



PY20-21 Integrated EL Civics Implementation Plan

Integrated EL Civics Program Implementation - Introduction

The purpose of this survey is to obtain an overview of the grantee's implementation plan for PY 20-21 of an Integrated Education and Training EL Civics program, i.e. Integrated EL Civics provided in combination with IET. (Grantees do not need to submit a survey for an EL Civics program without IET.) Integrated EL Civics Targets: All grantees have targets for Integrated EL Civics enrollment, in combination with IET.

Grantees may find guidance on the implementation of Integrated EL Civics in AEL letter 04-16, Change 1, and subsequent issuances of that letter on the Workforce Policy & Guidance page:

<http://www.twc.state.tx.us/partners/workforce-policy-guidance#abe>

Other AEL letters grantees must be aware of when implementing this program model are AEL Letter 02-16, Change 1, *Implementing the Integrated Education and Training Service Approach—Update*, and AEL Letter 03-17, *Implementing and Reporting Workforce Training under the Integrated Education and Training Approach to Service Delivery*.

Grantees must submit one survey for each Integrated EL Civics program.

NOTE: Grantees are not able to "Save" a survey to submit at a later time, so it is recommended to request the sample PDF of the survey questions from your Program Specialist before completing it online, in order to plan responses.

Upon completing the survey, hit "Done" so that the survey is submitted as complete; otherwise, the survey will not submit.

Visit this website for additional information on IETs:

<https://tcall.tamu.edu/careerPathways.html>



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Contact Information

* 1. Grant recipient:

2. Service provider (If provider is not the Grant recipient):

* 3. Name of person completing this form:

* 4. Email address:

5. Phone:



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Integrated EL Civics in Combination with IET

6. What is the occupation that the Workforce Training is preparing the participant to enter:

7. What is the Classification of Instructional Programs (CIP) Code associated with this training service?

<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

8. What is the Occupational Skills Training (SOC) Code associated with the program. Occupational Skills Training Codes can be found on these websites:

<https://www.onetonline.org/> or <https://www.bls.gov/soc/>

* 9. What methods are you using to recruit participants for the Integrated EL Civics program? (Select all that apply.)

- From our ESL classes
- From partner organizations (Workforce Solutions Offices, refugee - immigrant organizations)
- College referrals
- Business partnerships
- Advertising and social media
- Community Outreach
- Other (please specify)

* 10. Does the program have a preparation class such as a transition, bridge, or on-ramp class?

- Yes.
- No.

* 11. Select the Training Service type. (This should be consistent with how the "Training Service" is set up in TEAMS.)

- On-the-Job Training
- Skill Upgrading
- Entrepreneurial Training (non-WIOA Youth)
- Customized Training
- Other Occupational Skills Training
- Pre-Requisite Training
- Registered Apprenticeship
- Youth Occupational Skills Training

* 12. Does your organization plan on providing Integrated EL Civics services to professionals with degrees or credentials in their native countries?

- Yes, this population of students will be served in this Integrated EL Civics program.
- No.
- I don't know.



As outlined in AEL Letter 04-16, Change 1, Integrated EL Civics must:

- include instruction in literacy and English as a Second Language;
- include instruction on the rights and responsibilities of citizenship and civic participation;
- be designed to prepare adult English language learners for, and place them in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and
- be integrated with Board and Workforce Solutions Office functions to carry out the activities of the program

* 13. How will the grantee provide EL Civics in combination with IET?

* 14. Briefly describe the civics component of the Integrated EL Civics program.

15. Are you assessing participant's digital literacy skills and access to computers and the internet before providing remote instruction?

Yes

No

16. How will the AEL instruction (ESL, Civics, math) be delivered to support reporting of "Direct" hours?

Face to face (classroom- following CDC Guidelines and Distancing protocols)

Remote instruction (on-line synchronous learning)

A combination of both face to face and remote.

Distance education with an approved software



* 17. Indicate (check) the Components provided in the IET program model, as outlined in [AEL Letter 02-16, Change 1](#):

- AEL Activities contextualized for Workforce Training
- Workforce Preparation Activities
- Workforce Training for a specific in-demand or targeted occupation or occupational cluster, as determined by the Board

* 18. Will the IET Components be delivered through *Integrated Services*, as defined in [AEL Letter 02-16, Change 1](#), concurrently and contextually such that the IET Components:

- are provided simultaneously at points within the overall scope of the program;
- are of sufficient intensity and quality and based on the most rigorous research available to support the advancement of education and career development;
- use occupationally relevant instructional materials;
- have a single set of learning objectives that identify specific competencies across the IET Components, which may include established learning objectives and/or trade-related benchmarks or competencies for a particular in-demand or targeted occupation or occupational cluster required for attaining a Recognized Postsecondary Credential; and
- are organized to function cooperatively.

