



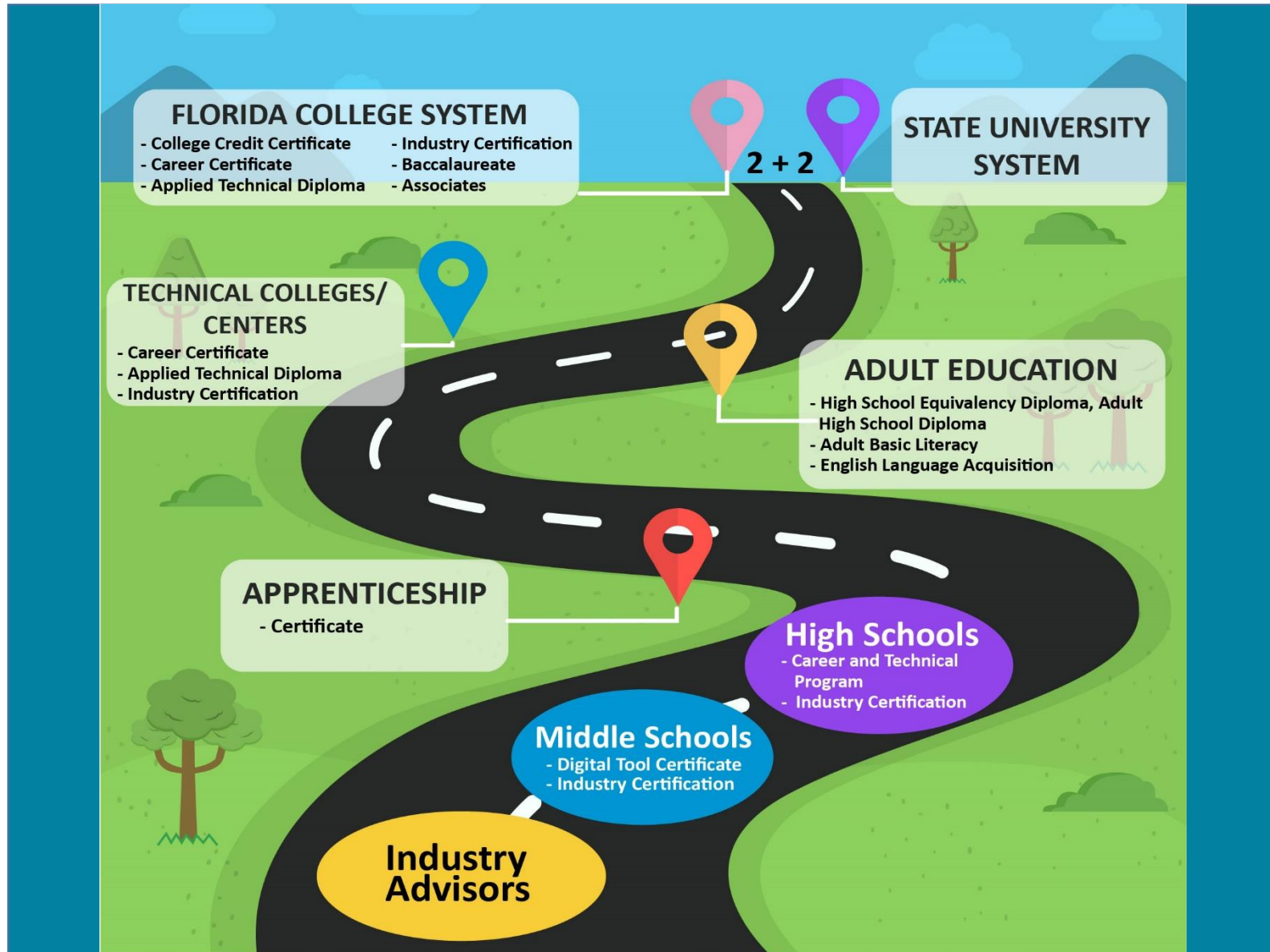
# Resources for Adult Education Professionals

**Adult and Community Educators (ACE) of Florida Annual Conference**

**October 2, 2019**



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



## Action Steps to Employment Section 1004.93(8), Florida Statute

In order to accelerate the employment of adult education students, students entering adult general education programs after July 1, 2013, must complete the following action-steps-to-employment activities before the completion of the first term.



## **Action Steps to Employment**

### **Section 1004.93(8), Florida Statute**

- a) Identify employment opportunities using market-driven tools.
- b) Create a personalized employment goal.
- c) Conduct a personalized skill and knowledge inventory.
- d) Compare the results of the personalized skill and knowledge inventory with the knowledge and skills needed to attain the personalized employment goal.
- e) Upgrade skills and knowledge needed through adult general education programs and additional educational pursuits based on the personalized employment goal.

