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SKILLS COMMONS
www.skillscommons.org

# Leveraging SkillsCommons' Services for Your Project's Success

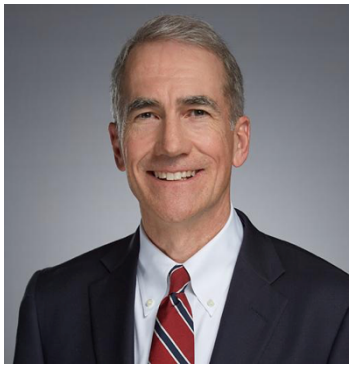

Rick Lumadue, Senior Program Manager
Maria Fieth, Program Manager
Christian Lagarde, Ambassador
Bruce Rankin, Ambassador

# Introductions

Rick Lumadue, Ph.D.
Senior Program Manager

Maria Fieth, $MA_2$, RTC
Program Manager, Communications and Community

Christian Lagarde
Ambassador



Bruce Rankin
Ambassador

# Does Your Workforce Development Project Need To:

- Launch quickly and successfully?
- Manage adopted/adapted/created OER materials for easy use and funding requirements?
- Provide training and support for program needs, apprenticeship programs, WBL, OJT, and RTI?
- Broker relationships with technology and support partners?

# CSU-MERLOT PROJECTS Can HELP!

SKILLS COMMONS

CSU MERLOT PROJECTS

HOME ABOUT CONTACT

## CSU MERLOT PROJECTS

***California State University: Leader in Open Education Resources and Services***

*Since 1997, the Cal State University system has been providing free and open library services and resources to support innovations with technology in teaching and learning. The two major free and open educational resource libraries are:*

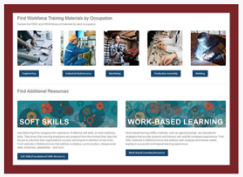
MERLOT.ORG SKILLSCOMMONS.ORG

## PARTNERING ON INSTITUTIONAL PROJECTS

CSU-MERLOT partners with institutions to develop and deploy customized technology services to advance their strategic initiatives.

Support Services for Successful Apprenticeship Programs

Affordable Learning Solutions (AL$)



