****

**Workplace Literacy Program Plan**

(RFA32024-00017 & 32024-00149)

Intensive Services

**Applicable to 231 Funding only**

Link to Survey: <https://tcall.tamu.edu/twcael/grantees.htm>

The Texas Workforce Commission (TWC) under the Adult Education and Literacy (AEL) Program, uses this form to review Workplace Literacy Programs funded by the 231 Grant. As a reminder, enrollments in a Workplace Literacy program will count towards the ****Intensive Services enrollment target**** when using the following **TEAMS codes** in setting up classes:  
  
**Work Based (AEFLA)**  
**Work Based (Local)**

All questions require an answer.

A survey for each employer partner must be submitted.

**After submitting a survey, you have an option to download a copy of your responses. Make sure you complete the form in order to get that option.** Direct any questions about this survey to AELTA@twc.texas.gov.

1. Grant Recipient.
2. Service Provider (enter provider name even if it is the AEL Grant Recipient).
3. Name of person completing this form.
4. What is your role with the AEL Program?
5. Email address.
6. Phone number.
7. Grantees may provide Workplace AEL Activities (as allowed under AEFLA § 231) organized to function cooperatively in coordination with no less than one (1) employer.

Grantees must have a Memorandum of Understanding (MOU) or a Letter of Agreement (LOA) with each employer partner for the collaboration. (S) (34 C.F.R § 463.30 (c) )

There are two models of allowable Workplace AEL Activities.   
Select the model provided below:

1. Workplace AEL Activities
2. Workplace AEL Activities with employer provided training. (This is not an IET and the Training costs are not allowable costs under this model.)
3. (Follow-up if applicable) You choose Workplace AEL Activities with employer provided training. Please select one of the below:

a. I understand that any costs for employer provided training are not AEL allowable costs.

b. Please contact me for further clarification.

1. Name of employer partner.
2. How was the collaboration initiated?
3. Referral through WFS Business Services
4. AEL Grantee/Provider outreach
5. Referral from a Chamber of Commerce
6. Met employer representative at a networking event.
7. Presented on AEL to a group of community members.
8. Referral from the State Office
9. Direct outreach from employer seeking services.
10. Previous partner with this employer
11. Other
12. Per question #10, you selected Other, please specify.
13. Select the employer’s industry cluster from the drop-down menu.
14. Agriculture, Food & Natural Resources
15. Architecture & Construction
16. Arts, A/V Technology & Communication
17. Business, Management & Administration
18. Education and Training
19. Finance
20. Government & Public Administration
21. Health Science
22. Hospitality and Tourism
23. Human Resources
24. Information Technology
25. Law, Public Safety, Corrections & Security
26. Manufacturing
27. Marketing, Sales & Service
28. Science, Technology, Engineering & Mathematics
29. Transportation, Distribution & Logistics
30. Other
31. Has an MOU or LOA been signed with the employer? (Requirement of the grant)
    1. Yes
    2. No
32. Select the type of incentive(s) the employer will provide to participants? (Check all that apply).
33. Release time.
34. Opportunities for wage increase.
35. Opportunities for promotion.
36. Tablets for employees to use for remote and/or distance learning.
37. Hot spots for internet access for employees to use at home.
38. No incentives are provided.
39. Other (please specify)
40. What type(s) of workplace literacy services will be provided? (Select all that apply).
    1. English Language Acquisition (ELA)
    2. Reading
    3. Math
    4. High School Equivalency (HSE) Preparation
    5. Job specific ELA
    6. Digital Literacy
    7. Working with employer to determine
    8. English Literacy and Civics Education (IELCE)
    9. Other (please specify)
41. Enter the number of employees to receive services throughout the Program Year?
42. Enter the date when Workplace Literacy classes will begin:
43. Enter the number of AEL direct hours to be provided between the start and end date of a typical class:
44. Is the AEL Provider assessing the participant’s digital literacy skills, access to technology and the internet before providing distance education services? (Grant requirement)
    1. Yes
    2. No
45. Will a Distance Learning curriculum be used to support classroom instruction?
    1. Yes
    2. No
46. Where will the workplace class(es) be held? (Select all that apply)
    1. At employer’s worksite
    2. At provider location
    3. Online via zoom (synchronous)
    4. Other
47. Which Measurable Skill Gain(s) MSG will participants achieve? (The MSG should be aligned to the student ITEC Plan) See the new AEL Performance Guide and MSG Desk Aid: <https://tcall.tamu.edu/twcael/grantees.htm>.)
    1. MSG type 1a EFL gain (Gain in Basic skills/ESL post-test)
    2. MSG type 1c Post-secondary enrollment
    3. MSG type 1d Passage of state approved HSE subtest
    4. MSG type 2 HSE Achievement
    5. MSG Type 3: Transcript or Report Card (Credit/Non-credit) This is an Apprenticeship Program
    6. MSG Type 4: MSG (Progress Milestone) (We have an MOU/LOA in place with specified milestone)
    7. MSG Type 5: Skills Progression – This is an Apprenticeship Program
    8. Unsure at this time. Need Technical Assistance.
48. You selected MSG Type 4 (Progress Milestone). Name the identified outcome:
49. What TEAMS activity/fund code will you be using to report direct hours?
    1. Work-based (AEFLA)
    2. Work-based (Local)

**AEL Policy is available in the following page on the TWC website.** <https://www.twc.texas.gov/programs/adult-education-literacy/teachers-providers> **(See bottom of page.)**

**1. The Texas AEL Performance Guide (24-25) Draft [See pgs. 14, 19, 25)**

**2. MSG Chart:** <https://tcall.tamu.edu/twcael/docs/PY-24-25_MSGOverviewChart_07-23-24_Draft_AS_FinalAccessible.pdf>

3. **The Texas AEL Companion Guide (Pgs. 40) Link:** [AEL Providers Procurement (RFA 32024-00017) - Texas Workforce Commission](https://www.twc.texas.gov/programs/adult-education-literacy/rfa)

4. The Texas AEL Testing Guide: <https://www.twc.texas.gov/sites/default/files/wf/docs/texas-testing-guide-PY24-25-twc.pdf> (Pgs. 17 on Alternative Placement)