

A background image of three professionals (two women and one man) in business attire looking at a laptop in an office setting, with a blue overlay.

# Alignment to Adult Education Employability Curriculum

June 10, 2024

Why Florida Ready to Work?

**More than 80 percent of Florida business leaders, across industry sectors,**

***“emphasized the importance of employability skills. These skills which include communication, critical thinking, and problem solving are universally valuable work competencies that are essential to adapting to shifting demands within and between careers.”***

**Florida Chamber of Commerce, 2020**



# Overview

- State-sponsored **career readiness training** and **credentialing solution**
- Research-based **soft skills, digital skills, and academic employability skills** that underpin all career pathways
- Delivered in partnership with high schools, **adult education programs, technical schools**, state colleges, apprenticeship programs, workforce boards, juvenile justice, corrections, employers, and other workforce education partners
- State funded – **FREE** for all implementation partners and students
- Administered by the Florida Department of Commerce (formerly DEO)
- Managed by WIN Learning, national career readiness solution company

# THREE Stackable Credentials – Flexible Program

FLORIDA  
ready to work  
credential

## SOFT SKILLS

The State of Florida recognizes

### Sample Student

for demonstrating foundational soft skills including  
Communicating Effectively, Conveying Professionalism,  
Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.

FLORIDACOMMERCE

  
Ron DeSantis, Governor  
State of Florida

 Endorsed by the National Work Readiness Council

FLORIDA  
ready to work  
credential

## DIGITAL SKILLS

The State of Florida recognizes

### Sample Student

for demonstrating mastery of foundational career skills in  
Computer Operations, Internet Browsing, Digital Communication,  
Digital Documents, and Digital Security.

FLORIDACOMMERCE

  
Ron DeSantis, Governor  
State of Florida

 Endorsed by the National Work Readiness Council

FLORIDA  
ready to work  
credential

## ACADEMIC EMPLOYABILITY SKILLS

### ACHIEVEMENT LEVEL 3

The State of Florida recognizes

### Sample Student

for demonstrating foundational employability skills including  
Work Ready Math, Work Ready Reading, and Work Ready Data.

FLORIDACOMMERCE

  
Ron DeSantis, Governor  
State of Florida

 Endorsed by the National Work Readiness Council

# Work Ready Soft Skills

- **Communicating Effectively** – Verbal and nonverbal communication and listening; use of communication tools including email etiquette, cell phone, and social networking; resolving conflict through communication; and acknowledging criticism.
- **Conveying Professionalism** – Dependability, courtesy, attitude, motivation, personal accountability, and time management.
- **Promoting Teamwork and Collaboration** – Teamwork skills and interactions, collaboration with others regardless of personal feelings, benefits of diversity and sensitivity to differences, accepting responsibility, and leadership.
- **Thinking Critically and Solving Problems** – Innovation, creativity, flexibility, overcoming adversity, goal setting, and critical thinking strategies.

# Work Ready Digital Skills

- **Computer Operations** – Identify and understand device types, parts of a computer, operating systems, common software applications, basic computer operations, and professional use of devices.
- **Internet Browsing**– Identify and understand the world wide web and internet, how to connect to the internet, browser basics and how to search the web, and professional use of the internet.
- **Digital Communication**– Identify and understand methods of digital communication including email, video conferencing, instant messaging and text messaging, social media etiquette, and professional use of digital communication tools.
- **Digital Documents** – Identify and understand different types of digital workplace documents including word processing spreadsheets, slide presentations, and online forms; document sharing and collaboration tools; and professional use of digital documents.
- **Digital Security**– Identify and understand security policies and procedures, password security, privacy settings, security software, spam and phishing, and virtual private network (VPN).

# Academic Employability Skills

- **Work Ready Math** – Mathematical reasoning and problem-solving skills to solve real-life workplace problems, such as calculating dimensions, costs, and percentages; reviewing transactions to ensure accuracy.
- **Work Ready Reading** – Reading comprehension and reasoning skills to use documents in the workplace such as memos, letters, directions, signs, notices, policies, and regulations.
- **Work Ready Data** – Analytical skills to interpret sources of data in the workplace, such as charts, graphs, tables, flowcharts, diagrams, and maps.