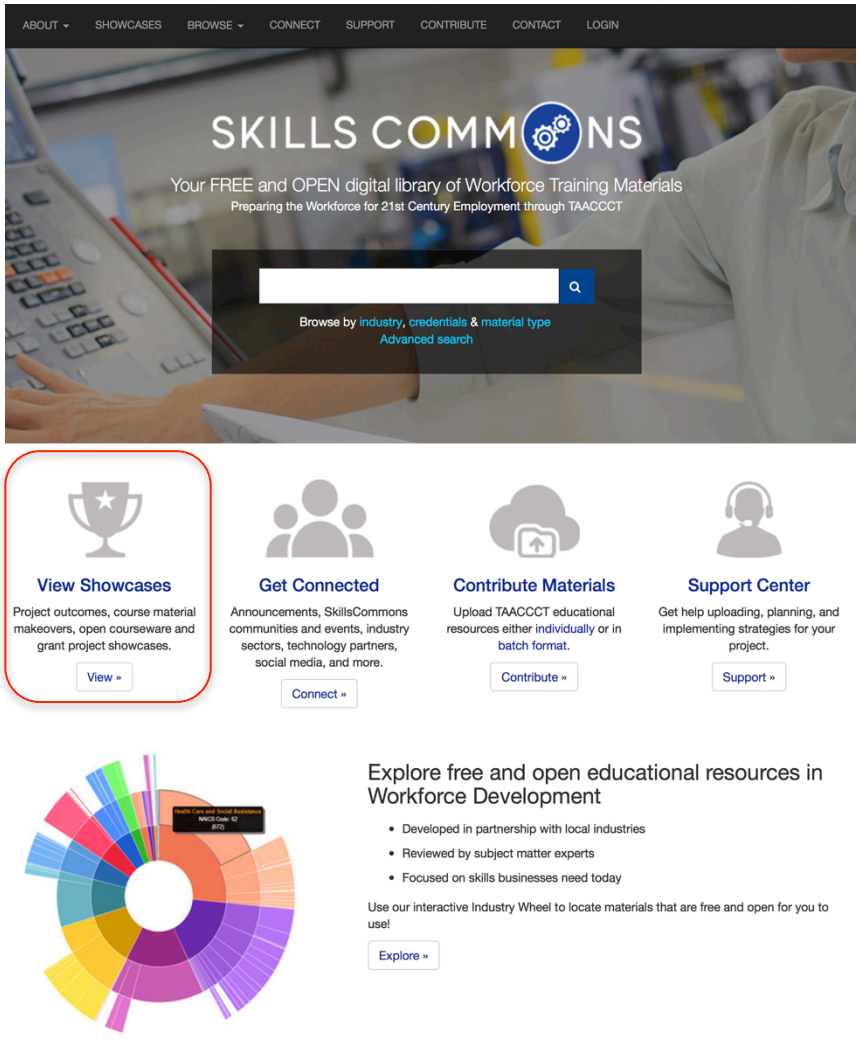

Online Workforce Development Resource Centers

OER Repository Services

# Two Exemplary Projects

- Customized Industry Sector Portals: Ohio Manufacturers' Association Customized Repository
- Supporting Apprenticeship Programs with a scalable and useful resources: http://support.skillscommons.org/showcases/apprenticeships/

# View Showcases!



# Showcases!

## Showcases

Home › Showcases

**Apprenticeship Showcase**

Explore our collection of free and open educational resources supporting work-based learning and apprentices programs.

**Open CourseWare Showcase**

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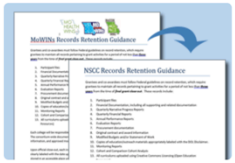


**Reuse Showcase**

Explore a showcase of TAACCCT material that has been reused by other TAACCCT grantees and others.

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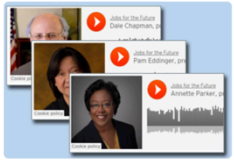

**Campus Presidents' Showcase**

In this podcast series, community college presidents discuss the impact that TAACCCT has had on their colleges.

Search Support & Connect

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Quick Links

Open CourseWare

- Manufacturing Industry Training
- Healthcare Training
- Energy Industry Training
- Information Technology Training
- View more...

Grant Project Showcases

- Manufacturing
- Healthcare
- Information Technology
- Energy

Project Outcomes Showcases

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- Energy
- Public Administration

# OMA Portal

The Ohio Manufacturers' Association

FREE ONLINE TRAINING AND PROFESSIONAL DEVELOPMENT RESOURCES FOR MANUFACTURING

OMA Homepage

## FREE and OPEN Manufacturing Resources in SkillsCommons

There is no more pressing issue among Ohio manufacturers than recruiting, retaining and training workers for short term success and long-term sustainability.

The Ohio Manufacturers' Association (OMA) has partnered with California State University, SkillsCommons to provide easy access to high-quality FREE and OPEN training resources for Ohio manufacturers and their workforce partners!

Improve your local and in-house training programs or create new ones where gaps exist with SkillsCommons FREE and OPEN training resources!

You'll find high-quality programs which can be offered in-house or in partnership with local educational institutions. There's no need to reinvent the wheel. Create your optimum training program by reviewing and customizing the SkillsCommons training materials, developed by community colleges nationwide and evaluated by Ohio manufacturing subject matter experts to ensure quality.

- More than 700 U.S. community colleges developed instructional curriculum in partnership with local industries to prepare students for employment as part of the U.S. Department of Labor's $1.9B Trade Adjustment Assistance Community College and Career Training grant program.
- The training materials have been evaluated by subject matter experts, including industry experts, to ensure quality.
- An OMA-SkillsCommons commissioned work group curated content for Ohio's manufacturers.
- The resources in SkillsCommons are available to users at NO CHARGE through the Creative Commons CC BY licensing agreement so users can customize the materials, including rebranding, to meet their requirements.

The unique partnership with SKILLS COMMONS supports OMA's mission to protect and grow Ohio manufacturing.

### Featured Resource: Help Your SMEs Become Excellent Instructors!

Industry Expert to Expert Instructor (IE2EI) Course

SkillsCommons has created this FREE and OPEN online mini-course to provide professional development to industry experts, helping them establish a successful learning environment and develop teaching techniques that engage learners. There are 13 self-paced modules (10-25 minutes each).

Career Video: Welders

More Manufacturing Career Videos at Career One Stop

# OMA Portal

SKILLS COMMONS

## Find Workforce Training Materials by Occupation

Explore the FREE and OPEN library of materials for each occupation:

Engineering

Industrial Maintenance

Machining

Production Assembly

Welding

## Find Additional Resources

Manufacturing firms recognize the importance of effective soft skills, or work-readiness skills. They know that ensuring employees are prepared from the moment they step into the job is critical for their organization's success and long-term retention of new hires. Find materials in SkillsCommons that address workplace communication, interpersonal skills, timeliness, adaptability – and more.

