Developing and Implementing the Individual Career Plan (ICP)

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Webinar Outcomes:

In Today’s Session, Grantees will:

- Learn about an Individual Career Plan (ICP)
- Gain an understanding of the purpose of an ICP and DOL requirements for the ICP
- Review core components for an ICP template
- Review ICP process tips
- Review a sample ICP template that may be adapted for use
What are the DOL Requirements for an ICP?

I. In the FOA DOL stated:

- All participants must have an ICP. *(T2W/FF)*
- ICP development must begin within 30 days of enrollment. *(T2W/FF)*
- Include steps to improve the participant’s employability. *(T2W/FF)*
What are the DOL Requirements for an ICP?

II. In the FOA DOL stated:

- ICP extends throughout the follow-up period. *(T2W /FF)*
- Is part of electronic portfolio that will follow the participant after the program. *(FF)*
- ICP portfolios must be integrated into the state career information system. *(FF)*
The Opportunity of the ICP

- Participant
- Case Manager
- ICP
  - Barrier Removal
  - Education Services
  - Skills Training
  - Workforce Development
  - Career Employment
What is an ICP?

An ICP is a tool that a person and program can use to map out how to achieve the person’s career ambitions.

May be known by many names! For Example:

- EDP: Employability Development Plan
- IDP: Individual Development Plan
- CSGS: Participant Services and Goals Strategy
What is an ICP?

An ICP is a part of a program process that encompasses other key participant service approaches such as:

- Planning services (ISS: Individual Services Strategy or ESP: Employability Services Plan)
- Tracking and recording the person’s progress
- Identifying roles and responsibilities for goal accomplishment
- Organizing case management
What is an ICP?

Bottom line – *for participants*, an ICP should be a living action plan designed to:

- Identify assets and barriers and the plan to move towards career success;
- Articulate short- and long-term goals;
- Provide a tracking mechanism; and
- Create the foundation for a life-long career development plan.
What is an ICP?

For programs, an ICP is an articulation of a specific program plan for a participant that:

- IDs assets and barriers;
- Articulates short- and long-term goals;
- Outlines services and service strategies that will be used to address needs and achieve goals; and
- Tracks and records progress.
Additional Benefits of an ICP:

The ICP and ICP process should also serve to:

- Engage the participant in the process of taking charge of his or her career development
- Assist the participant to understand the steps and actions needed to achieve goals
- Convince the participant that career development is not a “one-shot” deal
ICP Components:
Key Elements – Part 1:

- Identification information
- Summary of assessment information – including assets as well as barriers to goal achievement
- Long-term goals for careers, employment, training or education
- Measurable short-term goals (objectives) that directly correspond to the long-term goals
ICP Components:

Key Elements – Part 2:

- Services or activities to accomplish the short-term goals
- Time frames for services and planned outcomes
- Responsibilities of the program, the participant, and others
- Signatures of the case manager and the participant
Best Practice: ICP Parts Identification

Should Have:

- Person’s Name

Other Considerations:

- Address
- Phone #
- Email
- Birthdate
- Contact Person
- Case Manager Name
- Starting Date
Person’s assets such as:

- Education
- Work experience
- Credentials
- Other
As well as barriers to goal achievement:

- Educational
- Skills
- Medical
- Personal
- Other
Long-term goals for careers, employment, training or education, that are directly linked to the assessment process and the local labor market.

Measurable short-term goals (objectives) that directly correspond to the long-term goals
I. Goal areas may encompass:

- Continuing Education Goals
  HS Diploma, GED, Post-2\textsuperscript{nd} Education
- Occupational Skills Training Goals
  Skills Certificates/Occupational Licenses
II. Goal areas may encompass:

- Work-based Learning Goals
  Job Fairs, Career Days, Workplace tours,
  Internships, work experience,
  apprenticeships

- Career Pathway/Employment Goals
  Initial job
  Long-term job placement
Best Practice: ICP Elements: Services

Identifies Services or activities to accomplish the goals:

- Resources needed (including support services)
- Time frames: projected starting and ending dates of services
- Identities organizations that will provide the services and resources
- Identified tasks and responsibilities of the participant
- Schedule for subsequent contacts
Best Practice: ICP Elements: Roles and Responsibilities

