NAF’s Year of Planning (YOP) 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 completing YOP. 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 |
| **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 |

**Click the chevron to access the online YOP Guide. *Adjust pacing as needed.***

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