



## Developing a Regional Career Pathway Map

The following guide will serve as a resource to develop a regional career pathway and provides suggested instructions on the “choose” and “build” stages as a region works on developing a regional career pathway map to submit for state endorsement.

### Who are the key partners for developing a regional career pathway map?

- RCP Grant Coordinator
- CESA partners
- REDO and/or workforce development partners
- Regional Career Pathway Collaborative
- Regional Industry Sector Employers
- Higher Education Partners

To learn more about the purpose of each partner and suggested key stakeholders to include, see “[Suggested Roles & Responsibilities](#).”

### Step 1

#### Choose the Regional Career Pathway(s) to build and implement.

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**Who:** RCP Grant Coordinator, CESA partners, REDO and/or workforce development partners, Regional Career Pathway Collaborative

#### **Actions:**

1. The RCP Grant Coordinator and CESA partners conduct a K-12 asset scan in order to determine if enough school districts have key components already in place for the pathway(s) being considered.  
**RECOMMENDED RESOURCE:** [Conducting a K-12 Asset Scan](#), [Asset Scan Tool](#)
2. The RCP Grant Coordinator and REDO and/or workforce development partners conduct a regional labor market needs analysis to ensure the pathway(s) being considered is in high demand in the region. Regions are allowed to use any valid labor market information provided to them.  
**RECOMMENDED RESOURCE:** [LMI Guide](#) and [Industry Projection Reports by Career Cluster](#)
3. Once the K-12 asset scan and LMI analysis have been conducted, the RCP Grant Coordinator convenes a meeting of the regional career pathway collaborative to review the results. Using the Pathway Selection Criteria Tool, the regional career pathway collaborative provides input on which pathway(s) the region should build. It is highly encouraged that the pathways selected should be based on available RCP map templates found here: <https://dpi.wi.gov/pathways-wisconsin/industry-sectors>  
**RECOMMENDED RESOURCE:** [Pathway Selection Criteria Tool](#)

## Step 2

### Populate the high school components on the map

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**Who:** RCP Coordinator, higher education partners, workforce development partners, and community organization partners to identify regional career exploration programs.

**Actions:**

- Convene all WTCS, UW, Private and Tribal higher education partners in the region to identify:
  - all post secondary education programs in the pathway, including certifications, technical diploma, registered apprenticeship, associate degree and bachelor degree programs
  - articulation agreements between any of the identified associate and bachelor degree programs
  - dual enrollment opportunities that would fulfill an entrance or graduation requirement for at least one of the identified post secondary programs in the pathway
  - any regional career pathway exploration programs, including pre college programs
- Gather all regional post secondary options in a spreadsheet or google form from post secondary partners. Transfer all the identified post secondary options by sub sector in the “Post Secondary Options” template. Include a hyperlink to college webpages for all post secondary programs listed.
  - In the “Associate Degree” section, enter in information for articulation agreements between associate and bachelor degree programs. Provide a hyperlink to the bachelor degree program.
  - In the “Registered Apprenticeship” section, list any registered apprenticeship offered at partner technical colleges. Provide a hyperlink to the technical college’s registered apprenticeship page.

**RECOMMENDED RESOURCE:** Post Secondary Options template

- Enter all the identified dual enrollment opportunities in the “College Credit Opportunities” template. Specific dual enrollment courses do not require a hyperlink. Make sure to include the following types of dual enrollment:
  - Technical college options, including Start College Now Program
  - UW, private university and tribal college options, including Early College Credit Program
  - AP and/or IB options. Include the score required to earn credit in a course related
    - to the pathway. If AP courses have been listed, the names of the college/university and the minimum score required to earn credit that counts for the career pathway must be listed. Only list program specific AP and/or IB courses.
  - Any other dual enrollment academy options

**RECOMMENDED RESOURCE:** College Credit Opportunities template

- Enter the identified regional career exploration activities for students on page 2 of the RCP map.
- Enter the title of the RCP on page one of the map.