Soft Skills/Foundational Skills Resources

Work-based learning (WBL) methods, such as apprenticeships, are educational strategies that provide students and trainees with real-life workplace experiences. Find WBL materials in SkillsCommons that address both employer and trainee needs, leading to successful work-based learning experiences.

Work-Based Learning Resources

**Women in Manufacturing (Coming soon!)**

**Industrial Safety (Coming soon!)**

# OMA Portal

## Apprenticeship Resources

Explore SkillsCommons' collection of FREE and OPEN educational resources supporting work-based learning and apprenticeship program

Apprenticeship Resources

## Recruitment Resources

The OhioMeansJobs website provides your human resources professionals and recruiters with easy access to a wealth of information abou manufacturing jobs. Post job openings, search resumes, or learn how to make accommodations for employees with disabilities.

Explore | Job profiles

## Training Materials by Manufacturing Sector

erage and Tobacco Product Manufacturing
emical Manufacturing
nputer and Electronic Product Manufacturing
ctrical Equipment, Appliance, and Component Manufacturing
ricated Metal Product Manufacturing
d Manufacturing
niture and Related Product Manufacturing
chinery Manufacturing
cellaneous Manufacturing
nmetallic Mineral Product Manufacturing

- Paper Manufacturing
- Petroleum and Coal Products Manufacturing
- Plastics and Rubber Products Manufacturing
- Primary Metal Manufacturing
- Textile Mills
- Transportation Equipment Manufacturing
- Wood Product Manufacturing

>> View ALL Manufacturing Materials <<

# OMA Portal

## Customize Training Materials For Your Businesses

The open-licensed materials in SkillsCommons enable you to customize the training materials for your own purposes. You can:

1. Rebrand the training materials with your company's logo.
2. Reorganize and remix the materials to create a scope and sequence of modules that align with your company's training requirements.
3. Retain the materials on your own server(s) so you always have access to reuse and revise the materials.
4. Partner with a technology company to customize the training materials to meet your requirements.
5. Partner with a community college to deliver the SkillsCommons training materials with its instructors and support services.

## Partner with the Pros

### Partner with Technology Companies

Explore technology companies that have partnered with SkillsCommons to effectively and affordably tailor the training materials. You can partner with these select technology companies to customize the FREE and OPEN educational resources to meet the specific needs of your users by adding your company's branding, altering language to better suit your setting, target a particular audience, and more.

partner

### Partner with Community & Technical Colleges

Explore the list of community & technical colleges that have contributed manufacturing-related materials to SkillsCommons. Consider partnering with educational organizations to have their quality instructors and support services for employers and students deliver the training using the FREE and OPEN SkillsCommons educational resources.

partner

### Help Industry Experts Become Expert Trainers

The FREE and OPEN educational resources available in SkillsCommons are just part of a strategy for high quality affordable training. SkillsCommons has also created a FREE, online mini-course that can help your subject matter experts enhance their teaching skills so they can successfully share their knowledge with other employees. This course, vetted by subject matter experts, can be downloaded or used right from the SkillsCommons site. No special technical skills or equipment needed.

join

MERLOT VOICES

### Join Voices for Manufacturing

Join members of manufacturing industries, professional organizations, and workforce development initiatives in an open, online community called MERLOT Voices. Here, you can learn how others are using the FREE and OPEN educational resources for training, request feedback on your training plans and recruitment strategies, and develop a network of training or recruiting resources.

join

# Jumpstart to Successful Instruction

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## Jumpstart to Successful Instruction Courses

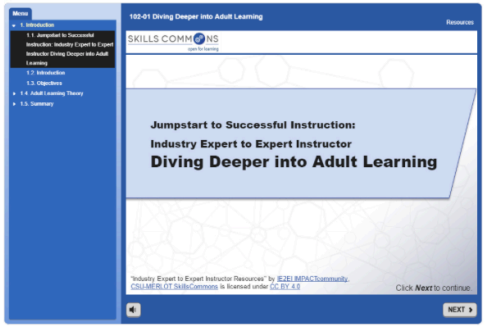
Home › Jumpstart to Successful Instruction Courses

Back to Teacher/Instructor Open CourseWare

**Audience:** Instructional designers, Industry training and students

The Jumpstart to Successful Instruction (IE2EI) courses provides professional development rich in resources to help the industry expert develop a successful learning environment. Most of the materials are practical and presented in a manner that will allow instructional new comers immediately incorporate proven adult learning concepts into their courses.

