



### 3. Oregon IET Toolkit: Collaboration & Industry Engagement

Updated April 2026

#### Background

“Collaboration and Industry Engagement refers to ongoing communication and collaboration with partners, employers, and students to ensure the program meets the community’s evolving needs, as well as established processes and tools for communicating and fulfilling the program’s vision and purpose.” - [IET Quality Indicators](#)

The materials in this section relate to the IET Quality Indicators for Collaboration and Industry Engagement. You may want to begin by reviewing the related quality indicators ([Indicators #9-11](#)). To help guide your use of the resources below, assess your IET program against Quality Indicators #9-11 using the [Oregon IET Self-Assessment Tool](#). The Resources provided below indicate which Quality Indicator(s) they address.

#### Collaboration and Industry Engagement Resources

Resource	Description	Quality Indicator
<a href="#">Regional Workforce Development Needs</a> (IET Design Toolkit)	Research and answer key questions about workforce needs in your region. Read “Key Area #2: Regional Workforce Development Needs” (pp. 15-16) and complete the accompanying “Workforce Needs” chart (p. 109) with your local information.	9, 11
<a href="#">Learner and Business Needs</a> (IET Design Toolkit)	Research and answer key questions about learners and the businesses that hire them in your area. Read “Key Area #5: Learner and Business Needs” (pp. 20-21) and complete the accompanying “Learner Needs” and “Business Needs” charts (pp. 113-114) with your local information.	9, 11
<a href="#">Create a Communication Plan</a> (IET Design Toolkit)	Create a plan that clarifies what will be communicated, how, when, and by whom. Read “Create a Communication Plan” (p. 35) and fill out the accompanying chart (p. 144) with your local information.	9, 10, 11
<a href="#">Prepare Partner Agreements</a> (IET Design Toolkit)	Set up partner agreements that record the strategic vision, expectations, and sustainability for all partners in the IET program. Read “Prepare Partner Agreements” (p. 36) and fill out the accompanying chart (p. 146) with your local information.	10
<a href="#">Oregon CTE Policy Guidebook</a>	Recommendations for forming and working with CTE Advisory Committees (p. 42). All CTE programs are required to engage and convene an Employer Advisory Committee. This is a good table to engage with on curriculum development and feedback.	9, 11
<a href="#">Oregon Sector Partnership Map</a>	The map identifies employer-sector partnerships by workforce region and the Local Workforce Development Board that	9, 11

Resource	Description	Quality Indicator
	convenes the group. These groups are engaging together on a variety of topic areas related to the sector, and education programs are often a topic of focus.	
Building Your Relationships with Immigrant and Refugee Serving Organizations <i>Webinar Coming Spring 2026</i>	The <a href="#">Office of Immigrant and Refugee Advancement</a> (OIRA) advocates for immigrant and refugee populations across the state. Contact Misty Schoene ( <a href="mailto:misty.a.schoene@odhs.oregon.gov">misty.a.schoene@odhs.oregon.gov</a> ) to learn about local/regional trends and connecting refugee/immigrant populations with training programs in your area.	9
<a href="#">Employer Engagement Toolkit</a>	From the Association of Adult Literacy Professional Developers, this quick reference guide with action items, talking points, and templates will help ABS programs effectively engage employers using industry language and systems.	11
<a href="#">Employer Engagement Toolkit Sample: Minnesota</a>	These customizable flyers from Minnesota Adult Ed showcase ways to share the benefits of ABS/industry partnership and highlight employers' return on investment in workforce training.	11
<a href="#">Chemeketa Community College End of Term Debrief for BNA Program</a>	End of Term Debrief to address evaluation of BNA IET and appropriate adjustments.	9
<a href="#">Chemeketa Community College End of Term Debrief for ECE Program</a>	End of Term Debrief to address evaluation of ECE IET and appropriate adjustments.	9
<a href="#">Chemeketa Community College Slideshow with IET information for students</a>	Slideshow shared with students about Chemeketa's IET Program offerings.	10
<a href="#">Chemeketa Community College Master IET Calendar and Program Information</a>	Use this calendar as a central location to store data for stakeholders to access.	11