

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







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.





- 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).

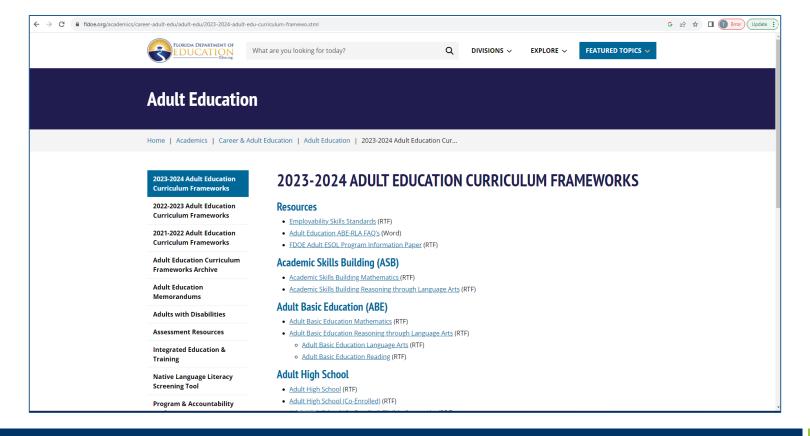
Academic Employability Skills



- 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, polices, 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





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 <u>s. Florida Statute 1012.39 (1)(b), F.S.</u>, each school district shall establish the minimal qualifications for part-time and full-time teachers in adult education programs.



DOE	Empl	ovability	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



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



DOE Employability Framework

Related Florida Ready to Work Training Lesson

Strand: Effective Relationships

Standard: ER. 03 Personal Qualities

Students demonstrate responsibility, selfdiscipline, flexibility, integrity, and a willingness to learn in order to deliver high-quality work.

Soft Skills Training

Conveying Professionalism

Lessons 1 and 2

Communicating Effectively

Lesson 4

Digital Skills Training

Internet Browsing
Digital Communication
Digital Documents
Digital Security



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



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



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



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



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.stml

Florida Integrated Education and Training Program of Study Form

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: <a href="http://www.fldoe.org/academics/career-adult-edu/ad

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, orservices designed to help an individual acquire a combination of basic academic skills, critical thinkingskills, 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."				
(SCCFR 463.34) Workforce Training Activities				



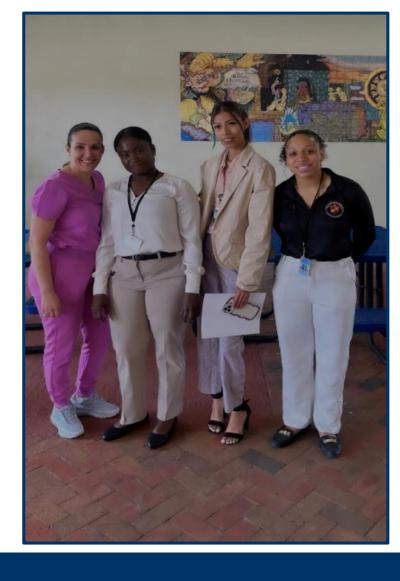


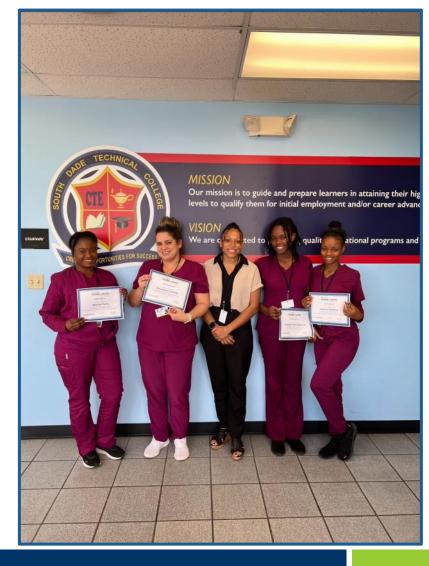
Workforce Preparation Activity - Sample

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









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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