Ask the following questions:

- Do the postsecondary programs/majors listed, or to be added, lead to on ramps/entry level hiring in the career ladder within the pathway?
- Do the postsecondary programs/majors listed, or to be added, allow for dual enrollment opportunities in high school?
- Do the dual enrollment classes count as regular credit in the postsecondary programs/majors, or are they just recognized as general education/elective credit?

### Step 3

#### Review the RCP map with Regional Industry Sector Employers and RCP Collaborative Partners

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**Who:** RCP Grant Coordinator, REDO, Regional Industry Sector Employers, RCP Collaborative Partners

#### Actions:

1. Working with the REDO, the RCP Grant Coordinator identifies if there is an existing group of Regional Industry Sector Employers for the selected pathway. If there is not an existing group, the REDO and other employer intermediaries (such as county economic development organizations, chambers of commerce and/or workforce development partners) work together to create a group of Regional Industry Sector Employers.
2. Once a group of Regional Industry Sector Employers have been identified, the RCP Grant Coordinator convenes a meeting with all the RCP Collaborative partners and the Regional Industry Sector Employers.

**Regional Industry Sector Employers** provide input on whether the job titles on the RCP map template are appropriate for the region. Ask the following questions of the Regional Industry Sector Partnership:

- What are your overall thoughts of the map? Does it capture your industry needs from an employer perspective?
- Do the job titles accurately reflect the occupations projected to be most in demand in your region?
- Are there any job titles missing that reflect the occupations projected to be most in demand in your region? Keep in mind:
  - There is a maximum of 5 job titles per box. Link to o'net description when possible.
  - Will a high school student understand the job titles being added?
  - When possible, use the same job titles that are found in Xello. Any job title with the Xello icon should stay on the map. This job title will be protected from editing.
- Are there any job titles listed that are not reflective of your regional needs and should be taken off the map for the region?

Verify the Industry Recognized Credentials (IRC) on the RCP draft template map.

- Are the IRC's attainable by high school students?
- Are there any IRC's missing from the map?
- Is there a website you recommend to link to additional information on IRC's?

**RCP Collaborative Partners** provide regional input on the RCP Map and ensure all components of the RCP map are reflective of regional needs prior to sending it to DPI for final endorsement. Ask the following questions of the RCP Collaborative Members:

- Do the post-secondary programs align with the career ladder?
- Are there gaps in articulation agreements or college credit opportunities for this pathway that will need to be addressed?
- Does the RCP Map pose any initial concerns for K12 implementation? For example, are school districts able to access the IRCs listed?
- Is the RCP Map inclusive of regional offerings related to career and work-based learning opportunities? Are there any regional career exploration programs that are missing?
- How can youth serving organizations and other agencies provide supportive services related to this pathway - especially for special populations? (english language learners, students with disabilities, etc.)

**RECOMMENDED RESOURCE:** Regional Career Pathway Review Meeting Material available in RCP Grant Coordinator google drive.

3. The RCP Grant Coordinator documents any modifications to job titles made from the state RCP map, and the justification for job title changes when the RCP is submitted. Documentation should include regional labor market information that supports the added or deleted job title.
4. The RCP Grant Coordinator adds in regional salary information for each box on page one of the RCP map. Salary information should be in the form of a salary range that represents all job titles listed in the box.

## Step 4

### Submit RCP Map with rubric to DPI for state endorsement.

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**Who:** RCP Grant Coordinator

Actions:

1. The RCP Grant Coordinator completes all fields of the rubric and links any supporting documents referenced.
2. The RCP Grant Coordinator submits a draft RCP map and rubric to Jennifer Wagner at [jwagner@pathwayswi.org](mailto:jwagner@pathwayswi.org) or initial review.
3. After initial review, the RCP Grant Coordinator submits a final RCP map and rubric to Karin Smith at [karin.smith@dpi.wi.gov](mailto:karin.smith@dpi.wi.gov).

Required Rubric: [State Endorsement Rubric](#)

