total. |
| **Faculty Assessor Training**:   * CAEL will deliver a one-day training session for faculty from consortium member institutions who will be assessing CPL portfolios. The training session will cover CPL theory and practices, academic rigor and standards, principles of effectiveness for assessing prior learning, various portfolio formats, aligning with institutional policy and resources, and assignment of credit for prior learning. Sessions will include assessment of sample portfolios. Costs for training sessions include all relevant texts and materials. |  | Travel costs will be billed at actual. Not to exceed category total. |
| * Design communication strategies to de-mystify and dispel myths about CPL * Guide the design of * Communications plan for both internal as well as external delivery * Consultation for CPL Marketing Campaign | Months  12 - 18 |  |
| * Provide assistance in assessing impact of CPL policies and practices, and in developing final recommendations that will include expanding CPL to align with emerging state policies and the WICHE Interstate Passport project (when relevant) | Months  30 - 36 |  |
| \* PartnerPlus adoption of [www.LearningCounts](http://www.LearningCounts) with each consortium members (7 schools; likely FRCC, RRCC, PPCC, PCC, AIMS, CCD, & MSU because they have the largest student populations) | Months  30-34 |  |
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**6 - Design enhanced CPL support for veterans at each college**

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| **Activities** | **Timeline** | **Notes** |
| CAEL will build the capacity of all stakeholder colleges and organizations in the grant   * Conduct research on the current advising and CPL services for veterans seeking advanced manufacturing with the grant consortium members * Identify and facilitate a veterans’ stakeholder group * Provide veterans-specific technical assistance with the goal to enhance career and education services in particular * Provide specialized advisor training to support veteran services * Provide specialized advisor training for CPL for veterans * Explore the feasibility of design and launch a Veterans-focused Colorado credit predictor | Months  1 - 12  Months  3-36  Months 5 - 14 |  |

**7 - Strengthening employer engagement**

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| **Activities** | **Timeline** | **Notes** |
| * Define desired outcomes, goals and timeline in collaboration with CHAMP * Facilitate meetings | Months  3 – 36 |  |
| * Conduct interviews with leadership at each college * Design and launch surveys to all key staff * Present best practices * Conduct evaluations and provide individualized coaching and follow up * Evaluate results | Months  9-15 |  |
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