

VIRGINIA DEPARTMENT of EDUCATION
OFFICE of ADULT EDUCATION and LITERACY

ADVANCING WORK FORCE READINESS:
ADULT EDUCATION and
LITERACY for 21st CENTURY VIRGINIA

A STRATEGIC PLAN
for **2012-2017**



VISION

Every Virginian is prepared with the knowledge, skills, and credentials necessary to excel in the 21st century economy.

MISSION

As a partner in Virginia's work force development system, the Office of Adult Education and Literacy strengthens the Commonwealth's economy by supporting innovative, effective educational programs that prepare individuals for college, careers, and responsible citizenship.



VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF
**TECHNOLOGY, CAREER &
ADULT EDUCATION**
OFFICE OF ADULT EDUCATION & LITERACY SERVICES

www.doe.virginia.gov/instruction/adulted/index.shtml

GOAL 1

PROGRAM MANAGEMENT *and* INSTRUCTIONAL STANDARDS

DEVELOP AND IMPLEMENT STANDARDS for adult education program management, teacher quality, and instructional content with corresponding measures for monitoring and evaluating their implementation in OAEL-funded adult education programs by June 2017.

OBJECTIVES

G1.01	Update, finalize, and disseminate Virginia's content standards for English for Speakers of Other Languages for use by OAEL-funded adult education programs by June 2012 .
G1.02	Develop and disseminate adult education program management standards to establish expectations for the administration and operation of OAEL-funded adult education programs by June 2014 .
G1.03	Develop and disseminate content standards for adult basic education, adult secondary education, and English literacy-civics education for OAEL-funded programs by June 2015 .
G1.04	Develop and disseminate teacher quality standards to establish expectations for teacher qualifications, training, and classroom practices in OAEL-funded adult education programs by June 2016 .
G1.05	Develop and implement corresponding professional development packages for adult education program managers and teachers for each phase of standards implementation by June 2016 .
G1.06	Develop measures to monitor and evaluate each phase of standards implementation by June 2017 .

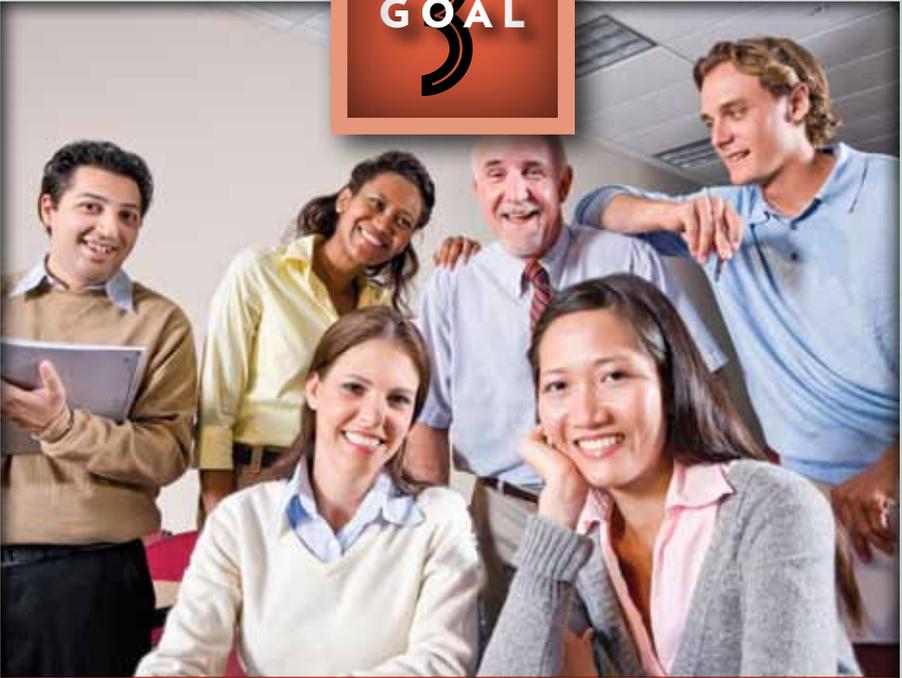


RECRUITMENT, RETENTION, *and* REPORTING

INCREASE AND IMPROVE recruitment, retention, and reporting efforts to ensure that OAEL-funded programs collectively serve a minimum of 75,000 students, report a minimum of 40,000 students into the National Reporting System, and retain a minimum of 32,000 students annually by June 2017.