101 – Jumpstart to Successful Instruction (IE2EI)

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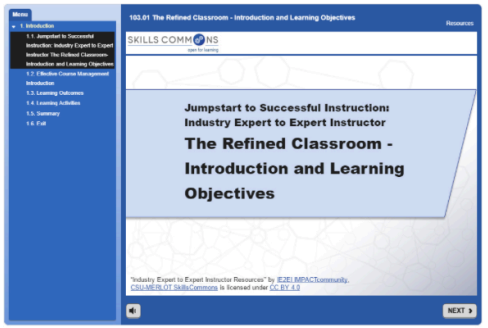


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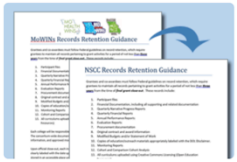


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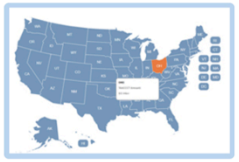

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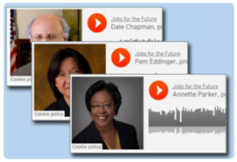

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Grant Project Showcases

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# Apprenticeship Showcase

- Program Guidelines and How Tos
- Start-Up Tools
- Check Lists
- Curricula
- Sage Advice

SkillsCommons Apprenticeship Showcase

# Apprenticeship Showcase!

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## Apprenticeships: Design for Success with SkillsCommons

Home › Apprenticeships: Design for Success with SkillsCommons

Back to Showcases

### Work-Based Learning and Apprenticeship Project and Training Resources for FREE!

**EXPLORE FREE TRAINING RESOURCES! – FIND AND USE WHAT WORKS FOR YOU!**

**Explore Exemplary WBL and Apprenticeship Projects**

**Explore Apprenticeship Resources in SkillsCommons**

### Why Use SkillsCommons for Work-Based Learning and Apprenticeships?

- Apprentices can benefit from learning and preparing for success before entering the workplace with FREE online training materials.
- Mentors and managers can make work-based learning more productive and efficient with FREE online training and program materials.

### Who Can Use SkillsCommons Training Materials?

Search Showcases, Connect & Support Center

type here...

Quick Links

What is SkillsCommons

About SkillsCommons

Search SkillsCommons Repository

Trade Adjustment Assistance Community College and Career Training (TAACCCT) program