## **Action Steps to Employment**

### **Section 1004.93(8), Florida Statute**

- The action-steps-to-employment activities may be developed through a blended approach with assistance provided to adult general education students by teachers, employment specialists, guidance counselors, business and industry representatives, and online resources.
- Students may be directed to online resources and provided information on financial literacy, student financial aid, industry certifications, and occupational services and a listing of job openings.

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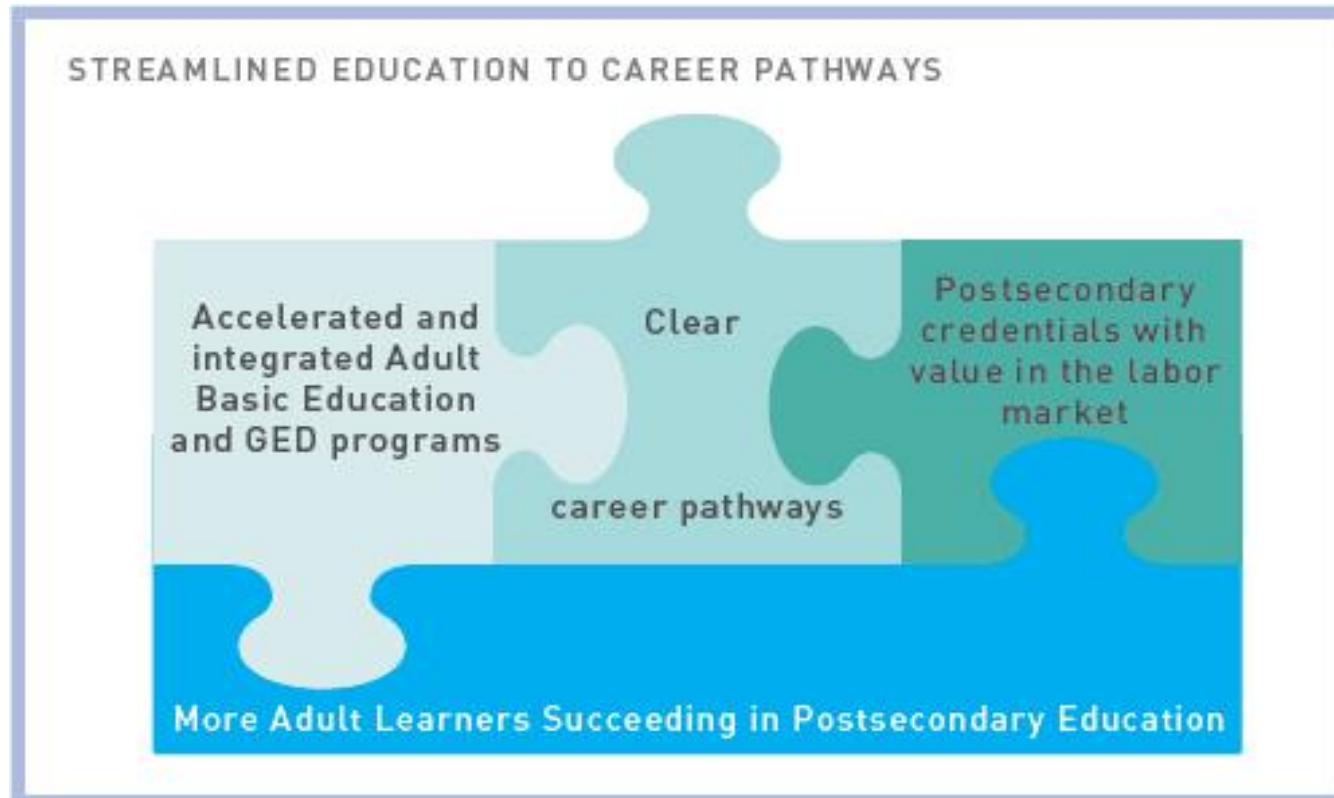
**Adult Education Office**

Phone: (850) 245-0450

[FloridaAdultEducation@fldoe.org](mailto:FloridaAdultEducation@fldoe.org)



## Closing Florida's Skill Gap: Florida's Integrated Education and Training System (IET)



Accelerate the adult education student's time to credential!

## What is the Integrated Education & Training (IET)?

It is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of education and career advancement.





