

<b>WORKPLACE READINESS FOR ADULT ESOL USER GUIDE</b> <b>School District Course #9900080 College Classification of Instructional Program #1532.010502</b>	
<b><i>Who is the intended population?</i></b>	<ul style="list-style-type: none"> <li>• This course is for adults who: <ul style="list-style-type: none"> <li>• Need to improve their English language skills.</li> <li>• Are working for an employer who provides space to hold ESOL classes.</li> </ul> </li> </ul>
<b><i>What is the course designed to do?</i></b>	<ul style="list-style-type: none"> <li>• The course is designed to provide ESOL instruction with a focus on English language skills needed to perform work-related tasks.</li> <li>• The course also helps students who are working to be promoted in their workplace.</li> </ul>
<b><i>How are students placed in the course?</i></b>	<ul style="list-style-type: none"> <li>• The employer designates which workers will be eligible for enrollment.</li> <li>• Students chosen by the employer are registered in the course through an adult education program. The adult education program provides instruction and testing, and reports their progress and course completion to the FLDOE Community College and Technical Center Management Information System (CCTCMIS).</li> </ul>
<b><i>How are students tested?</i></b>	<ul style="list-style-type: none"> <li>• Students registering in the Workplace Readiness Skills course must be tested for placement into the course using a state-approved test. The agency and the employer will select which test would be most appropriate for the students to take, BEST Literacy, BEST Plus, CASAS, or TABE CLAS-E.</li> <li>• If not using a state-approved test, another testing process should be used to place students in an initial educational functioning level and to track their academic progress. This should be agreed upon by the employer and the adult education program.</li> </ul>
<b><i>What are students taught in this course?</i></b>	<ul style="list-style-type: none"> <li>• The content of the Workplace Readiness for ESOL Course is customized to meet the English language needs of the students in work-related tasks and duties. The employer's priorities and goals are incorporated into the course competencies.</li> <li>• The following steps should be completed as part of developing the course competencies: <ul style="list-style-type: none"> <li>• Establish the employer's expectations and goals for workers/students participating in the program.</li> <li>• Identify specific topics to be covered in the course.</li> </ul> </li> <li>• Refer to the directions and examples provided in the FLDOE Workplace Readiness Curriculum Standards (<a href="http://www.fl DOE.org/workforce/dwdframe/ad_frame.asp">http://www.fl DOE.org/workforce/dwdframe/ad_frame.asp</a>) to develop a Course Training Plan and the Course Contract.</li> </ul>
<b><i>How are students taught?</i></b>	<ul style="list-style-type: none"> <li>• Classes are held at a location provided by the employer. Class times are set to allow workers to attend either before, during, or after their normal working hours.</li> <li>• Items, objects, or tools found in the workplace (or reproductions) can be used in class to practice vocabulary words, commands and questions that students need to know when performing job-related tasks.</li> <li>• Lessons can be designed to simulate the workplace experience, such as working in teams to complete projects.</li> </ul>
<b><i>How do students progress?</i></b>	<ul style="list-style-type: none"> <li>• Students will progress as they complete the course competencies established jointly by the adult education program and the employer in the Course Training Plan.</li> </ul>
<b><i>How do students complete the course?</i></b>	<ul style="list-style-type: none"> <li>• When students complete the competencies stipulated in the Course Training Plan, they have completed the course.</li> <li>• The adult education program will sign off on the Workplace Accountability Report to document completion of the course.</li> <li>• The program will report the completion of the course as one Literacy Completion Point (LCP) to the FDOE. The program will provide copies of the signed Workplace Accountability Report to the employer and students, and retain the original for audit purposes.</li> </ul>
<b>Florida Department of Education • Division of Career and Adult Education</b> <b>Program Year 2012-2013</b>	