OBJECTIVES

G2.01	Prepare and disseminate by January 2012 a set of guidelines and requirements for recruitment and retention plans to be submitted annually by all grant applicants starting April 2012 .
G2.02	Develop and manage an annual, statewide adult education outreach and recruitment campaign that will increase enrollments in ABE, ASE, ESOL, and EL/Civics classes held by OAEL-funded adult education programs by 5 percent annually beginning in July 2013 .
G2.03	Track 100 percent of services provided by 100 percent of OAEL-funded programs by expanding the capacity of the SSWS data system and refining local and regional adult education program data reporting processes by July 2014 .
G2.04	Develop and implement corresponding professional development and technical assistance packages for adult education program managers, teachers, and data management staff to ensure accurate and complete data reporting into the SSWS data system by July 2014 .
G2.05	Research, develop, and implement a student retention program to ensure an annual student retention rate of 80 percent by June 2017 .



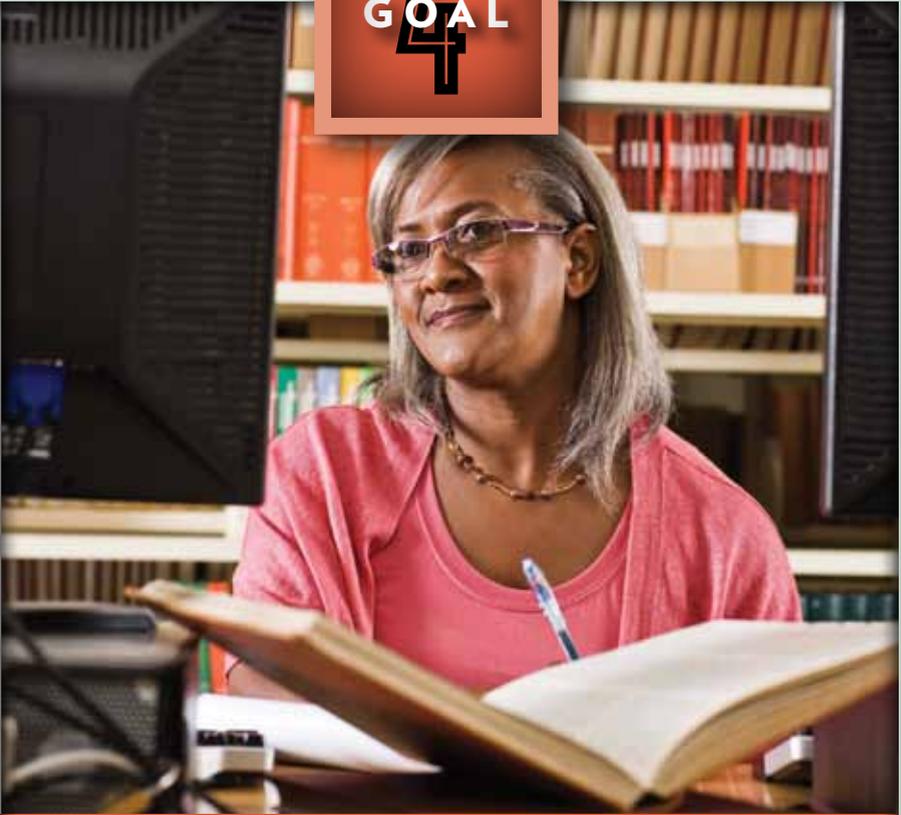
CAREER PATHWAYS

ENSURE BY JUNE 2017 that 100 percent of students enrolled in OAEL-funded programs participate in career pathways activities that prepare them with the college and career planning, academic, and basic work force skills they need to successfully transition into college, careers, and responsible citizenship.

OBJECTIVES

G3.01	Prepare and disseminate by January 2012 a set of guidelines and requirements for career pathways plans to be submitted annually by all grant applicants beginning April 2012 .
G3.02	Provide guidelines, access, and training to ensure that all students entering OAEL-funded programs are registered in the Virginia Education Wizard, a college and career planning tool, by June 2014 .
G3.03	Facilitate partnerships and implement projects at the state, regional, and local levels to ensure that 100 percent of OAEL-funded adult education programs will actively participate in the planning and service delivery in their respective workforce investment boards by June 2016 .
G3.04	Build program capacity and set policy so that 100 percent of OAEL-funded adult education programs will operate at least one integrated education and training program in which students develop the essential basic and workplace skills necessary to gain entry-level jobs in targeted industries by June 2017 .