## ADULT EDUCATION

2019-2020 Adult Education  
Curriculum Frameworks



2018-2019 Adult Education  
Curriculum Frameworks

Adult Education Career  
Pathways

Adults with Disabilities

Assessment Resources

Program & Accountability  
Performance Resources

Technical Assistance Papers

## Adult Education

Florida's adult education system includes a range of instructional programs that help adults get the basic skills they need to be productive workers, family members, and citizens. The major program areas are Adult Basic Education Adult High School and GED® Preparation, and English for Speakers of Other Languages (ESOL). These programs emphasize basic skills such as reading, writing, math, and English language competency. Adult education programs also help adult learners gain the knowledge and skills they need to enter and succeed in postsecondary education.

Adult learners enrolled in Adult High School can earn a high school diploma or its equivalent by successfully passing the Standard GED® tests.

Adult education programs are available to individuals that:

- Are 16 years or older.
- Are not enrolled or required to be enrolled in secondary school.
- Do not have a high school diploma or its equivalent.
- Want to learn to speak, read, and write the English language.

### Contact information for the Adult Education Program office:

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Senior Educational Program Director

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Tallahassee, Florida 32399-0400

Phone: 850-245-0450

[FloridaAdultEducation@fldoe.org](mailto:FloridaAdultEducation@fldoe.org)

## Adult Education Curriculum Frameworks

- Career and Education Planning
- Digital Literacy
- Workforce Preparation Activities
  - Critical Thinking
  - Teamwork
  - Employment
  - Self-Management
  - Utilizing Resources
  - Using Information
  - Understanding Systems

<http://fldoe.org/academics/career-adult-edu/adult-edu/2019-2020-adult-edu-curriculum-frameworko.shtml>

# 2019-2020 Adult Education Curriculum Frameworks

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- [Adult General Education Change Document 2019-2020](#) (RTF)
- [Florida Course Code Directory](#)
- [CPALMS](#)

## Adult Basic Education (ABE)

- [Adult Basic Education Language Arts](#) (RTF)
- [Adult Basic Education Mathematics](#) (RTF)
- [Adult Basic Education Reading](#) (RTF)

## Adult High School

- [Adult High School](#) (RTF)
- [Adult High School \(Co-Enrolled\)](#) (RTF)
- [2019-2020 Co-Enrolled Courses Eligibility List](#) (PDF)

## Applied Academics for Adult Education (AAAE)

- [Applied Academics for Adult Education](#) (RTF)

## English for Speakers of Other Languages (ESOL)

- [Adult English for Speakers of Other Languages](#) (RTF)
- [Adult ESOL College and Career Readiness](#) (RTF)
- [Adult ESOL Literacy Skills](#) (RTF)
- [English Literacy for Career and Technical Education \(ELCATE\)](#) (RTF)

## GED® Preparation Program

- [GED® Reasoning through Language Arts](#) (RTF)
- [GED® Science](#) (RTF)
- [GED® Social Studies](#) (RTF)
- [GED® Mathematical Reasoning](#) (RTF)
- [GED® Preparation Comprehensive](#) (RTF)
- [GED® Integrated Preparation Comprehensive](#) (RTF)



## Organizations



Adult and Community Educators of Florida, Inc.

<http://aceofflorida.org/>

(850) 222-2233

**Adult and Community Educators of Florida, Inc.** represents, promotes and advocates for adult and community education professionals and volunteers through its commitment to improving and expanding adult and community education programs and services throughout the state.



<https://www.coabe.org/>

The Coalition on Adult Basic Education exists to provide leadership, communication, professional development, and advocacy for adult education and literacy practitioners to advance quality services for all adult learners.



<http://www.flcpn.org/>

The Florida Career Pathways Network is a membership organization for educators, employer, and workforce development partners involved in the advancement of Career Pathways, Career & Technical Education, and other related education reform initiatives.



<https://www.ncpn.info/>

The **National Career Pathways Network (NCPN)** is a membership organization dedicated to the advancement of Career Pathways, career technical education (CTE), and workforce development initiatives.



**Florida Literacy Coalition, Inc.**

<https://floridaliteracy.org/>

The Florida Literacy Coalition (FLC) promotes, supports and advocates for the effective delivery of quality adult and family literacy services in the state of Florida.

Phone (407) 246-7110

Florida Literacy State Hotline: 1-800-237-5113

Webinars are available on a variety of topics to include:

- Roles and Goals for Adult Learners
- Helping Adult Learners Become Stronger Writers
- Teaching Reading in the Adult ESOL Classroom
- A Writing Toolbox: The 'Write' Stuff for ESOL Learners
- Helping Students Stay
- Meeting The Needs Of Diverse Adult Learners
- Developing Career Pathways for Adult Education Students: Lesson Learned



## Institute for the Professional Development of Adult Educators (IPDAE)

[www.floridaipdae.org](http://www.floridaipdae.org)



IPDAE is a resource center that offers information, training and professional development resources for adult educators.