Exemplary WBL and Apprenticeship Projects

Energy

Finance

Healthcare

Information Technology

Manufacturing

SkillsCommons Resources for Apprenticeships

Agriculture

Carpentry

Electrical and Lineman

Healthcare

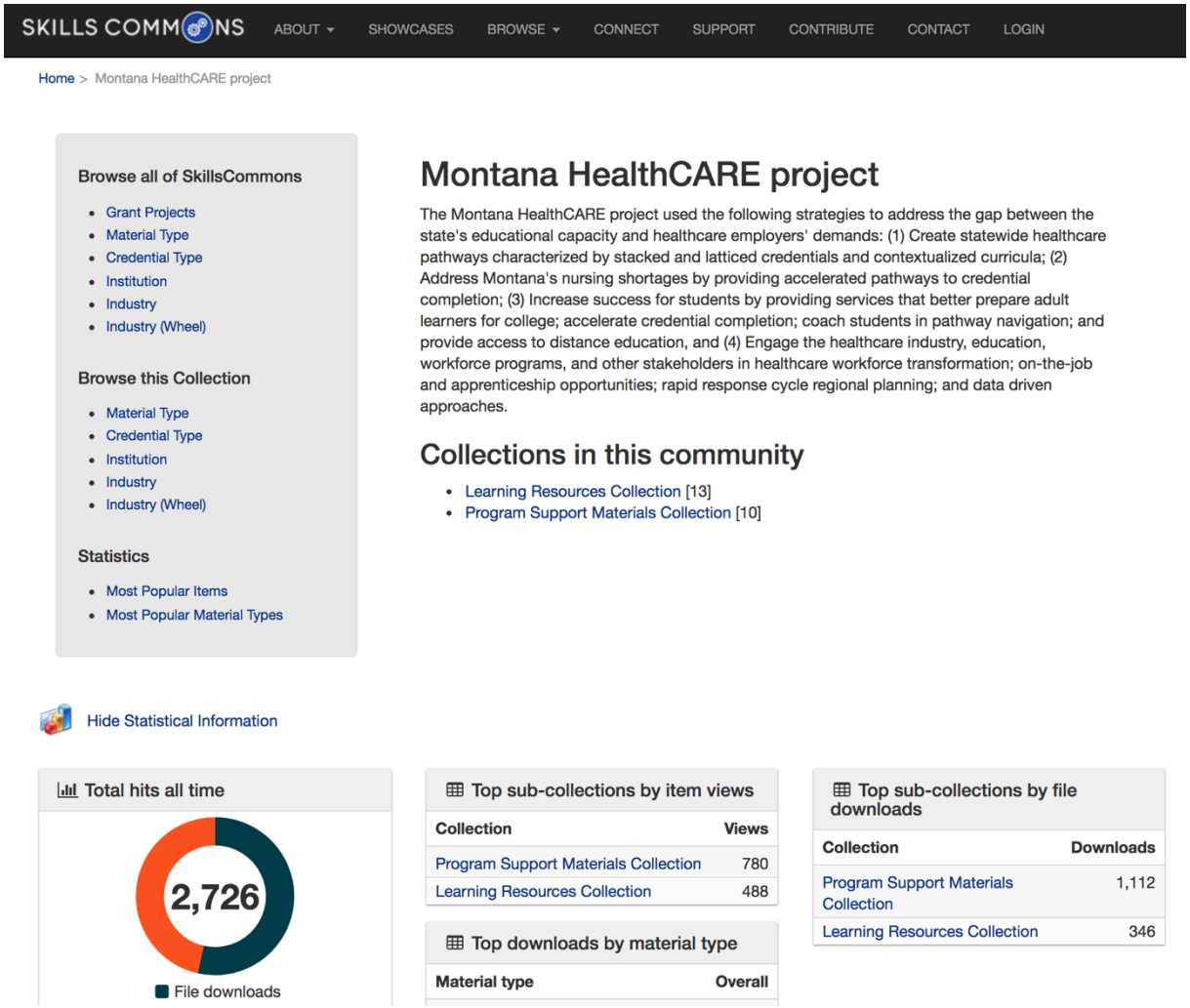
HVAC

Health IT

Industrial Technology

Welding

# Diving a Little Deeper



# Montana Health Care

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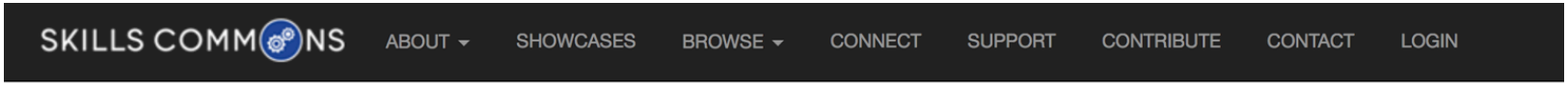
HealthCARE MONTANA

Creating Access to Rural Education

**Healthcare Apprenticeship Implementation Toolkit**

# Apprenticeship Toolkit






## Healthcare Apprenticeship Implementation Toolkit

Piet, Valerie ; Boehm, Madeline ; Bruinsma, Bo ; Boise, Nathaniel ; Keller, Brittney ; Norris, Kaye ; Holman, Carly

Welcome to the Healthcare Apprenticeship Implementation Toolkit! Montana grew apprenticeships in healthcare from 0 to 60 in three years. Well more specifically, zero to two hundred apprentices, 50 employer sponsors, and 17 different occupations! Here, you'll find the tools that we created to promote, customize, and implement healthcare apprenticeship programs. The materials start with general information. Next, you'll find tools we developed to explain apprenticeship to our partners. They are tailored to employers, campus faculty, and workforce partners. Next, you'll find materials specific to each occupation in which we have apprenticeship programs. This includes the trade schedule that outlines on the job training competencies and related curriculum, as well as other items we use to explain or implement programs in that occupation. Finally, you'll see apprenticeship registration documents. Some of these may look familiar if you've worked in apprenticeship before, but we've also included a pre apprenticeship agreement that is unique to Montana. This toolkit was developed by HealthCARE Montana, a TAACCCT Round IV project led by Missoula College and the Montana Department of Labor & Industry's Montana Registered Apprenticeship Program.

**Browse all of SkillsCommons**

- Grant Projects
- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

**Browse this Collection**

- Material Type
- Credential Type
- Institution
- Industry
- Industry (Wheel)

**Statistics**

- Most Popular Items
- Most Popular Material Types

# Field Guide of TAACCCT Innovations

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## Field Guide of TAACCCT Innovations

Home › Field Guide of TAACCCT Innovations

### Innovations in Workforce Development Strategies For Community Colleges

#### Welcome to the SkillsCommons Field Guide of TAACCCT Innovations: The Gallery Edition

The *SkillsCommons Field Guide:The Gallery Edition* is a collection of innovative and successful workforce development strategies developed by community colleges across the U.S. with funding from the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training (TAACCCT) program. The TAACCCT program was designed to build the capacity of the nation's community colleges to significantly improve the success and scale of job-driven, certificate, credential, and degree programs in a full range of workforce development areas.