- Yes, the IET Components (AEL Activities, Workforce Preparation Activities, and Workforce Training) will be delivered through Integrated Services.
- No, the IET Components (AEL Activities, Workforce Preparation Activities, and Workforce Training) will not be provided through an Integrated Services delivery model. (Please provide an explanation as to why where indicated later on in the survey.)

* 19. Is the IET program model aligned to support the occupational needs of the local, state or regional economy? (Select all that apply.)

- Yes, as defined by the Local Workforce Development Board.
- Yes, the Workforce Training is in an in-demand or targeted occupations, as defined by the Local Workforce Development Board.
- I don't know
- No (describe why)

* 20. Upon completion of the IET, will the participant receive a Recognized Postsecondary Credential (Credential), as described in [AEL Letter 02-16, Change 1](#)?

- Yes.
- No. (Explain why this requirement will not be met.)

* 21. What Recognized Postsecondary Credential is awarded at the end of the program upon successful completion and/or testing? (See <https://cte.ed.gov/initiatives/credentials> for examples of industry recognized credentials.)

- Industry-recognized occupational certificates or certifications
- Apprenticeship certificate of completion
- Occupational licenses
- Recognized state occupational credit certificates and degrees Level 1 certificate
- Recognized noncredit continuing education credentials (CE credentials)
- Quality short term credential (new)
- Occupational Skills Awards (OSA)
- Other (please specify)

* 22. What are the anticipated Measurable Skills Gains associated with this career pathway? Note that participants enrolled in an IET are required to attain an MSG Type 1a or 1b during each program year while enrolled in an IET; and are required to attain at least one Type 3- 4- or 5 during the IET Program of Study. (See webinars: <https://tcall.tamu.edu/twcael/TEAMSResources.htm>).
See AEL Letter 01-18 chg 1

- MSG Type 1a (Achievement on a Pre-test/Post-test)
- MSG Type 1b (Postsecondary enrollment after exit)
- MSG Type 2 (HSE Achievement)
- MSG Type 3 (Postsecondary Transcript or Report Card in IET)
- MSG Type 4 (Progress Milestones in IET)
- MSG Type 5 (Skills Progression in IET)



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Required IET Components: AEL Activities

* 23. What Adult Education and Literacy Activities are provided? (Select all that apply.)

- Contextualized reading
- Contextualized writing
- Contextualized math
- Contextualized ESL
- Preparation for the Texas Certificate of High School Equivalency

* 24. Who delivers the Adult Education and Literacy services?

- My organization's instructors
- A partner organization (Indicate which organization)

* 25. Are the AEL activities provided within the overall scope of the Workforce Training program, and delivered through Integrated Services?

- Yes
- No (Explain how and why AEL activities are delivered within the IET to meet the requirement of Integrated Service Delivery)

* 26. Describe how the AEL activities are contextualized and developed using occupationally relevant instructional materials.

27. Use the following typology of integration to explain the level of integrated instruction of the basic skills and the Workforce Training instruction. Select the model that most accurately reflects the delivery and instructional collaboration.

- Model One:** (Non-Integrated) The Workforce Training component is delivered as it normally would be. Contextualized AEL (basic skills) is provided along the same timeline but is separate and delivered as an additional class developed from the perspective of the AEL instructor alone using the the Workforce Training course outlines as a guide.
- Model Two:** (Non-integrated instruction with separate, contextualized Basic skills) Similar to Model One, the Workforce Training is delivered as it normally would be. The Training and AEL instructors jointly identify the basic skills needed to succeed in the course, which are taught separately by the AEL instructor in a separate class.
- Model Three:** (Partially Integrated Instruction) The Workforce Training and AEL instructors jointly modify the existing Workforce Training course to accommodate the needs of the basic skills students. The course timeline is co-taught and extended to allow for additional time to focus on teaching the basic skills needed to complete the training successfully.
- Model Four:** (Fully Integrated Instruction) The Workforce Training and AEL instructors work together to design the Integrated Education and Training Program of Study (POS) accommodating a fully integrated approach that is co-taught with basic skills and training fully interwoven within the same classroom throughout the POS.
- Note any additional comments below:

* 28. What Distance Learning Curriculum will be used to support AEL and/or Civics activities?