- Upcoming Training Calendar:

[www.floridaipdae.org/index.cfm?fuseaction=calendar.calendar](http://www.floridaipdae.org/index.cfm?fuseaction=calendar.calendar)

- E-Trainings:

<https://www.floridaipdae.org/index.cfm?fuseaction=etrainings.etrainings>



[www.workforcegps.org/](http://www.workforcegps.org/)

WorkforceGPS is your online technical assistance website created to help build the capacity of America's public workforce investment system. Sponsored by the Employment and Training Administration of the U.S. Department of Labor, WorkforceGPS was developed specifically for workforce professionals, educators, and business leaders.

# CLASP

Policy Solutions That Work For Low-Income People

<https://www.clasp.org/>

CLASP is a national, nonpartisan, anti-poverty nonprofit advancing policy solutions for low-income people. They develop practical yet visionary strategies for reducing poverty, promoting economic opportunity, and addressing barriers faced by people of color.

# LINCS

<https://lincs.ed.gov/>

- The Literacy Information and Communication System (LINCS) is a national leadership initiative of the U.S. Department of Education, Office of Career, Technical, and Adult Education (OCTAE) to expand evidence-based practice in the field of adult education.
- The LINCS Learning Portal is an open-access, web-based learning platform that enables learners, instructors, and organizations to access online learning opportunities.
- The courses offered are freely available to educators.



[www.casas.org/](http://www.casas.org/)

The mission of CASAS is to assist adults functioning at or below a high school level in attaining the basic literacy skills to function effectively on the job, in the community, and in the family.



[www.onetonline.org/](http://www.onetonline.org/)

The O\*NET Program is the nation's primary source of occupational information.



[www.fddc.org/](http://www.fddc.org/)

- The Florida Developmental Disabilities Council, Inc. (FDDC) was established in 1971 and is funded and authorized under federal law
- Purpose of Act
  - People with **intellectual and developmental disabilities** and their families should have the community services, individualized supports and other assistance they need that **promote self-determination, independence, productivity, and integration and inclusion in all facets of community life**



## **FDDC Funded Inclusive Postsecondary Career and Technical Education Initiatives**

- With additional supports, career and technical education (CTE) students with intellectual and developmental disabilities can be successful in career certificate programs!
- FDDC funded Project Achieve at Florida State College at Jacksonville
  - From 2011-16, students enrolled in career certificate programs completed their programs at a 72% rate
  - From 2011-17, 83% of program completers obtained paid employment



## **FDDC Technical College Initiatives Supporting Inclusive Postsecondary CTE**

- FDDC has funded Project TOPS at Robert Morgan Technical College for four (4) years
  - Most recent student results (2018-19)
    - Fifteen (15) of twenty-nine (29) students earned at least one occupational completion point (OCP)
    - Five (5) students completed their programs
    - All six (6) students taking Adobe Acrobat Photoshop exams passed
- A replication guide for technical colleges is under development.





