Welcome to NAF’s Year of Planning (YOP) which offers direct support to high schools developing a NAF academy. NAF portfolio managers provide guided technical assistance to assess and align high school programs and resources with the standards of practice of NAF’s educational design before an academy opens in the launch year. *Note:* The YOP program is self-paced and flexible to meet local needs. Adjust pacing as needed.

**Team Building & Leadership**

The first step in building a NAF academy is recruiting members of the Academy Design Team (ADT). This cross-functional team creates the academy structure and culture by developing and executing an **Academy Design Plan**. The ADT establishes the foundation for developing a career academy and outlines the vision, mission, and goals.

**Academy Design Plan**

The [**YOP Guide**](https://ash.naf.org/public/academy-development.yop) is a comprehensive outline of the YOP program to support academy development. The guide identifies the required strategic actions that assist the ADT in establishing a timeline to meet YOP deliverables and the development of an **Academy Design Plan**. Guiding questions lead discussion and research to create action steps for building the academy framework. The ADT collects evidence to document the monthly outcomes after accomplishing each **Academy Design Plan** goal.

**Launch Year**

Launch Year is the first year as an operational academy after the YOP graduation. The academy joins NAF’s network with full membership status.

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| **NAF Educational Design** |
| **Element 1: Academy Development & Structure** | **Element 2: Advisory Board** |
| A picture containing icon  Description automatically generated  | **Standards of practice:*** Recruitment & Enrollment
* Personalization
* Data Collection & Review
* Leadership
* Professional Learning
 | **Icon  Description automatically generated**  | **Standards of practice:*** Membership & Operations
* Support for Learning
* Support for Sustainability
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| **Element 3: Curriculum & Instruction** | **Element 4: Work-Based Learning** |
| Graphical user interface, icon  Description automatically generated | **Standards of practice:*** Program of Study
* Authentic Project Learning
* College & Career Readiness
 | **Icon  Description automatically generated**  | **Standards of practice:*** Work-Based Learning Plan
* Internships
* Career Goal Setting
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**Click the chevron to access the online YOP Guide. *Adjust pacing as needed.***

**\* Self-reflection tool to assess progress in Academy Design Plan development**

The YOP Pacing Guide aligns with the elements and standards of practice in NAF’s Academy Assessment, and it assists the ADT to establish timelines to meet the YOP deliverables. The ADT uses the recommended timelines to develop the **academy design plan** to prioritize the completion of strategic actions and identify the required evidence collection for completing the YOP Assessment. *Reminder:* The YOP program is self-paced and flexible to meet local needs. Revise pacing as needed.
The team meets regularly to monitor the completion of strategic actions by placing checkmarks in the right-hand columns that best represent the academy status of each strategic action as follows:*Academy Status:* ***N*** *(not started),* ***U*** *(underway), &* ***A*** *(accomplished).*