The SkillsCommons Field Guide Gallery provides brief descriptions of the innovations, videos, and podcasts of project directors explaining their innovative programs, and the free and open educational resources (OER) developed by their programs that you can adopt and adapt for your own use. These innovative resources are available in the SkillsCommons library along with all the OER produced by the grantees of the $1.9B TAACCCT program, and leverage the work developed by community colleges and their partners.

Our goal is to provide leaders and practitioners of workforce development programs with brief descriptions and easy-to-use materials that can be adopted and adapted for local purposes and programs.

#### View the SkillsCommons Field Guide Gallery Edition in ePub format

1. Download the Field Guide Gallery from Google Drive.
2. Install Adobe Digital Editions.
3. From the Adobe Digital Editions File menu, choose "Add to Library" and point to the downloaded book.
4. From the File menu, choose "Read" to view the book.

California State University, Office of the Chancellor and its MERLOT program designed and implemented the national, open library of workforce programming and training materials called SkillsCommons. The SkillsCommons library is open for educators, workforce development staff, human resources staff, and individual workers and provides free and easy access to the innovative training materials across a wide variety of industry sectors that can be adopted and adapted for the local use.

### Showcasing 30 Innovative Strategies for Success

The SkillsCommons Field Guide showcases 30 innovative workforce development projects and these projects are organized around the following 3 strategies:

# Field Guide of TAACCCT Innovations

# Quality Assurance

## Skills2Work Editorial Board Subject Matter Expert Curation Process

### What is SkillsCommons' Role in Workforce Training?

SkillsCommons is the U.S. national repository of workforce development training materials as part of the U.S. Department of Labor's $1.9 billion TAACCCT program to provide FREE and OPEN access to:

1. **A quality collection of online learning materials aligned to workforce requirements.**
2. **Professional development services to enable faculty and staff to choose the best open educational curriculum to meet their workforce needs.**
3. **Community management services to enable Subject Matter Experts (SMEs) to reliably evaluate and share quality workforce development materials.**

### Why Go through the Curation Process?

Human Resources staff and other human capital talent developers need efficient and reliable methods to select quality training materials required to enhance the skills of prospective and current employees. An effectively curated collection of training materials will:

1. **Enable workforce trainers and faculty to design and deliver high-quality courses.**
2. **Provide a faster and cheaper approach to creating customized curricula for use by industry, workforce development boards and higher education.**
3. **Assist in keeping pace with training requirements of frequently changing workforce programs.**

### Who Are the Players?

National and regional subject matter experts in a range of industry sectors will bring their years of experience and wisdom to the curation of the collection. Each industry sector will have its panel of experts who have:

1. **Proven content expertise.**
2. **Interest in providing the industry with high quality educational and training materials.**
3. **Capacity to perform the reviews within confines of the project.**

# Quality Assurance

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## Assuring the Quality of Online & Hybrid Courses

Home › Assuring the Quality of Online & Hybrid Courses

Support Center Home

The resources below provide information, evaluation rubrics, and access to experts that can support your team's design of high quality teaching and learning within online and hybrid courses. The California State University has organized all these sources for you to use as a "one-stop-shop" for information about quality assurance strategies for online and hybrid courses. The California State University also has developed and implemented a free quality assurance evaluation rubric for online and hybrid courses (Quality Online Learning and Teaching, QOLT) over the last 4 years that you can use to guide and assess the quality of your TAACCT OER courses.

Download the QOLT Rubric below and use it to evaluate your online or hybrid course. You can then upload the completed rubric in Skills-Commons as evidence of the quality of the instructional design of your OER.

- Quality Online Learning and Teaching (QOLT) Instrument **Listen**

There are nationally recognized quality assurance organizations that you can join to support designing quality instruction into your programs. These organizations provide excellent professional development programs and well-researched and reliable rubrics for evaluating the quality of online and hybrid courses.