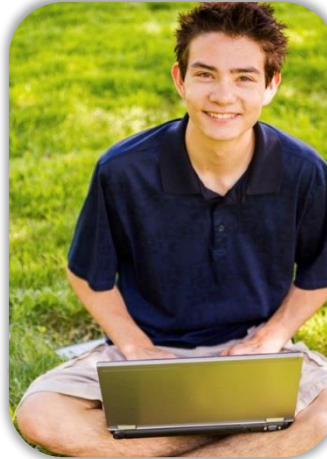
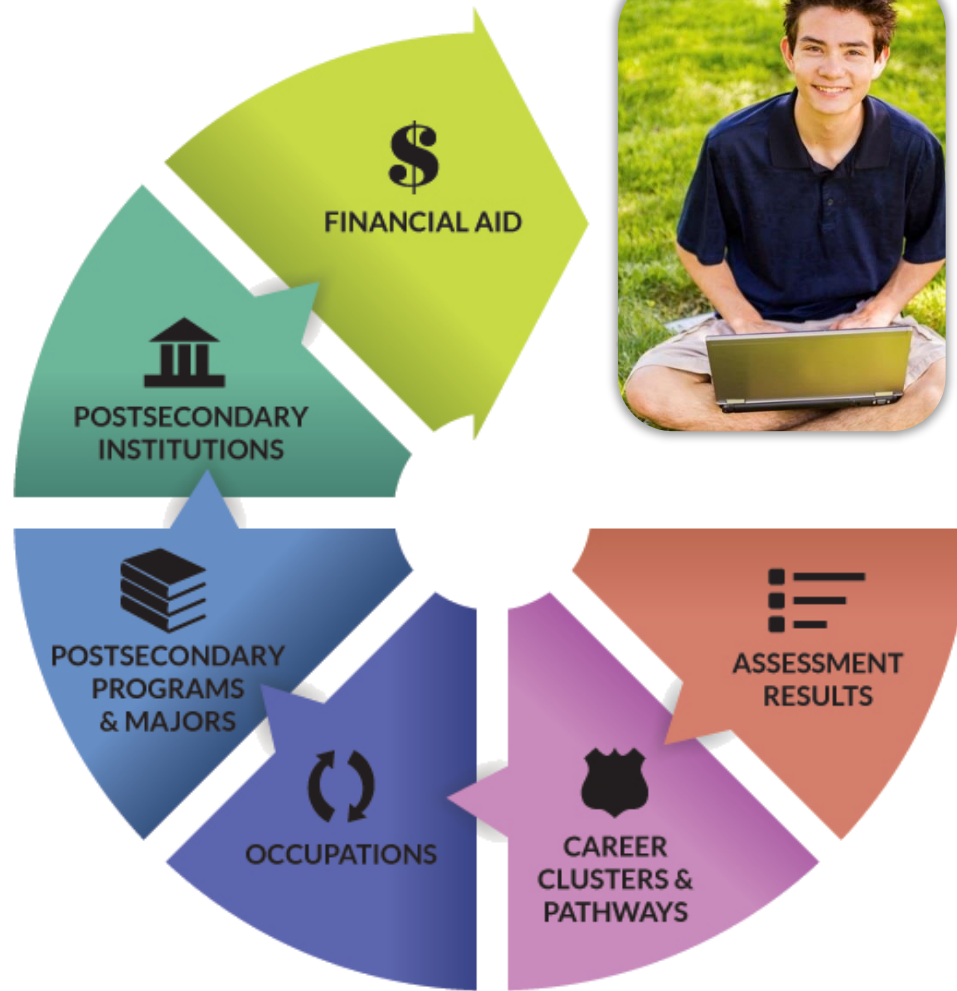
## Other Current FDDC Postsecondary Initiatives

- A Think College draft strategic plan supports expansion of multiple inclusive postsecondary models in Florida, including **postsecondary CTE in the state college and technical college systems**
- The University of Central Florida Center for Autism and Related Disorders (UCF CARD) has developed a draft **data-based statewide marketing and implementation plan to improve postsecondary enrollment and completion rates by students who identify as Autism Spectrum Disorder (ASD) and Hispanic/Latino**



## Accessing FDDC Resources

- To join the FDDC listserv, download and/or order free FDDC resources, go to FDDC Resource Page at [www.fddc.org/publications](http://www.fddc.org/publications)
- Click on “Click Here for Publications” in the appropriate program area to access the resources by area:
  - COMMUNITY LIVING
  - EDUCATION
  - EMPLOYMENT
  - HEALTH CARE
  - LEGAL & REFERENCE
  - SELF ADVOCACY AND LEADERSHIP
  - Archived Resources
- For more information, contact Rick Lockenbach, Manager, at [rickl@fddc.org](mailto:rickl@fddc.org) or (850) 488-4180



Free education and  
career planning tool  
for Florida residents  
from 6th grade  
through Adult



## **MyCareerShines users will be able to...**

- Assess their interests, skills, and work values
- Explore careers and occupations
- Identify educational requirements for jobs
- Build a Resume, Cover Letter and References list
- Develop a professional ePortfolio of personal resources, such as resumes, cover letters and references (high school)
- Free postcards, flyers and posters.

<https://www.floridashines.org/promotion>





Molly Weasley

a worker exploring a change to an  
entirely different occupation

[Home](#) ▸

My e-P

User-entered content will be displayed in the language in which it was entered. All other content will be displayed in English.

e-Profile Name:

my-e-profile

e-Profile URL:

<http://mycareershines.kuder.com/doeweasley/my-e-profile>[Unpublish](#)[Preview](#)

### Header Section

#### Color Scheme

Choose a color scheme for your e-Profile from the options below.

☐ Turquoise☐ Purple☒ Red☐ Blue

#### Social Media

Choose which social media options to include, if any, below and enter your social media URL in the spaces provided. Select a social media option to add your URL.

