

Orig.: Mod.: **X** Date: **6/24/16** **Reapprove until 6/23/17. Use AEL/ESL (not SUR) for activity name. Basic Reading/Math Tutoring Sessions available when need tutoring to raise skill levels to take Work Keys Assessments**

The length of time participants may be in Basic Reading/Math skills tutoring is determined by their needs/training-employment goals outlined in their Individual Employment Plans (IEPs). Sylvan Learning Center will confirm attendance and provide progress reports

Trade participants may be in remedial (Basic Skills/GED/HSE) training the entire time they are in training.



RECRUITMENT AND REFERRAL FORM

WIOA & Trade

Adult Education & Literacy (AEL/ESL Services) – Basic Education Upgrading

Program Name: Basic Education Upgrading

Program Provider: Sylvan Learning Center

<u>Program Provider:</u> Sylvan Learning Center	<u>Telephone:</u> 815/232-0200 <u>Fax:</u> 815/232-0211
<u>Address:</u> 1256 W Empire St Freeport, IL 61032	<u>Contact Person:</u> Sylvia Dombrowski, Center Director <u>Email:</u> sdombrowski@ia-ilsylvan.com
<u>Training Site Address:</u> Workforce Connection, _____ 303 North Main Street, Rockford	<u>FEIN:</u> 36-4552316
<u>Activity Name:</u> AEL/ESL Services	
<u>Provider Code:</u> 2015-406	
<u>CIP Code:</u> 320101 (Basic Skills);	<u>OES:</u> N/A

Session Dates or Open Entry-Open Exit: Open Entry-Open Exit.

Average Time to Complete Program/Certificate/Degree:

Varies according to participant’s goal/abilities. Case managers are responsible for regularly checking the progress of their participants in the Basic Education Upgrading class.

Program Description (Instruction is individualized):

Basic Skills Upgrading: Program is short-term (one-two months) and is designed to upgrade WIOA Adults' and Dislocated Workers' basic educational skills prior to their entering employment or occupational skills training.

First Session: Mini-conference and assessment.

Under TAA, TAA participants who require extensive remedial training may be in Basic Skills Prep classes for the entire time they are in training.

Expected Outcome: Employment or enrollment in on-the-job training or occupational skills training.

<p><u>Program Schedule:</u></p> <p>Sylvan Learning Center</p> <p>Monday - Thursday, 9:00 a.m. to 8:00 pm Individual tutoring class is 2 hours per day, 3 to 4 days per week based on individuals needs/schedule.</p> <p>Typically sessions will be between 4:00 pm to 8:00 pm; however, when needed, an early afternoon or morning session may also be offered.</p>	<p><u>No. of Participants:</u> all sessions are on an individual, ongoing basis</p> <p><u>Age:</u> 18+ <u>Math Level:</u> * - <u>Reading Level:</u> * -</p> <p><u>Other:</u> -</p> <p>* Career Advisor must determine if the referral to the class is appropriate for participant's current skill level and employment objective.</p>
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Referral Procedures: Referrals are on an open enrollment basis. Let the center director know whom to expect before the student schedules the mini assessment/first session. Be sure to specify the participant's basic skill upgrading goals.

Both the white original of the Voucher form and the green copy of the Voucher form should be given to the instructor. Other copies of the Voucher form should be distributed as indicated on the bottom of the form.

Costs: See next page.

Authorization: Northern Illinois Workforce Alliance
 R&R prepared by Valerie Johnson, NIWA Planning & Quality Assurance Manager.
 Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by NIWA.

SKILL UPGRADE AND RETRAINING SERVICES R&R

Sylvan Learning Center

Basic Education Upgrading

Course is approved for both WIOA and Trade participants.

COURSE IS APPROVED THROUGH JUNE 23, 2017:

BASIC EDUCATION UPGRADING COSTS

Tuition Costs, Fees, Books

Sessions are 2 hours – 3 to 4 days per week (schedule based on each individual’s need/availability)

	Initial Enrollment	Re-Enrollment
Tuition (per hour per student)	\$ 39.00	\$ 39.00
Fees – Student Assessment	30.00	N/A
Total Cost per Session per Student	\$ 69.00	\$ 39.00

Vouchers issues for 2 to 4 week periods.

No refund policy applies to this class.