- Quality Matters: A National Benchmark for Online Course Design
- Online Learning Consortium and their Quality Scorecard program
- University Professional and Continuing Education Association (UPCEA) Hallmarks of Excellence In Online Leadership

UPCEA
HALLMARKS OF EXCELLENCE
IN ONLINE LEADERSHIP

QOLT
quality online learning & teaching

QUALITY MATTERS
QM

OLC ONLINE LEARNING CONSORTIUM

CSU The California State University
Quality Assurance
for blended & online courses

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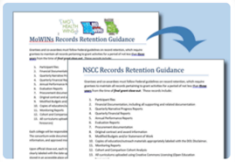


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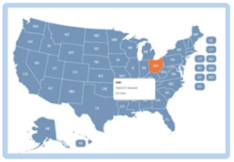

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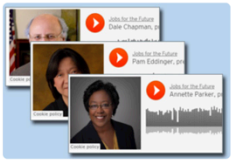

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## Reuse Showcase

Home › Reuse Showcase

Back to Showcases

Explore our Showcase of SkillsCommons material that has been reused by others. These showcases demonstrate how you can reuse the OER materials created by TAACCCT grant recipients and others.

### What is Reuse?

The CC BY Creative Commons license on SkillsCommons materials provides opportunities for other grantees, other institutions and other users to revise and reuse the materials in a variety of ways to create "derivative works" that could better serve the needs of different learners in different contexts with different technologies.

- FAQ – Reusing SkillsCommons Material
- Revise and Reuse OER
- OPEN Attribution Builder

### Examples of Reuse

1. Basic Computer Skills MOOC
2. Marketing Outreach Plan
3. Outside Services Contract Monitoring Tool
4. Records Retention Guidance
5. Subject Matter Expert Review

### 1. Basic Computer Skills MOOC

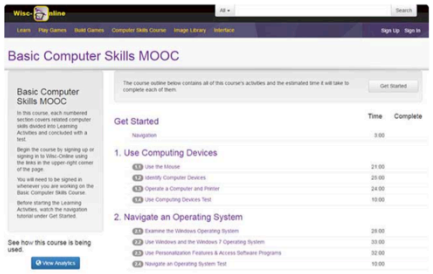
The material was created by Northcentral Technical College and reused by Northwest State Community College.

Northwest State Community College

Northwest State Community College in Ohio is reusing this Basic Computer Skills MOOC that was submitted to SkillsCommons by the Intentional Networks Transforming Effective and Rigorous Facilitation of Assessment, Collaboration, and Education (INTERFACE) project. This course is helpful to students struggling with basic computer literacy. The Ohio Workforce Investment Board (WIB) is also using this course "as is" to assist people who are looking for employment, but lack basic computer skills. No changes or modifications have been made to this course.