☐

Twitter

Twitter URL:

Twitter URL

☐

LinkedIn

LinkedIn URL:

LinkedIn URL

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Dribbble

Dribbble URL:

Dribbble URL

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Flickr

Flickr URL:

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Behance

Behance URL:

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Tumblr

Tumblr URL:

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Vimeo

Vimeo URL:

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YouTube

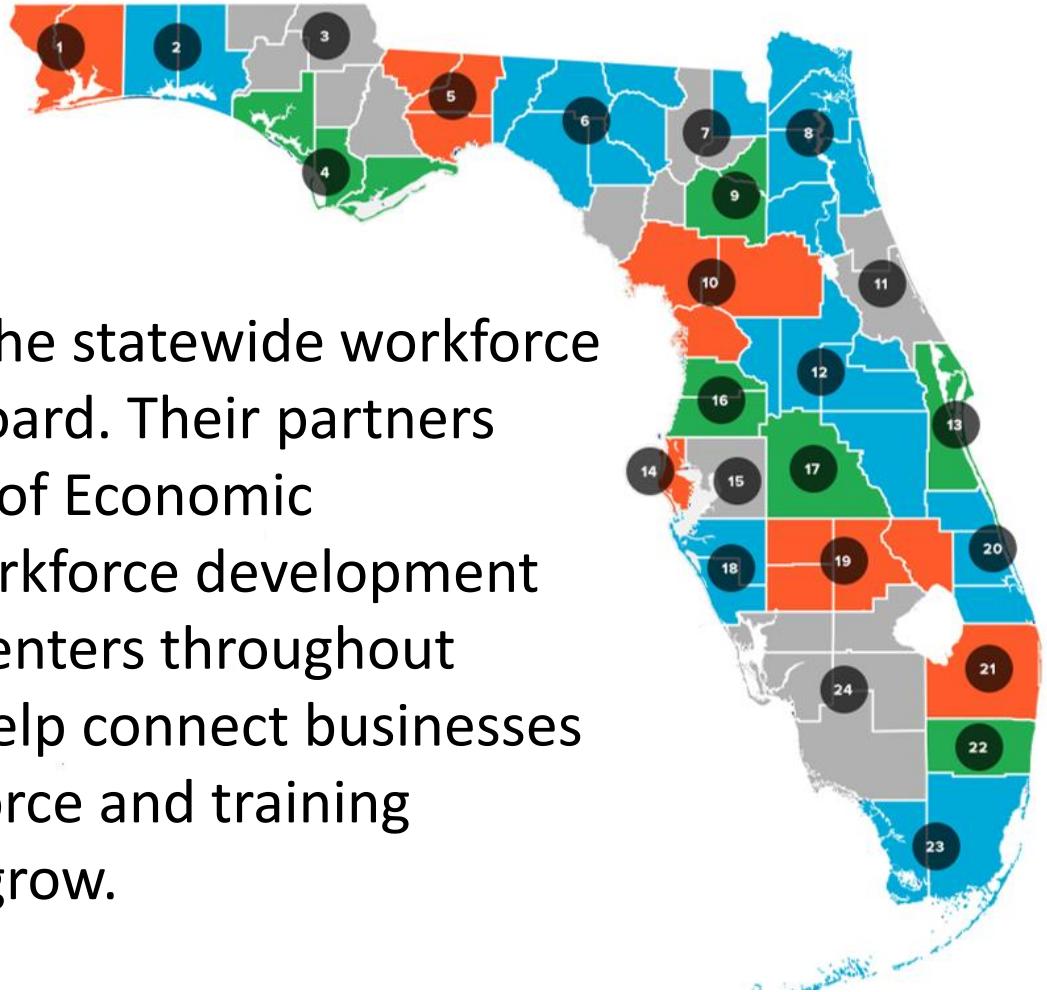
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[Home](#)[Things to Do](#)[Take an Assessment](#)[Explore Occupations](#) ▾[Plan for Education](#) ▾[Plan for Work](#) ▾[Find a Job](#) ▾[My Portfolio Items](#)[My Assessments](#) ▾[My Job Search Tools](#) ▾[My Favorites](#) ▾[My Documents](#)[My e-Profile](#)



<https://careersourceflorida.com/>

CareerSource Florida is the statewide workforce policy and investment board. Their partners include the Department of Economic Opportunity, 24 local workforce development boards and 100 career centers throughout Florida. Together, they help connect businesses with the talented workforce and training needed to succeed and grow.





