# Integrated English Literacy & Civics Education (IELCE) + IET Plan 243 Funds

# The Texas Workforce Commission (TWC), under the Adult Education and Literacy (AEL) program, uses this form to evaluate IELCE IET programs funded by the 243 Grant.

As a reminder, enrollments in an IET will count toward the IET enrollment target when using the following TEAMS Activity/Funding codes when setting up classes.

* **IET (EL Civics)**

**For additional resources or tools, see the links below**  **or reach out to your Program Specialist or** **AELTA@twc.texas.gov.**

**Direct Links to Tools:**

* [**Integrated English Literacy and Civics Education (IELCE) Program Guide (OCTAE)**](https://lincs.ed.gov/sites/default/files/IELCE_checklistFINAL508_0.pdf)
* **EARN Project: https://lincs.ed.gov/state-resources/federal-initiatives/refugeesandnewamericans**
* [**Developing Basic Skills Curriculum for an IET (Texas Adaptation)**](https://tcall.tamu.edu/docs/IETGuide-TXVersion_2018.pdf)
* <https://tcall.tamu.edu/docs/IETGuide-TXVersion_2018.pdf>
* [**MSG Desk Aid**](https://tcall.tamu.edu/twcael/docs/FiveTypesOfMeasurableSkillGainsUnderWIOA_2024_FIN_Hzn-AS_FinalAccessible.pdf) **and** [**MSG Chart Overview**](https://tcall.tamu.edu/twcael/docs/PY-24-25_MSGOverviewChart_07-23-24_Draft_AS_FinalAccessible.pdf)
* **[Setting Up Training Services in TEAMS (Will be updated)](https://tcall.tamu.edu/docs/SettingUpTrainingServiceInTEAMS_Update.pdf)**

**Grant Recipient: \***

## Select Grantee from the dropdown menu.

## Service Provider: (Provide the name of the AEL organization directly delivering the IET program, even if it's the Grant Recipient.) \*

## Full Name of Person Completing This Form: \*

## Your Role in the Program: \*

## Email Address: \*

## Phone Number: \*

# Occupation and Workforce Training Information

## Occupational Information: What is the occupation that the Workforce Training is preparing the participant to enter? (Enter your response below.) (Examples: Certified Medical Assistant, Welder Technician I, Residential HVAC Technician) \*

## How does the IET support the occupational needs of the local, state or regional economy? (If Other, please specify.) \*

\_\_ The Workforce Training is an in-demand/targeted occupation as defined by the Local Workforce Development Board.

\_\_ The IET is a local partnership between the AEL provider, Workforce Board and the employer(s).

\_\_ AEL collaborated with the Workforce Development Board and determined a local need for training in this industry and occupation.

\_\_ Other

## Select the type of entity providing the Workforce Training. (Refer to the AEL Performance Guide pg. 45 for the definition of "Postsecondary Education or Training" i.e., Workforce Training. (If Other is selected, name the entity providing training.) \*

\_\_ Career and Technical Education (CTE) Program within an ISD

\_\_ College Corporate Training Division

\_\_ Institution of Higher Education (IHE) - Credit Program -IHE

\_\_ Non-Credit Program - IHE

\_\_ Local Nonprofit

\_\_ Private Contractor or Independent Trainer

\_\_ Registered Apprenticeship Program (RAP)

\_\_ TWC Authorized Career School

\_\_ Other

# IET Design (Linguistic, Economic, Civic)

Questions 10-14 address the core components on an IET, rigor and instructional design.

## Describe the eligible individuals to be served. (Include EFL levels, if ITPs are included, and any other demographic information used to determine the target population.) \*

## Select all the core components included in this IET. (Select all that apply.) \*

\_\_ AEL Activities Contextualized for Workforce Training

\_\_ Workforce Preparation Activities

\_\_ Workforce Training for In-demand/Targeted occupation

\_\_ Unsure at this time.

## Explain how your program will incorporate instruction on the rights and responsibilities of citizenship and civic participation related to the chosen career path.\*

## Select how the IET components will be delivered. \*

\_\_ IET components will be delivered concurrently within the overall Workforce Training schedule.

\_\_ AEL Activities will be delivered before and after the Workforce Training component.

\_\_ Unsure at this time

## Are there any educational requirements for the Workforce Training that are waived (even on a case by case basis) for AEL participants? (If Other, please specify.) \*

 High School Diploma/High School Equivalency Requirements is **waived.**

 TSIA (Texas Success Initiative Assessment) Requirement is **waived.**

 Specific Reading/Math Level: **waived.**

 Other Workforce Training Requirements: **waived.**

 Pre-Requisites: **Required**

There are no requirements for enrollment.

