

Orig.: X Mod.: Date: **8/30/2018** Course approval is through **6/30/19**. See page 5. **Books purchased through Adult Ed program.**

The length of time participants may be in *Basic Skills/Development* class is determined by their needs/training-employment goals outlined in their Individual Employment Plans (IEPs).

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



RECRUITMENT AND REFERRAL FORM

WIOA (includes Youth) & Trade
Adult Education & Literacy(AEL Services) - Basic Education Upgrading

Program Provider: Highland Community College Adult Education Programs **FEIN:** 36-2616076

Address: 2998 W Pearl City Road
Freeport, IL 61032

Telephone: 815-599-3455
Fax: 815-599-3719

Training Site Address: Same as above

Contact Person: Dawn Switzer—815-599-3460
(Dawn Switzer completes enrollments, etc.)

Activity Name: AEL

Program Name: Basic Education Upgrading
and Development

Provider Code: 2018-402

CIP Code: 320101 (Basic Skills)

OES: N/A

Session Dates or Open Entry-Open Exit: - (Session = 63 class hours) Participants may enter class on Tuesdays.

Average Time to Complete Program/Certificate/Degree: Varies according to participant’s goal/abilities. Career Planners are responsible for regularly checking the progress of their participants in the Basic Education Upgrading class.

AEL/ELA SERVICE AUTHORIZATION FORMS MUST BE ISSUED FOR RE-ENROLLMENTS IN EACH 63-HOUR BLOCK OF INSTRUCTION.

Last Day Program Will Accept Referrals: December 3, 2018

Program Description (Instruction is individualized):

Basic Skills Upgrading/Development: Program is short-term (up to eight weeks) and is designed to upgrade WIOA Adults', Dislocated Workers' and youths' basic educational skills prior to their entering employment or occupational skills training. If a person needs long-term basic skills instruction, refer him/her to HCC Adult Education Programs for tutoring (815-599-3450).

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

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

Program Schedule:

HCC Campus, Adult Education Programs. Bldg R

Tuesday - Thursday, 9:00 a.m. to 12:00 noon (16 hours per week) **Morning class is 3 hours per day (9 a.m.-noon) Tue-Thurs; session is eight weeks (63 hours).**

When needed, an evening class may also be offered. **Evening class will meet 5:30 p.m.-8:30 p.m. Tue-Thurs; afternoon session will be for 3 hours/week for 8 weeks (63 hours).**

No. of Participants: 10 maximum per class (morning class and evening class) on an ongoing basis

Age: 18+ Math Level: * - Reading Level: * -
Other:

*** Career Planner must determine if the referral to the class is appropriate for participant's current skill level and employment objective.**

Referral Procedures:

Referrals are accepted every Tuesday, 9:00 a.m. (or 5:30 p.m. for evening class), HCC campus, Building R. Let the HCC Adult Ed department know whom to expect. Complete the attached *Referral Form* and give it to Dawn Switzer before the student enters the class. **Be sure to specify the participant's basic skill upgrading/development goals.**

Both the white original of the Voucher form and the green copy of the Voucher form should be given to the Dawn Switzer in Adult Ed. Other copies of the Voucher form should be distributed as indicated on the bottom of the form.

Costs: See next page

Authorization: The Workforce Connection, Inc.

R&R prepared by Val Johnson, TWC Planning & Quality Assurance Manager.

The Workforce Connection (TWC) is the fiscal agent for approved WIOA & Trade programming.

Adult Education & Literacy (AEL Services) - R&R

Highland Community College Adult Education Programs

Basic Education Upgrading
(includes Development instruction)

Course is approved for both WIOA (includes youth) and Trade participants.

COURSE IS APPROVED THROUGH 12/7/18:

BASIC EDUCATION UPGRADING COSTS FOR PROGRAM YEAR 2018
July 1, 2018-June 30, 2019

Tuition Costs, Fees, Books

Cost for Each Instructional Session for July 1, 2018 -June 30, 2019 (WIOA Program Year 2018)

One session = 63 hours of instruction (a.m. session: 9 hours of instruction per week for eight weeks)
 If needed, an evening session may be added.

Class-size / Contract Funded	Session I 8/20/18 – 10/12/18	Session II 10/12/18 – 12/7/18
Total Tuition (per session for 1 to 10 students to be prorated at the end of the session based on per student enrollment periods)	\$ 4004.10	\$ 4004.10
Fees –	N/A	N/A
Total Cost per Session	\$ 4004.10	\$ 4004.10

Estimate -- average cost of books: \$95-\$135 per student.

No refund policy applies to this class.

WIOA Adult, DW participants, Trade participants
WIOA Elevate Stephenson Youth participants

Basic Education Upgrading (includes GED Preparation) Referral Form

Referral to: Highland Community College Adult Ed Education Upgrading Class
at Highland Community College Campus

Name _____ Social Security #: _____

Funding: WIOA Adult (1A) _____ WIOA Dislocated Worker (1D) _____ WIOA Elevate Youth (1Y) _____
Trade (TAA) or (TGAAA) _____

Date Scheduled to begin Basic Education Upgrading Class: _____

Reading Level _____ Math Level _____

Goals

*Career Planners/Case Managers: Write a short narrative to let the instructor know the individual's Basic Education Upgrading / Development class **goals**.*

Career Planner _____

Date _____

BOOK LIST

Students will not be required to purchase each book listed. Specific book(s) will be identified based on assessments and the identification of learner gaps.

Level	Text
<p>Adult Basic Education- Low Intermediate & High Intermediate</p>	<p><i>Workplace Skills Basic Skills for the Workplace</i> <i>Workplace Skills: Tools for Workplace Success</i> <i>Workplace Skills: Reading for Information</i> <i>Workplace Skills: Locating Information</i> <i>Workplace Skills: Applied Mathematics</i></p> <p>McGraw Hill Education: The Workplace Skills Series contains two core instruction series, Career Readiness Preparation and Essential Skills Preparation. Through career pathways guidance and the contextualization of education and training, adult learners develop the skills they need to increase their employability and maximize their career mobility in today’s workforce</p>
<p>Adult Secondary Education- Low & High</p>	<p><i>Workplace Skills Basic Skills for the Workplace</i> <i>Workplace Skills: Tools for Workplace Success</i> <i>Workplace Skills: Reading for Information</i> <i>Workplace Skills: Locating Information</i> <i>Workplace Skills: Applied Mathematics</i></p> <p>McGraw Hill Education: The Workplace Skills Series contains two core instruction series, Career Readiness Preparation and Essential Skills Preparation. Through career pathways guidance and the contextualization of education and training, adult learners develop the skills they need to increase their employability and maximize their career mobility in today’s workforce</p>