**TRAINING PROVIDER**

**PARTNERSHIP TOOL**



**SELECTING TRAINING PROVIDERS AND DEVELOPING PARTNERSHIP AGREEMENTS TOOL**

**We suggest the following process:**

**Step 1** → Identify Your Objective

**Step 2** → Be Prepared to Share Information. Develop a Tailored Pitch and Simple Document with Core Information

**Step 3** → Gather Information from the Training Provider

**Step 4** → Determine Whether the Training Provider Is a Good Fit with Your Program

**Step 5** → Develop a Partnership Agreement In the original document Step 5 is listed as “Develop a Partnership Agreement. If the Training Provider is a good fit, develop a written agreement (MOA or Letter of Commitment)

**STEP 1**

**Identify Your Objective**

**Is your objective in selecting a Training Provider to:**

Partner with a training provider as a vendor for a group of

participants supported through a grant-funded project?

(Consider whether this will require new or customized programming) …………………………..

**OR**

Refer candidates to enroll in an existing program offered by the

training provider? (Consider whether the referral relationship will

serve as an alternative to primary training or a next step) …………………………..…………………………..

**STEP 2**

**BE PREPARED TO SHARE INFORMATION**

**Develop a Tailored Pitch and Simple Document with Core Information**

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| **INFORMATION COMPONENT** | **YOUR INFORMATION** |
| Your Target Occupation(s) |  |
| Data About Regional/Local Demand for Workers in These Occupations. This might include:   * number of workers needed over the next two years * hiring requirements * entry wages |  |
| Characteristics of Your Target Population. This might include:   * employment status * employment history * level of educational attainment * age * English language proficiency * access to technology and technology literacy * anything else that might be relevant to effective training program design |  |
| What You Are Bringing to the Table. This might include:   * relationships with employers * industry or occupational expertise * grant funding to support training cost * candidate recruitment, screening/assessment * participant coaching * support services for participants during the program * assistance in or responsibility for placing participants in jobs * post placement support services for participants |  |

**STEP 3**

**Gather Information from the Training Provider**

**Note: Before the meeting, be sure to review publicly available information from the training provider and consider what information just needs to be confirmed and what questions you need to prioritize to learn more about critical topics**

**Program Content**

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| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| Do they have an existing program that prepares individuals for this occupation? |  |
| What topics are covered? |  |
| Does it offer industry-recognized credentials? If so, what are they? |  |
| Can it be customized for a specific group? If so, what is the process for customization and how long of a lead time should you plan for? |  |

**Program Cost**

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| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| What is the cost? Is it per group or per individual? |  |
| Is it fixed or negotiable? |  |
| Are there additional costs such as fees, books, uniforms/tools, testing for credentials, credential application? If so, what are they? |  |
| Does the organization provide financial assistance? If so, what is it? |  |

**Entrance Requirements, Application and Screening Processes**

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| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| What are the requirements? (academic, English language, work documentation, transportation, other?) |  |
| How (what is the process they use) do they assess whether a student meets them? |  |
| Is there any flexibility? |  |
| What makes an ideal candidate who is likely to succeed in the program? |  |
| What is the most likely cause for participants to drop out of the program? |  |

**Program Structure**

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| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| How often and when (in the calendar year) do they enroll students? |  |
| Total number of hours of instruction, hours per week, number of weeks/months |  |
| Could the program be shortened or customized and still meet industry standards? |  |
| Class schedule – which days and times of day are classes offered? |  |
| Is there flexibility in the schedule - could the class be offered evenings and weekends? |  |
| Delivery method - In-person, remote or hybrid? Hands-on or lecture? |  |
| Where (what location) are the in-person elements offered? What are the public transportation options to get to this location? |  |
| What are the maximum and minimum number of students they can enroll per cohort? |  |

**Program History/Outcomes**

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| --- | --- |
| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| For an existing or similar program:  How many years has their program been operating? What is the number of students they have enrolled over that time? |  |
| What is the demographic profile of the students in the program? |  |
| Completion rate, certification/credential attainment rate, and employment rate for the program? How do they calculate these rates? What other measures do they use to determine whether the program is successful? |  |
| Average starting wages for recent program graduates |  |

**Support Services**

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| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| How do they support students through the program? |  |
| How do they identify students who are struggling and need additional support? |  |
| What support services are available through their organization (such as stipends or assistance with transportation, childcare, technology, other)? |  |
| Are there retention services and if so, what are the services and how are they provided (alumni services, coaching, etc) |  |

**Willingness to partner and experience in partnering**

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| **INFORMATION COMPONENT** | **WHAT YOU LEARNED FROM THEM** |
| Have they partnered with other organizations as a training provider in the past? |  |
| How was the partnership structured? |  |
| What was their experience in partnering and what are the critical elements that need to be addressed to develop and sustain an effective partnership? |  |
| Do they have established parameters around intellectual property and data sharing? |  |

**STEP 4**

**Determine Whether the Training Provider Is a Good Fit with Your Program**

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| **ASK YOURSELF** | **YOUR ANSWERS** |
| What essential program functions could they perform well that we don’t have the expertise or capacity to perform? |  |
| Would their participation add value to the program? How? |  |
| Do they have the cultural expertise and capacity to serve our target population? |  |
| Do they have relationships with employers that include program design consultations, interviews and/or hiring agreements? |  |
| Did they exhibit a willingness/capacity to be agile, collaborative and engage in continuous improvement? |  |
| Would they be able to partner effectively for the purposes of the grant? |  |
| What changes might you need to make the partnership work for both parties? |  |
| Does the cost seem reasonable? |  |
| Is there any other organization that could perform these functions more successfully? |  |

**STEP 5**

**Develop a Partnership Agreement**

**If the Training Provider is a good fit, develop a written agreement (MOA or Letter of Commitment).**

**For a Partnership With a Training Provider to Serve as a Vendor for a Group of Participants Supported Through a Grant-Funded Project:**

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| **AGREEMENT ELEMENTS** | **Y OUR PROPOSED SPECIFIC AGREEMENT LANGUAGE FOR EACH ELEMENT** |
| The objective of the partnership and effective dates |  |
| A brief description of the program, including whether this will require new or customized programming |  |
| Planned number of participants, planned number of program cycles |  |
| How you will work together to share information (if participants agree) about each participant’s progress on an ongoing basis and provide coordinated support to them |  |
| Program cost and each organization’s share; any payment requirements/restrictions |  |
| Specific roles and responsibilities in program delivery (recruitment, instruction, participant support, placement, other) |  |
| The decision-making process that partnership members will use |  |
| Clarify ownership of intellectual property and data |  |
| The continuous improvement process partnership members will engage in jointly |  |

**For a Partnership With a Training Provider to Refer Candidates to Enroll in an Existing Program Offered by the Training Provider:**

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| **AGREEMENT ELEMENTS** | **Y OUR PROPOSED SPECIFIC AGREEMENT LANGUAGE FOR EACH ELEMENT** |
| The objective of the partnership and effective dates |  |
| A brief description of the program |  |
| The process you will use to make referrals and get feedback on those referrals |  |
| Planned number of participants |  |
| For participants you have referred and who have enrolled in the program (if the participants agree), how you will work together to share information about each participant’s progress on an ongoing basis and provide coordinated support to them |  |
| Program cost and each organization’s share; any payment requirements/restrictions:  Specific roles and responsibilities in program delivery (recruitment, instruction, participant support, placement, other) |  |
| Clarify ownership of intellectual property and data |  |
| The continuous improvement process partnership members will engage in jointly |  |