Other

## Does this IELCE + IET program offer a prep (bridge/on-ramp) class?

(These classes typically provide: 1) instructional support, 2) occupation assessment/interest inventory, 3) barrier identification/resolution, 4) student readiness for program intensity and duration.) \*

## Is the IET syllabus available for review upon request?

# Recruitment and Implementation

Recruitment Strategies

## Select all recruitment strategies used for this IET. (If Other, please specify.) \*

\_\_ Outreach to current and past AEL participants

\_\_ Workforce Solutions collaboration

\_\_ Community College referrals

\_\_ Community-based Organization (CBO) partnerships

\_\_ Recruitment through business partners

\_\_ Registered Apprenticeship Program (RAP) collaboration

\_\_ Advertising (promotions, online postings, social media)

\_\_ Existing career exploration or college preparation class

\_\_ Other

## How did you determine if the occupation matches the participant's career goals? (Select all that apply. If Other, please specify.) \*

 \_\_ Career exploration required before enrollment

 \_\_ Prior work experience in the field

 \_\_ Self-selected from program options

 \_\_ Career inventory assessment

 \_\_ Employer recommendations

 \_\_ Interviews with the career navigator

 \_\_ Other

## Enter the number of participants you expect to enroll in the IET over the program year. \*

## Enter the date when contextualized AEL and Workforce Preparation instruction will begin. (If serving multiple cohorts in this IET, enter the date of the first cohort.) \*

## Enter the date when the Workforce Training will begin. (If serving multiple cohorts, enter the start date of training for the first cohort.) \*

## Enter the date when the IET program is expected to end for Cohort 1. \*

## Select all the contextualized AEL Activities this IET program will provide. (If Other, please specify.) \*

\_\_ Reading

\_\_ Writing

\_\_ Math

\_\_ English Language Acquisition (ELA)

\_\_ Texas Certificate of High School Equivalency (TxCHSE) preparation

 \_\_ Digital Literacy skills

 \_\_ Other

## How many ELA (English Language Acquisition) contextualized direct hours will be provided between the IET start and end dates\*?

## Select the Workforce Preparation Activities provided? Select all that apply. (If Other, please specify.) \*

Cross disciplinary skills (research, inquiry, reasoning, problem solving, ethics)

Critical thinking Career advising Other

Digital literacy Career knowledge

Time management skills Teamwork skills

Cultural understanding Civics learning

Learning styles Study skills Test-taking skills

Job search Job interviewing

Resume writing Financial literacy

## Workforce Preparation Activities will be provided by: \*

\_\_ My organization's instructors

\_\_ A partner organization

## How many hours of Workforce Preparation Activities will be provided? \*

## How many hours of Workforce Training will be provided? (If enrolling in a college program that awards credit hours, assume 48 contact hours for each class that awards 3 credit hours at completion.) \*

## How does this IELCE + IET program integrate with the local workforce development system to carry out the activities of the program? \*

# Outcomes and Performance

## Which Measurable Skill Gains (MSG) will participants achieve?

Choose the MSG type(s) that aligns with the IET Program and is reflected in the student's Individual Training and Education Plan (ITEC).

(Reference the new AEL Performance Guide and MSG Desk Aid for guidance. Available here: <https://tcall.tamu.edu/twcael/grantees.htm> or [https://tcall.tamu.edu/twcael/docs/PY-24-25\_MSGOverviewChart\_07-23-](https://tcall.tamu.edu/twcael/docs/PY-24-25_MSGOverviewChart_07-23-24_Draft_AS_FinalAccessible.pdf) [24\_Draft\_AS\_FinalAccessible.pdf](https://tcall.tamu.edu/twcael/docs/PY-24-25_MSGOverviewChart_07-23-24_Draft_AS_FinalAccessible.pdf)) \*)

\_\_ MSG Type 1a (EFL- Gain in Basic Skills/ESL based on a post-test)

\_\_ MSG Type 1c: Postsecondary enrollment (Reference AEL Performance Guide, pages 29, 32.)

\_\_ MSG Type 1d: Passage of state-approved HSE subtest

\_\_ MSG Type 2: HSE Achievement

\_\_ MSG Type 3: Transcript or Report Card (Credit/Non-credit)

\_\_ MSG Type 4: MSG (Progress Milestone)

\_\_ MSG Type 5: Skills Progression

\_\_ Unsure at this time. Need Technical Assistance.

\_\_ None of the above.