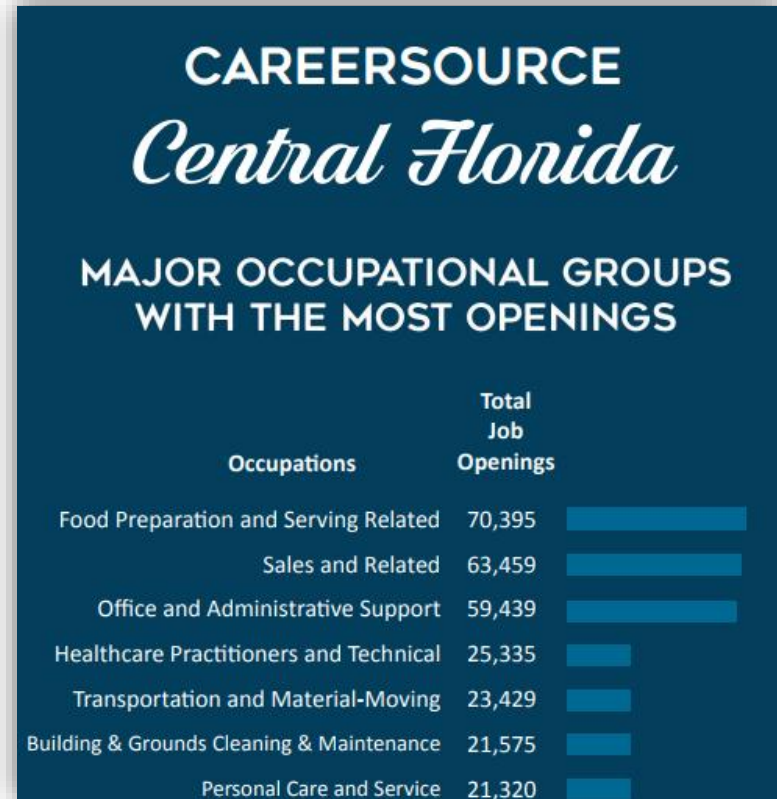
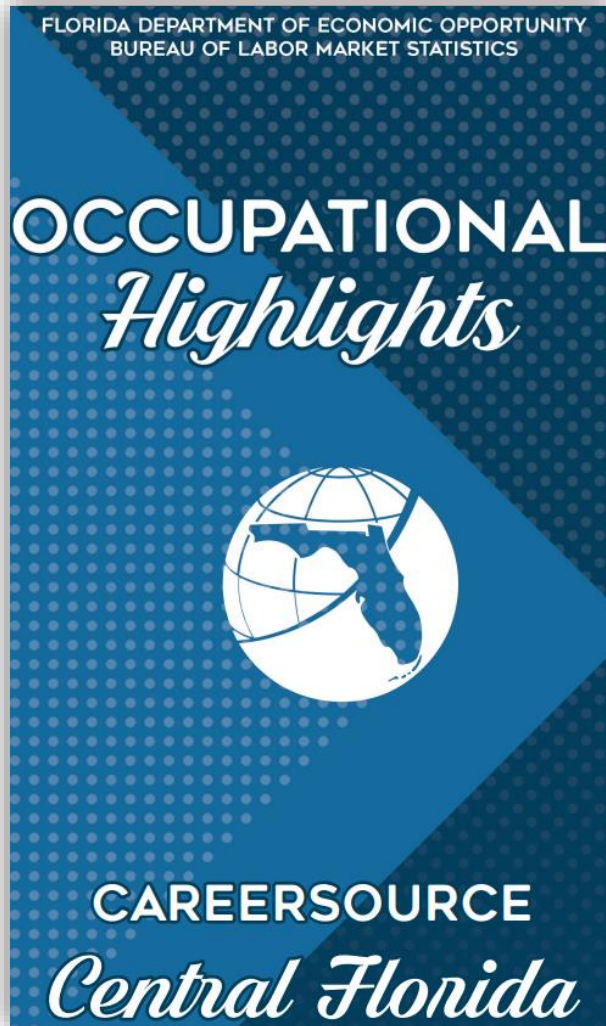
## Free Materials available to order from Dept. of Economic Opportunity (DEO)

WAGE CONVERSIONS			
HOUR	WEEK*	MONTH	YEAR
\$8.25**	\$330	\$1,427	\$17,160
\$8.50	\$340	\$1,473	\$17,680
\$9.00	\$360	\$1,560	\$18,720
\$9.50	\$380	\$1,647	\$19,760
\$10.00	\$400	\$1,733	\$20,800
\$10.50	\$420	\$1,820	\$21,840
\$11.00	\$440	\$1,907	\$22,880
\$11.50	\$460	\$1,993	\$23,920
\$12.00	\$480	\$2,080	\$24,960
\$12.50	\$500	\$2,167	\$26,000
\$13.00	\$520	\$2,253	\$27,040