**Original Material:** Basic Computer Skills Course

**Reused Material:** Basic Computer Skills MOOC



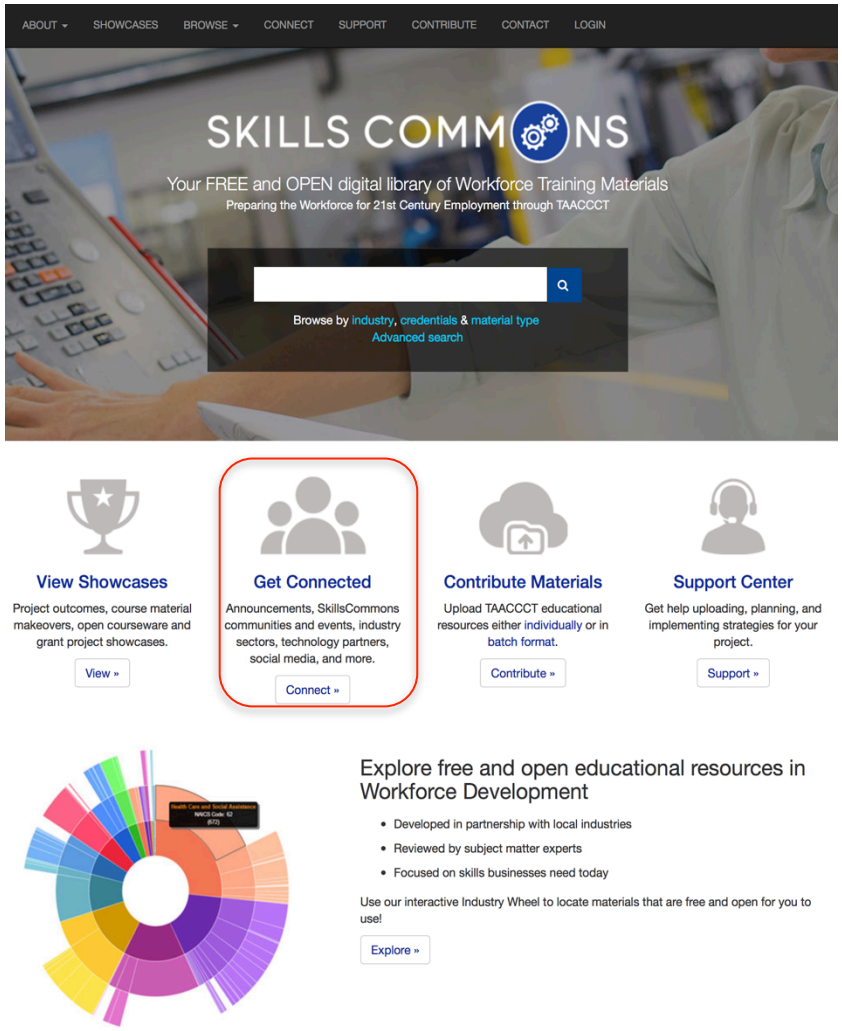

### 2. Marketing Outreach Plan

The material was created by Jefferson Community College and reused by Northwest State Community College.

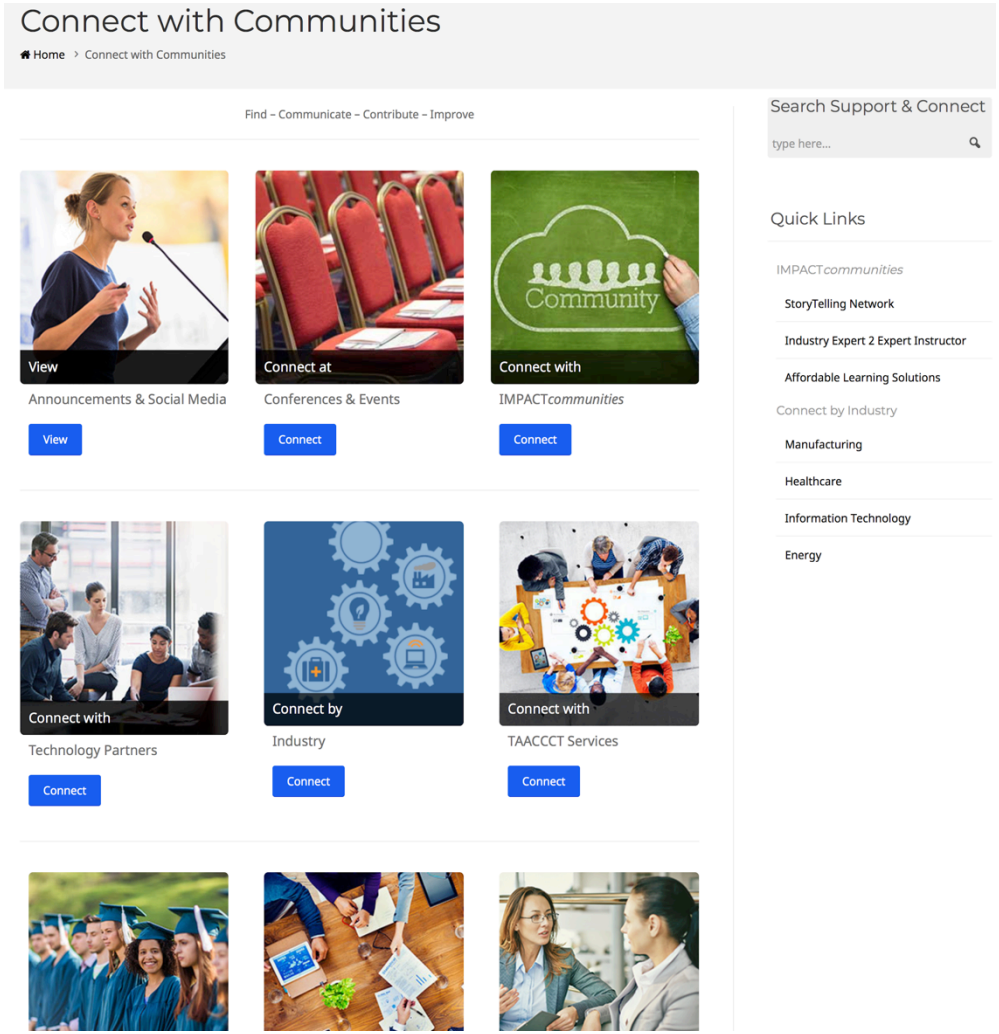
Jefferson Community & Technical College

Northwest State Community College

# Get Connected!



# Connect with Communities!



# Let's Talk about Possibilities!

Contact

connect@skillscommons.org

To discover how SkillsCommons can help your initiative's success.

# Want to Know More?

## About Partnering with CSU-MERLOT for Services

Gerry Hanley ghanley@calstate.edu

## About Using SkillsCommons' Current Services:

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