Identifies which:

- Organizations and/or individuals will provide the services and resources in the plan
- Tasks and responsibilities the participant must take
- Tasks and responsibilities the case manager/program must take
- Tasks and responsibilities others (the family members, church, etc.) will take on
**Best Practice: ICP Elements: Other Features**

Other features to include/consider:

- Signatures of participant and program representative
- Formatting ICP as an agreement between program and participant
- Using an electronic format (required for FF)
Best Practice: ICP Process

I. Effective process critical for success:

- Initial ICP drafted within 30 days of enrollment
- Copy provided to participant
- Copies (or access to the ICP) provided to all program staff working with participant
Best Practice: ICP Process

II. Effective process critical for success:

- ICP used by program in case reviews
- Upfront schedule for review and updates
- Use all opportunities to teach the participant the value of career planning and of using an ICP as a living document to guide and inform that process
Sample ICP – ID and Assets

INDIVIDUAL CAREER PLAN (ICP)

Name: ___________________________________________________________ Date: __________________

Address: _______________________________________________________________________________________

Phone #: __________________________ Email: __________________________

Case Manager: _______________________________________________________________

____________________

ASSETS (List):
Educational: ___________________________________________________________________________________

____________________________________________________________________________________________

Credentials: ___________________________________________________________________________________

____________________________________________________________________________________________

Experiences: __________________________________________________________________________________

____________________________________________________________________________________________

Other: _________________________________________________________________________________________
Sample ICP – Needs Assessment

NEEDS ASSESSMENT INFORMATION (Check all that apply):

Supportive Service (Needs Assessment):

- [ ] IDs
- [ ] Transportation
- [ ] Housing
- [ ] Medical/Dental
- [ ] Childcare
- [ ] Other
- [ ] Other

Workforce Development (Career Assessment):

- [ ] Continuing Education (HS Diploma, GED, Post-2nd Ed)
  Specify:
- [ ] Occupational Skills Training (Certification)
  Specify:
- [ ] Workplace Learning (Internships, Summer Jobs, etc.)
  Specify:
- [ ] Employment Placement (Unsubsidized Empl.)
  Specify:
- [ ] Other:

(See Attached ISS for plan of action for addressing needs)
# Sample ICP – Goals

## GOALS

**LONG-TERM CAREER GOAL:**

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## OTHER GOALS:

**Goal #1:**

- Objectives/Action Steps: ________________________
- Person/Organization Responsible: ________________________
- Due/Completion Date: ________________________

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**Goal #2:**

- Objectives/Action Steps: ________________________
- Person/Organization Responsible: ________________________
- Due Date: ________________________

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**Goal #3:**

- Objectives/Action Steps: ________________________
- Person/Organization Responsible: ________________________
- Due Date: ________________________

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**Goal #4:**

- Objectives/Action Steps: ________________________
- Person/Organization Responsible: ________________________
- Due Date: ________________________

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**Goal #5:**

- Objectives/Action Steps: ________________________
- Person/Organization Responsible: ________________________
- Due Date: ________________________
Sample ICP – Notes /Signatures /Review

Notes:__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

Client Signature ____________________________ Date

Case Manager Signature ____________________________ Date

ICP Review/Revision Dates:

Date: 1st_____________ 2nd_____________ 3rd_____________ 4th_____________

Initials: ________/_______  ________/_______  ________/_______  ________/_______
ICP Resources:

✓ Juvenile Justice System (JJS)
✓ Public Workforce System--American Job Centers, formerly called the One-Stop Career Centers, or the Local Workforce Investment Board (WIB) Workforce Development Board (WDB)
✓ Non-profit Legal Services Centers
ICP Resources:

✓ Employers
✓ Housing assistance programs
✓ Mental health treatment centers
✓ Substance abuse treatment centers
✓ Child Support Enforcement Agencies
✓ Legal Aid Services
ICP RESOURCE LINKS – For More Info.

- *YouthBuild Mentoring Guide* (2009), U.S. Dept. of Labor
- *CareerPathways Toolkit*
QUESTIONS???
THANK YOU!

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