

Integrating Workplace Preparation into ESOL and EL Civics Instruction

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California EL Civics Meets WIOA Requirements

The current California EL Civics program meets the Federal definition of “integrating English literacy with civics education” and could be renamed Integrated EL Civics or IEL Civics (IEL/CE). Workforce Preparation, defined by the federal regulations as “using resources and information, working with others, understanding systems, and obtaining skills necessary to successfully transition to and complete postsecondary education, training, and employment” as well as Digital Literacy, which the federal regulations also include as part of workforce preparation are included in California’s EL Civics Objectives (see lists below).

Workforce Preparation and related content is already included in the following civic objectives:

- 3 – Develop a business plan for a small business in order to participate in the economic growth of the community
- 11 – Research and describe the cultural backgrounds that reflect the local cross-cultural society and that may present a barrier to civic participation
- 13—Interact with educational institutions including schools for children and schools or agencies with programs for adult learners
- 14—Identify educational opportunities and research education/training required to achieve a personal goal
- 23—Access and use community service and government agency information
- 25—Identify and describe volunteer opportunities in the community
- 26—Demonstrate knowledge of health and safety precautions by participating in activities such as CPR and First Aid Training
- 27—Demonstrate how to use pharmacies/drug stores and medicines
- 32—Locate, analyze and describe job requirements, licenses, credentials, etc. needed for specific jobs and identify resources available to help access the information
- 33—Identify and access employment and training resources needed to obtain and keep a job
- 34—Identify, describe, select and access free or low-cost employment-related services
- 35—Identify procedures for protecting employment rights and access resources that support and assist the worker
- 36—Identify work-related safety regulations, standards and procedures
- 37—Identify and demonstrate qualities of an effective employee in the American workplace in order to get a job, keep a job or get a better job

Digital Literacy, a new requirement of the federal regulations is also included in the following EL Civics Objectives:

- 47—Identify strategies and resources to effectively use the internet safely
- 48—Effectively use online tools to communicate and collaborate with others

Possible Additions/Revisions to EL Civics Civic Objectives:

1. Analyze job resources and information in order to select an appropriate career pathway (33)
2. Identify and demonstrate qualities of an effective employee related to working with others (37)
3. Identify and analyze educational, job placement, and workplace institutional systems in order to be better able to access those systems (14, 32, 33, 34, 35)
4. Identify and demonstrate self-management skills necessary to successfully transition and complete post-secondary education, training and employment e.g. study skills, time-management skills, stress management skills, etc.
5. Research, Identify and utilize resources and services necessary to successfully transition and complete post-secondary education, training and employment e.g. counseling, financial-aid, transportation, childcare, etc.
6. Demonstrate digital literacy skills necessary to complete basic and complex tasks related to obtaining and completing educational, training and employment resources, applications, etc. (47/48).

Web Resources (all internet items retrieved on September 1, 2015)

CASAS: <https://www.casas.org/training-and-support/casas-peer-communities/california-accountability/el-civics/civic-participation>

1. Links to civic objectives, language and literacy objectives and additional assessment plans upon which instruction can be based. Also included are links to instructional materials and lesson plans.

MiraCosta College: <http://www.miracosta.edu/instruction/continuingeducation/esl/assessment.html>

1. Objective 33- Beginning, Intermediate and Advanced Levels
 - a. “Identify and access employment and training resources needed to apply for a job.
Beginning:http://www.miracosta.edu/instruction/continuingeducation/esl/downloads/jbemploybeg.3.0615_2009.pdf
Task 1—research employment ads and describe 3 key elements of the job
Task 2—complete a job application
Task 3 –Research employment and training resources and give an oral report about the career pathway of student’s choice
2. Objective 14 Intermediate and Advanced Levels
 - a. “Identify educational opportunities and research education/training required to achieve a personal goal.”
Intermediate level:
<http://www.miracosta.edu/instruction/continuingeducation/esl/downloads/eduint14.6.2011.pdf>
 - b. Task 1-role play Make an inquiry at a post secondary educational or training organization
 - c. Task 2-written-complete an authentic application form for a post-secondary educational or training program
3. 3. VESL Report from Kristi Reyes-includes resources for job related lessons, class projects including lesson handouts <http://www.miracosta.edu/home/sramirez/newgrants.html>

San Diego Community College District <http://www.sdce.edu/classes/esl/esl-resources>

1. 3 lessons on learning goals
2. EL Civics Website <http://programs.sdce.edu/elcivics/resources>
 1. Lesson Plans and student materials for Beginning, Intermediate and Advanced Students
 - i. COAAP 32—research licenses for specific jobs
 - ii. COAAP 14—Research Education opportunities to meet your goals
 - iii. COAAP 33 – Learn about job opportunities

Mount San Antonio College <http://www.mtsac.edu/instruction/continuinged/noncredit/esl/>

2. COAAP 33 <http://elcivics33.pbworks.com/w/page/15820076/FrontPage>
 - i. Applications
 - ii. Career Goals
 - iii. Finding a job
 - iv. Interviewing
 - v. Job skills
 1. Job interview videos
 2. Job interview q/a and listening activities