GOAL 4



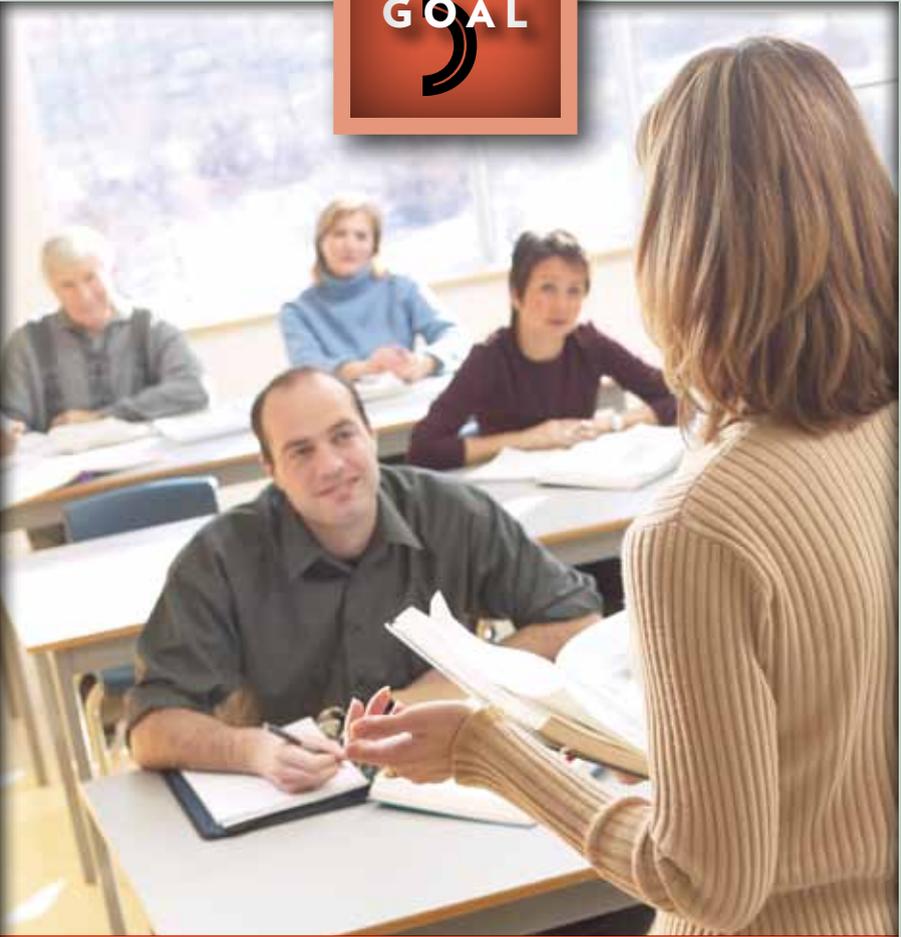
PROFESSIONAL DEVELOPMENT

IMPLEMENT A PLAN that ensures 100 percent of adult education program managers, teachers, and data management staff from OAEL-funded programs participate annually in quality professional development that supports continuous program improvement beginning July 2014.

OBJECTIVES

G4.01	Prepare and disseminate by January 2012 a set of guidelines and requirements for professional development plans to be submitted annually by all grant applicants starting April 2012 .
G4.02	Adopt criteria and a process to evaluate, approve, and credit in OAEL's monitoring and evaluation program professional development delivered to staff of OAEL-funded programs by non-OAEL-funded training providers by July 2013 .
G4.03	Review, refine, and restructure the OAEL-funded professional development system so that it is fully aligned with OAEL priorities by July 2013 .
G4.04	Provide annual, targeted professional development and technical assistance to OAEL-funded programs that is based on regional trends and programmatic needs identified in monitoring and evaluation reports beginning June 2014 .

GOAL 5



MONITORING *and* EVALUATION

MONITOR AND EVALUATE 100 percent of programs following a five-year cycle to ensure compliance with federal and state policy and funding requirements and to identify program strengths and weaknesses by June 2017.

OBJECTIVES

G5.01	Develop and disseminate new criteria and processes for performing periodic desk audits of program performance and financial management by July 2012 .
G5.02	Conduct semi-annual desk audits and issue annual performance report cards for 100 percent of OAEL-funded programs beginning July 2013 .
G5.03	Require 100 percent of OAEL-funded adult education programs that do not reach all federal and state performance targets to submit an annual program improvement plan beginning October 2013 .
G5.04	Complete a comprehensive, site-visit evaluation of 100 percent of OAEL-funded adult education programs by June 2017 .