# 2023-2024 Adult Education Curriculum Frameworks

The screenshot shows a web browser window with the URL [fldoe.org/academics/career-adult-edu/adult-edu/2023-2024-adult-edu-curriculum-framework.html](https://fldoe.org/academics/career-adult-edu/adult-edu/2023-2024-adult-edu-curriculum-framework.html). The page header includes the Florida Department of Education logo, a search bar with the text "What are you looking for today?", and navigation links for "DIVISIONS", "EXPLORE", and "FEATURED TOPICS". A dark blue banner with the text "Adult Education" is prominently displayed. Below this, a breadcrumb trail reads: Home | Academics | Career & Adult Education | Adult Education | 2023-2024 Adult Education Cur... The main content area features a sidebar on the left with a list of links: "2023-2024 Adult Education Curriculum Frameworks" (highlighted in blue), "2022-2023 Adult Education Curriculum Frameworks", "2021-2022 Adult Education Curriculum Frameworks", "Adult Education Curriculum Frameworks Archive", "Adult Education Memorandums", "Adults with Disabilities", "Assessment Resources", "Integrated Education & Training", "Native Language Literacy Screening Tool", and "Program & Accountability". The main content area displays the title "2023-2024 ADULT EDUCATION CURRICULUM FRAMEWORKS" followed by a "Resources" section with links to "Employability Skills Standards (RTF)", "Adult Education ABE-RLA FAQ's (Word)", and "FDOE Adult ESOL Program Information Paper (RTF)". Below this is the "Academic Skills Building (ASB)" section with links to "Academic Skills Building Mathematics (RTF)" and "Academic Skills Building Reasoning through Language Arts (RTF)". The "Adult Basic Education (ABE)" section includes links to "Adult Basic Education Mathematics (RTF)", "Adult Basic Education Reasoning through Language Arts (RTF)" (with sub-links for "Language Arts (RTF)" and "Reading (RTF)"), and "Adult High School" (with sub-links for "Adult High School (RTF)" and "Adult High School (Co-Enrolled) (RTF)").

2023-2024 Adult Education Curriculum Frameworks

2022-2023 Adult Education Curriculum Frameworks

2021-2022 Adult Education Curriculum Frameworks

Adult Education Curriculum Frameworks Archive

Adult Education Memorandums

Adults with Disabilities

Assessment Resources

Integrated Education & Training

Native Language Literacy Screening Tool

Program & Accountability

## 2023-2024 ADULT EDUCATION CURRICULUM FRAMEWORKS

### Resources

- [Employability Skills Standards \(RTF\)](#)
- [Adult Education ABE-RLA FAQ's \(Word\)](#)
- [FDOE Adult ESOL Program Information Paper \(RTF\)](#)

### Academic Skills Building (ASB)

- [Academic Skills Building Mathematics \(RTF\)](#)
- [Academic Skills Building Reasoning through Language Arts \(RTF\)](#)

### Adult Basic Education (ABE)

- [Adult Basic Education Mathematics \(RTF\)](#)
- [Adult Basic Education Reasoning through Language Arts \(RTF\)](#)
  - [Adult Basic Education Language Arts \(RTF\)](#)
  - [Adult Basic Education Reading \(RTF\)](#)

### Adult High School

- [Adult High School \(RTF\)](#)
- [Adult High School \(Co-Enrolled\) \(RTF\)](#)

# 2023-2024 Adult Education Curriculum Frameworks

Effective July, 2023

## Florida Department of Education Adult Employability Curriculum Framework

### PURPOSE

The Employability Framework describes what students should know and be able to do in order to be ready to enter the workforce and be successful across different career pathways. The employability standards serve several purposes:

- Assist programs with curriculum development;
- Provide guidance for new instructors;
- Ensure quality instruction through professional development; and
- Provide employability skills along a continuum to prepare students for job-force training and employment.

The employability standards should be used as a basis for curriculum design and to assist programs and teachers with selecting or designing appropriate instructional materials, instructional techniques, and ongoing assessment strategies.

### ADULT EDUCATION INSTRUCTOR CERTIFICATION REQUIREMENTS

As per [s. Florida Statute 1012.39 \(1\)\(b\), F.S.](#), each school district shall establish the minimal qualifications for part-time and full-time teachers in adult education programs.

# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Applied Knowledge

#### Standard: AK.01 Critical Thinking

Students use creative, analytical, and strategic thinking to solve problems and explore opportunities.

#### Academic Employability Skills Training

Work Ready Math

*Lessons 1 – 5*

Work Ready Data

*Lessons 1 – 5*

#### Soft Skills Training

Thinking Critically and Solving Problems

*Lessons 2 and 4*

#### Digital Skills Training

Internet Browsing

Digital Communication

Digital Documents

Digital Security

# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Effective Relationships

#### Standard: ER. 02 Interpersonal Skills

Students respect individual differences, navigate conflicts, and exercise leadership in order to successfully complete tasks in the context of partner or group work.

#### Soft Skills Training

Promoting Teamwork and Collaboration

*Lessons 1, 2, and 3*

Communicating Effectively

*Lesson 5*

#### Digital Skills Training

Digital Communication

Digital Documents

*Lessons 1 and 2*

# Crosswalk to Florida Ready to Work

DOE Employability Framework	Related Florida Ready to Work Training Lesson
<b>Strand: Effective Relationships</b>	
<p><b>Standard: ER. 03 Personal Qualities</b></p> <p>Students demonstrate responsibility, self-discipline, flexibility, integrity, and a willingness to learn in order to deliver high-quality work.</p>	<p><b>Soft Skills Training</b> Conveying Professionalism <i>Lessons 1 and 2</i> Communicating Effectively <i>Lesson 4</i></p> <p><b>Digital Skills Training</b> Internet Browsing Digital Communication Digital Documents Digital Security</p>

# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Workplace Skills

#### Standard: WS.04 Resource Management

Students manage time, money, resources, and personnel in group projects to complete tasks in service of minimizing waste and improving organizational efficiency.