JOB JOURNEY IN RETAIL	
   	
<b>NOW</b>	<b>MEDIAN HOURLY WAGE</b>
REQUIRES ON-THE-JOB TRAINING, WORK EXPERIENCE, AND/OR A HIGH SCHOOL DIPLOMA	
SALES REPRESENTATIVES, SERVICES	\$23.82
DEMONSTRATORS AND PRODUCT PROMOTERS	11.80
BUTCHERS AND MEAT CUTTERS	14.87
RETAIL SALESPERSONS	10.32
STOCK CLERKS AND ORDER FILLERS	11.32
<b>NEXT</b>	
REQUIRES 2 - 4 YEARS OF EDUCATION BEYOND HIGH SCHOOL	
FOOD SERVICE MANAGERS	\$29.81
PURCHASING AGENTS, EXCEPT WHOLESALE, RETAIL, AND FARM PRODUCTS	27.43
SALES AND RELATED WORKERS	15.63
PARTS SALESPERSONS	15.40
<b>LATER</b>	
REQUIRES 4 OR MORE YEARS OF EDUCATION BEYOND HIGH SCHOOL PLUS WORK EXPERIENCE	
SALES MANAGERS	\$58.44
MARKETING MANAGERS	53.89
ADVERTISING AND PROMOTIONS MANAGERS	49.41
FINANCIAL ANALYSTS	34.18
MARKET RESEARCH ANALYSTS AND MARKETING SPECIALISTS	27.80
SOURCE: FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY, BUREAU OF LABOR MARKET STATISTICS, 2016 HOURLY WAGE. FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY 107 EAST MADISON STREET, MSC 0-20, TALLAHASSEE, FL 32300-4111 PHONE: 850-245-7205 TOLL FREE: 866-537-3716 WWW.FLORIDAJOBSONLINE.ORG/LMS	
 	
An equal opportunity employer program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Services at 711.	

[www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-publications-and-order-form](http://www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-publications-and-order-form)






[www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-publications-and-order-form](http://www.floridajobs.org/workforce-statistics/publications-and-reports/labor-market-information-publications-and-order-form)

## CTE Brochure available for download to print

### Career and Technical Education

 **CTE** Learning that works for Florida



[www.fldoe.org/academics/career-adult-edu/career-tech-edu/](http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/)



## Florida Department of Education Websites

- Florida Department of Education: [www.fldoe.org/](http://www.fldoe.org/)
- Florida Department of Education, Division of Career and Adult Education: [www.fldoe.org/academics/career-adult-edu/](http://www.fldoe.org/academics/career-adult-edu/)
- Adult Education: [www.fldoe.org/academics/career-adult-edu/adult-edu](http://www.fldoe.org/academics/career-adult-edu/adult-edu)
- Florida Labor Market Information: <http://floridajobs.org/workforce-statistics>
- 2019-20 Funding Opportunities: [www.fldoe.org/academics/career-adult-edu/funding-opportunities](http://www.fldoe.org/academics/career-adult-edu/funding-opportunities)
- Program & Accountability Performance Resources: [www.fldoe.org/academics/career-adult-edu/adult-edu/resources.stml](http://www.fldoe.org/academics/career-adult-edu/adult-edu/resources.stml)



## Other Websites

- US Department of Education: [www.ed.gov/](http://www.ed.gov/)
- US Department of Labor: [www.dol.gov/](http://www.dol.gov/)
- Florida Career Pathways Network (FCPN): [www.flcpn.org/](http://www.flcpn.org/)
- Adult and Community Educators (ACE) of Florida: <http://aceofflorida.org/>
- Florida IPDAE: [www.floridaipdae.org/](http://www.floridaipdae.org/)
- Florida Literacy Coalition: <https://floridaliteracy.org/>
- State Resources for Adult Education and Literacy Professional Development: <https://lincs.ed.gov/state-resources>
- GED® Testing Service: <https://ged.com>
- Office of Career, Technical and Adult Education (OCTAE): <https://www2.ed.gov/about/offices/list/ovae/index.html>
- Commission on Adult Basic Education (COABE): [www.coabe.org](http://www.coabe.org)
- National Career Pathways Network (NCPN): <http://ncpn.info>
- American Career and Technical Education (ACTE) Association: [www.acteonline.org](http://www.acteonline.org)
- Tests of Adult Basic Education: <https://tabetest.com/>



**[www.FLDOE.org](http://www.FLDOE.org)**

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