## If you chose "none of the above" in question #29, please explain. (Please enter N/A if not applicable.)

## On successful completion of the IET training program, what Recognized Postsecondary Credential will participants earn, or what exam will they be prepared to take to earn a credential? Reference AEL Performance Guide. (If Other, please specify.) \*

­\_\_ Texas Occupational Skills Award

\_\_ Industry-recognized occupational certificate or certification

\_\_ Level 1 Credit certificate

\_\_ Certificate of completion of an Apprenticeship Program

\_\_ Occupational licensure recognized by the state or federal government

\_\_ At this time, we are unsure what the exit credential will be.

\_\_ IHE: Credential of Value to an Employer (New per THECB)

\_\_ Please provide more TA to assist with determining the outcome (exit) credential.

\_\_ Other

## What is the strategy or design for preparing ELL participants for, and placing them in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency? \*

## Will a Distance Learning curriculum be used to support any portion of the IET components? \* Yes No Unknown at this time

## If a Distance Learning curriculum is used, describe how it will be used to support the goals of the IET. (If not using a DL curriculum, enter "N/A") \*

## Which of the following integration models most accurately represent how your IET program delivers ELA instruction alongside Workforce Training (WFT). \*

**Model One:** (Non-integrated) AEL instructor works independently to design learning objectives and delivers the AEL component separately without the WFT instructor's involvement.

**Model Two:** (Aligned instruction-separate classes) The AEL and WFT instructors collaboratively develop learning objectives but teach separately.

**Model Three:** (Partially integrated) The WFT and AEL instructors jointly modify the WFT course to accommodate more time to meet basic skills students' needs. The AEL instructor and WFT instructor do not teach in the same

classroom but teach during the same timeline.

**Model Four:** (Integrated instruction-separate classes) The AEL and WFT instructors collaboratively design the IET, co-teach with AEL and WFT fully interwoven within the same classroom throughout the IET.

**Other:** One instructor teaches both occupational content and the AEL component as a sole instructor (Must be Pre-Approved)

# Costs of an IET

## Estimate the approximate cost for one individual to complete this IET. (Examples: Pre- requisite CPR or First Aid courses, background check, drug screening, WFT tuition or cost of occupational instructor, books, uniforms, testing fees, physical examinations.

For more information about allowable costs, reference AEL Letter: 03-17 Implementing and Reporting Workforce Training under the IET Approach to Service Delivery (<https://www.twc.texas.gov/sites/default/files/wf/policy-letter/ael/ael-03-17-twc.pdf>)

(Enter dollar amount in the field below. If unsure and need TA, enter "Request TA.") \*

## How will the program pay for the Workforce Training and related costs? (Select all that apply. If Other, please specify.) \*

\_\_ TWC AEL Grant (AEFLA)

\_\_ TWC Accelerate Texas Grant

\_\_ Institution is waiving all or some of the tuition and fees

\_\_ Local (non-AEFLA) funds

\_\_ Program eligible for federal financial aid

\_\_ Program eligible for financial aid under Ability to Benefit (ATB)

\_\_ Self-pay (partial)

\_\_ Texas Public Educational Grant (TPEG)

\_\_ Title I - Training Account

\_\_ Other IHE support or specialized program

\_\_ Other scholarship, foundation or grant

\_\_ Other Workforce Board support

\_\_ Other

# Additional Support and Supportive Services

## Select all additional services provided to students by the Grantee. (Select all that apply. If Other, please specify.) \*

\_\_ Career Navigation

\_\_ Job development/placement assistance

\_\_ Job placement

\_\_ Transportation (gas cards/bus passes)

\_\_ Vocational Rehabilitation services - co-enrollment as needed

\_\_ WIOA Title I co-enrollment

\_\_ Youth co-enrollment (AEL & Title I) Other

## Select all additional services provided to students by an IET Partner. (Select all that apply. If Other, please specify.) \*

\_\_ Case Navigation (other agency)

\_\_ Childcare

\_\_ Digital Literacy instruction Housing assistance

\_\_ Job development/placement assistance

\_\_ Job placement

\_\_ Transportation (gas cards/bus passes)

\_\_ Vocational Rehabilitation services

\_\_ WIOA Title I co-enrollment (AEL & Title I)

\_\_ Youth co-enrollment (AEL & Title I)

\_\_ Other

# Program Success and Evaluation

## Describe how the Grantee will evaluate the success of the program. \*

## Describe the process used to track: 1) IET program enrollments, 2) Completions, 3) Attainment of MSGs, 4) Attainment of the Credential, 5) Employment outcomes. \*

## Please enter an email address where your Program Specialist can reach a specific person for follow-up on the survey content.