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|  **Team Building & Leadership** |
| **Recommended Timelines** | **Key Strategic Actions** | **N** | **U** | **A** |
| Team Building & Leadership[Month 1](https://ash.naf.org/public/academy-development.yop?slug=month-1-team-building-leadership) |  **Strategic Actions:*** Recruit the Academy Design Team (ADT) and begin assigning roles and responsibilities. Identify the missing roles to inform recruitment efforts.
* Host a strategic planning meeting and use the [Month 1 Guiding Questions](https://ash.naf.org/public/academy-development.yop?slug=month-1-team-building-leadership) to develop agenda.
* Schedule a date for the YOP kick-off with the academy portfolio manager.
* Complete the online YOP Snapshot 1 located in NAF's Academy Support Hub (ASH).
* Use the YOP Snapshot results to create the academy design plan.
* Ensure the ADT members create NAF accounts to access NAF tools and resources.
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|  **Academy Design Plan Development** |
| **Recommended Timelines** | **Key Strategic Actions** | **N** | **U** | **A** |
| Program of Study & Personalization[Month](https://ash.naf.org/public/academy-development.yop?slug=month-2-program-of-study) 2 |  **Strategic Actions:*** Confirm the career pathway meets the local community businesses and workforce needs.
* Review [NAF Future Ready Learning](https://ash.naf.org/public/learning) for career-pathway curricula and online resources in Engineering, Finance, Health Science, Hospitality & Tourism, and Information Technology.
* Develop a program of study that provides career-pathway options that include advanced academic and early college options.
* Consider how to use authentic project learning experiences to integrate the career content in other subjects.
* Start soliciting support from industry professionals and postsecondary partners to inform curriculum and program of study development.
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|  **Academy Design Plan Development** |
| **Recommended Timelines** | **Key Strategic Actions** | **N** | **U** | **A** |
| Student Recruitment & Enrollment[Month](https://ash.naf.org/public/academy-development.yop?slug=month-3-student-recruitment-enrollment) 3 |  **Strategic Actions:*** Develop an open, choice-based student recruitment plan to enroll 200 (4-year program), 150 (3-year program), or 100 (2-year program) students with at least 20 students per grade level.
* Establish the targeted enrollment for Launch Year.
* Create an academy elevator speech, brochure, and recruitment flyers.
* Use the YOP Snapshot 1 results to update the goals and action steps in theacademy design plan.
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| Academy Quality Process[Month](https://ash.naf.org/public/academy-development.yop?slug=months-4-5-academy-quality-process) 4-5 |  **Strategic Actions:*** Develop a continuous improvement plan to evaluate learner data and NAFTrack Certification reports to monitor learner achievement.
* Complete online Snapshot 2 to assess academy development progress. Update the goals and action steps in the academy design plan.
* Identify the learner/academy data used to analyze progress in learner achievement.
* Document academy leaders’ use of social media and presentations at local, state, andnational conferences to promote NAF academy practices and college and career readiness.
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| Advisory Board[Month](https://ash.naf.org/public/academy-development.yop?slug=months-5-6-advisory-board-development) 5-6 |  **Strategic Actions:*** Develop an Employer Engagement Plan to recruit advisory board (AB) members.
* Create partner recruitment resources.
* Develop a timeline for AB activities, including a strategic planning meeting.
* Identify experiences in the classroom that include advisory board participation to support the work-based learning program.
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| Work-Based Learning[Month 6-7](https://ash.naf.org/public/academy-development.yop?slug=months-6-7-work-based-learning-program) |  **Strategic Actions:*** Develop a WBL plan focusing on 9th and 10th grades with advisory board support and participation.
* Incorporate opportunities for students to explore career interests, develop skills and start to develop their professional network within the WBL plan
* Identify the process the academy team will use to evaluate WBL impact.
* Schedule date for YOP graduation with academy portfolio manager.
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|  **Academy Design Plan Development** |
| **Recommended Timelines** | **Key Strategic Actions** | **N** | **U** | **A** |
| College & CareerReadiness[Month](https://ash.naf.org/public/academy-development.yop?slug=months-7-8-college-career-readiness) 7-8 |  **Strategic Actions:*** Develop a college and career readiness plan to build learners' knowledge regarding college options, culture, expectations, and financial aid.
* Identify advanced academic and early college options for the program of study.
* Review the work-based learning plan with advisory board and discuss their involvement in career awareness, exploration, and preparation activities.
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| YOP GraduationPreparation[Month](https://ash.naf.org/public/academy-development.yop?slug=months-8-9-yop-graduation-preparation) 8-9 |  **Strategic Actions:*** Schedule a graduation readiness meeting with the academy portfolio manager to evaluate academy development progress.
* Confirm the YOP graduation meeting date with the academy portfolio manager.
* Compile required electronic evidence to validate achievement of the designated strategic actions and upload files directly into the online YOP Assessment.
* Distribute copies of the YOP Assessment to all ADT members for review.
* Coordinate a review team meeting with the ADT to prepare for the graduation meeting by evaluating the evidence and reaching an agreement on the status of all YOP Assessment strategic actions.
* Register for NAF Next.
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| **YOP Graduation** |  **Resources:*** [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist)
* [YOP Assessment Sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-assessment-sample)
* [YOP Graduation Agenda Sample](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-graduation-agenda-template)
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|  **Launch Year** |
| **Recommended Timelines** | **Key Strategic Actions** | **N** | **U** | **A** |
| Launch Year Preparation[Month](https://ash.naf.org/public/academy-development.yop?slug=launch-year) 9-10 |  **Strategic Actions:*** Coordinate a new student orientation open-house before school starts.
* Organize Launch Year celebrations at the start of school.
* Prepare a press release to announce the opening of the academy and celebrate with the community.
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