# TRAC-7 Needs Assessment and Community Outreach Documentation Model

Each consortium partner performed outreach to, and gathered information on/from, relevant entities in each community to be served by the project, including outreach to State level partners for statewide information. Included in those outreach documents was a survey as well as involving the large advisory boards for technical education with which each institution has had a long standing relationship with. These results were used to form a project work plan. This Needs Assessment and Community Outreach Documentation Model was developed for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program Round 1 Grant, Technical Retraining to Achieve Credentials (TRAC-7): TC-22513-11-60-A-20.

[Creative Commons License](http://creativecommons.org/licenses/by/3.0/)TRAC-7 Needs Assessment and Community Outreach Documentation Model by [Technical Retraining to Achieve Credentials (TRAC-7)](http://www.trac7.org/) is licensed under a [Creative Commons Attribution 3.0 Unported License](http://creativecommons.org/licenses/by/3.0/).

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Each consortium partner performed outreach to, and gathered information on/from, relevant

entities in the each community to be served by the project, including outreach to State level partners for statewide information. Outreach efforts included distributing more than 400 surveys to community partners with 121 returned (30% return rate). The surveys asked partners about the characteristics and skill needs of workers, those receiving TAA assistance and others, in the community. In order to avoid duplication existing programs in the respective communities, we also involved the large advisory boards for technical education with which each institution has had a long standing relationship. The following chart represents the needs-assessment process by which information was gathered through the community outreach. This process formed the basis for developing the project work plan.



**Process/Evidence Upon Which The Proposed Education and Training Strategies Are Based** Review of Needs with Institutional Leadership, WIT Advisory Boards and Go Topeka! Business & Industry team

**WIT**

Preliminary meeting with KDOC

**Consortium Development**

**7 Colleges**

Exploratory meeting: college Presidents/leadership teams Planning meeting with project teams

Gaps identification, data, facts, reports Evaluation of Need for Project

**Priorities Development: By Community in Each T-7 Service Delivery Area** Discussion at the Technical Training Advisory Boards for Each T-7 College Initial contacts with signature employers:

**Community**

**Outreach**

Employer Participation Process Template

Employer Needs Survey: aggregated job skills, jobs, credentials, training, hiring projections (employment demand) for all Signature Programs

Community Partners/Stakeholders outreach

Signature Program Status Reviews: Existing and Needed

# Priorities Development: As a Consortium

Review of Community reports, individually then collectively as a consortium Delineation of current and projected demand

Identification of knowledge, competencies, and degrees/certificates required in signature programs

**TRAC-7**

# Project Development: As a Consortium

Developed project design

Identified outcomes and evaluation components Designed the work plan

**List Of Organizations**: With seven different institutions there were too many organizations to individually list each community outreach entity. Below is an aggregated summary listing of each institutions' community outreach. Each institution documented contacts with all required organizations & others. In addition to these contacts, we sent out 400 jobs-and-skills surveys.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DOCUMENTATION OF COMMUNITY OUTREACH PROCESS** | | | | | | | | |
| Aggregated summary list: Each institution documented contacts with all required organizations & others. | **Planning** | **Defining Program Strategy**  **& Goals** | **Identifying job skills & competencies** | **Resources to support education**  **& training** | **Hiring program participants** | **Identifying assessing,**  **& referring candidates for training** | **Connecting workers with employers** | **Providing support for qualified**  **individuals** |
| Signature Employer | 15 | 14 | 15 | 10 | 16 | 6 |  |  |
| Local WIB | 2 | 2 | 5 | 3 | 1 | 7 | 7 | 4 |
| Labor Organization (s) | 2 | 2 | 2 |  |  |  | 1 |  |
| Local Education  agency(ies) | 2 | 2 | 1 | 1 |  | 3 | 1 | 19 |
| Adult Education  Program(s) | 1 | 3 | 1 | 4 |  | 3 | 1 | 7 |
| Community-based organizations | 5 | 6 | 2 | 2 |  |  | 2 |  |
| Sponsors of Registered Apprenticeship programs | 1 |  |  |  |  |  | 1 |  |
| Economic development agencies | 3 | 2 | 1 | 1 |  | 2 | 3 |  |
| Small business  development organizations | 2 | 2 |  |  |  |  | 1 |  |
| Existing federally- or  state-funded consortia that inform applicant's activities | 13 | 13 | 13 | 2 | 5 | 6 |  |  |
| City/Municipal Gov't | 1 | 1 | 1 |  | 5 | 5 | 1 |  |
| State Agencies | 1 | 1 | 1 | 1 |  | 1 | 1 | 1 |
| Outreach Survey (n=121) |  |  | 121 |  |  |  |  |  |