#### Academic Employability Skills Training

Work Ready Math

*Lessons 1 – 5*

Work Ready Basics – Math

*Lessons 1 - 2*

#### Soft Skills Training

Conveying Professionalism

*Lessons 4 and 5*

Communicating Effectively

*Lesson 3*

#### Digital Skills Training

Digital Communication

Digital Documents

# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Workplace Skills

#### Standard: WS.05 Information Use

Students locate, analyze, and organize information in order to complete high-quality work that draws upon reliable and relevant sources.

#### Academic Employability Skills Training

Work Ready Data

*Lessons 1 – 5*

Work Ready Reading

*Lessons 1 - 5*

#### Soft Skills Training

Thinking Critically and Solving Problems

*Lessons 1 and 5*

#### Digital Skills Training

Internet Browsing

# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Workplace Skills

#### Standard: WS.06 Communication

Students listen, observe, and communicate verbally and in writing in order to both understand and convey information clearly and accurately.

#### Academic Employability Skills Training

Work Ready Reading  
*Lessons 1 - 5*

#### Soft Skills Training

Communicating Effectively  
*Lessons 1 and 2*

#### Digital Skills Training

Digital Communication



# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Workplace Skills

#### Standard: **WS.07 Systems Thinking**

Students understand, monitor, and improve systems to advance the vision, culture, and goals of the organization.

#### **Academic Employability Skills Training**

Work Ready Data  
*Lessons 1 - 5*

#### **Soft Skills Training**

Conveying Professionalism  
*Lesson 7*  
Thinking Critically and Solving Problems  
*Lesson 3*

#### **Digital Skills Training**

Digital Security

# Crosswalk to Florida Ready to Work

## DOE Employability Framework

## Related Florida Ready to Work Training Lesson

### Strand: Workplace Skills

#### Standard: WS.08 Technology Use

Students select and apply appropriate technology solutions in order to effectively complete tasks.

#### Soft Skills Training

Conveying Professionalism  
*Lessons 6*

#### Digital Skills Training

Computer Operations  
Internet Browsing  
Digital Documents  
Digital Communications  
Digital Security

# Incorporating into IET Plans

Three required components of an IET program funded under Title II

- Adult education and literacy activities
- **Workforce preparation activities**
- Workforce training for a specific occupation or occupational cluster which can be any one of the training services defined in section 134(c)(3) (D).

<https://www.fldoe.org/academics/career-adult-edu/adult-edu/adult-edu-career-pathways.shtml>

**Step 3.** Define the three IET Components and map out Adult Education Academic and Literacy Activities, Workforce Preparation Activities, Workplace Training Activities.

Adult Education Curriculum Frameworks can be found here: <http://www.fldoe.org/academics/career-adult-edu/adult-edu>.

**Integrated Education and Training (IET)**

"...a service approach that provides (1) **adult education and literacy activities** *concurrently* and *contextually* with (2) **workforce preparation activities** and (3) **workforce training** for a specific occupation or occupational cluster for the purpose of educational and career advancement"  
(34 CFR 463.35)

**Adult Education Academic and Literacy Activities**

**Must include frameworks/standards**

"...programs, activities, and services that include: (a) adult education, (b) literacy, (c) workplace adult education and literacy activities, (d) family literacy activities, (e) English language acquisition activities, (f) integrated English literacy and civics education, (g) workforce preparation activities, or (h) integrated education and training." (34CFR 463.30)

**Workforce Preparation Activities**  
(See [Employability Skills Standards](#))

"...include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in: (a) utilizing resources; (b) using information; (c) working with others; (d) understanding systems; (e) skills necessary for successful transition into and completion of postsecondary education or training, or employment; and (f) other employability skills that increase an individual's preparation for the workforce."  
(34 CFR 463.34)

**Workforce Training Activities**

## Workforce Preparation Activity - Sample

ABC Adult Education program utilizes Florida Ready to Work as a part of Workforce Preparation Activities. Students enrolled in our IET program must complete Florida Ready to Work Soft Skills and Digital Skills training modules. Then students must sit for and pass the assessments to validate mastery of their foundational employability skills, earning the Florida Ready to Work – Soft Skills Credential and Florida Ready to Work – Digital Skills Credential.

Florida Ready to Work in Action

South Dade Technical College  
IET Program



# Quick and easy to get started

## 2 weeks or less

- Raise your hand now. Contact us!
- 1 hour virtual or onsite 'system' training for proctors
- Communicate to students, teachers, and your business partners
- And get started!

**Implementation Tip:** Do not overthink or over plan, just do it! Our team will support you every step of the way.





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