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Required IET Components: Workforce Preparation Activities

* 29. Select the type(s) of Workforce Preparation Activities that are integrated within the IET program (all that apply):

- cross disciplinary skills (for example research, inquiry, reasoning, problem solving, ethics)
- critical thinking
- career advising
- digital literacy
- career knowledge
- time management skills
- self management skills
- teamwork skills
- cultural understanding
- civics learning
- learning styles
- study skills
- test taking skills
- job search
- job interviewing
- resume writing
- Other (please specify)

* 30. Who provides the Workforce Preparation Activities?

- My organization's instructors
- A partner organization (Indicate which organization)

* 31. How are the Workforce Preparation Activities integrated within the overall scope of the Workforce Training program? (Include a description of whether the instruction includes reading, writing, math and/or language fluency activities.) See AEL Letter 04-17 "Implementing and Reporting Workforce Preparation Activities."



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Required IET Components: Workforce Training

* 32. Which organization provides the Workforce Training instruction?

- My organization's instructors provide the Workforce Training.**
- A partner organization provides the Workforce Training.**
Please enter the name of the organization below.
- A community or technical college provides the Workforce Training .**
Please enter the name of the organization below.

Indicate the name of the partner organization or community/technical college here, if applicable:

33. How is the Workforce Training instruction delivered? Check all that apply.

- Face to face (theory and hands-on learning)
- Canva, Blackboard, or other virtual learning platform.
- Laboratory or simulation lab using Personal Protective Equipment (PPE) and distancing protocols.

34. Is the Workforce Training course(s) provided as credit or non-credit?

- Credit
- Non-credit
- Not applicable

* 35. How is the Workforce Training for the IET program customized to allow AEL students to enter below the requirements for standard enrollment?

- The highschool diploma/highschool equivalency entry requirement is waived.
- The TSIA requirements for college readiness is waived.
- A specified reading/math level is waived.
- No specific Workforce Training program requirement is waived for AEL student customers.
- There is no pre-requisite or established program entry requirement.
- The English proficiency level requirement is waived or adjusted.
- I don't know.
- Other (please explain)

36. Does the non-credit course articulate to a college credit pathway (mirrored course)?

- Yes
- No



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Total IET Program Completion Time and Syllabus/Course Outline

* 37. IET components, AEL activities, Workforce Training, and Workforce Preparation, "must be of sufficient intensity and quality and based on the most rigorous research available to support the advancement of education and career development."
 (See AEL Letter 02-16, Change 1)

What is the duration, in hours, of each of the IET Components?

	12-20 hours	21-40 hours	41-60 hours	61-80 hours	81-100 hours	More than 100 hours
AEL Activities Contextualized for the Workforce Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workforce Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workforce Preparation Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

38. When is the anticipated start date and end date of the IET program?

Enter Start Date here MM/DD/YYYY

Date

Enter End Date here MM/DD/YYYY

Date

39. Upload the course syllabus and/or outline for the Integrated EL Civics program.

The file size limit is 16 MB. PDFs and Word Doc/Docx are acceptable formats

No file chosen

40. If the Workforce Training or IET program is available in an online college course catalog, please provide the URL for that course description here:

* 41. Is there a course syllabus and/or outline for the IET program?

- Yes.
- No.



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IET Program: Data Reporting and Workforce Training Costs

42. What TEAMS activity code(s) will the program use for coding student enrollments? (Separate activity codes by a semi colon.)

* 43. How will the program pay for the Workforce Training and training related costs? (Check all that apply.)

- TWC AEL Grant (AEFLA or TANF)
- TWC Accelerate Texas Grant
- THECB Funds: Accelerate Texas or Integrated Career Pathways grants
- Program eligible for federal financial aid
- Program eligible for financial aid under Ability to Benefit
- Texas Public Educational Grant (TPEG)
- Workforce Board Eligible Training Provider System
- Other Workforce Board support
- Self-pay
- Local scholarship
- External funds from foundation or grant
- Tuition waiver/no tuition required for training
- Other (please specify)



IET - Supportive Services

44. Check which additional services are provided to students by the grantee and/or grantee partner:

	Grantee Provides	Partner Provides
Career navigation	<input type="checkbox"/>	<input type="checkbox"/>
Digital literacy instruction	<input type="checkbox"/>	<input type="checkbox"/>
Job placement	<input type="checkbox"/>	<input type="checkbox"/>
Transportation (gas cards/bus passes)	<input type="checkbox"/>	<input type="checkbox"/>
Job development/placement assistance	<input type="checkbox"/>	<input type="checkbox"/>
Housing assistance	<input type="checkbox"/>	<input type="checkbox"/>
Disability services	<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify)



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Thank you

Thank you for completing this survey. Please let us know if you have any questions.

If you have any questions regarding this survey, please contact your Program Specialist. Click "Done" to submit your survey.