**Instructions:** The intent of this work plan is to assist you in planning and organizing the implementation of funded programs under this Adult Education and Literacy Grant Renewal for FY2024. This document, combined with your budget provides the details about how you will operationalize the activities to fulfill the AEFLA Grant Requirements. This work plan follows the format of the Application Narrative portion of your application and should be used to develop the activities that will assist the organization in meeting the goals of the application and carrying out the required and permissible activities.

Complete each portion of the following template. This plan should be robust, comprehensive, and detailed. There are examples of activities to guide you in completing this form. **You must develop measurable and comprehensive activities for each quarter.** **Not following the example or not having a plan that fully addresses the activities implemented throughout the year may result in your workplan being returned to you with required changes prior to receiving your grant agreement.** Note that you may add more rows in each section to include additional activities.

This work plan will be provided to your ICCB Regional Support as the guiding document to be used throughout the year.

Estimated number of AEFLA students to be served in FY2024.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify Bridge Program to be run. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identify ICAPS Program to be run.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partnerships and WIOA Alignment Specific to AEFLA** | | | | |
| **Goal/ Objective**  *Program considerations 4 and 10 in the NOFO* | * Identify the activities that will be implemented that align with your local workforce innovation board (s) plan(s). * Detail activities that will be implemented to will meet the education and employment needs of the area. * Describe activities that will provide leaners access through the one-stop delivery system to adult education and literacy activities. | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: The AEL program will use Labor Market Information to identify work based learning opportunities* | *The AEL division will complete an analysis of local labor market information to determine appropriate work-based learning programs* | *The AEL division will meet with business leaders to identify their specific needs.* |  |  |
| *Activity 1* |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| *Activity 6* |  |  |  |  |
| **Program Design** | | | | |
| **Goal/Objective**  *Program Consideration 7 and 8 as outlined in the NOFO* | * Describe the activities that create and deliver a clear system of career pathways designed to enhance basic literacy skills and transition students to postsecondary education and employment. * Discuss how technology will be integrated into the program design * Discuss how remote / distance learning will be incorporated into the students’ learning experience. * Discuss how at-risk populations with limited technology access will be included in the distance learning programming. * *If applicable* Indicate the activities that will be provided to individuals in correctional institutions. | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Distance Learning and technology use will be integrated in all classes* | *A technology lending library will be utilized for students lacking access.*  *If there are not enough resources, the AEL division will have open-computer lab hours for students to access instruction outside of class time.* | *A process for all eligible students to create an Illinois Job Links Account and orientation to Job Links will be built into all classes.* |  |  |
| *Activity 1* |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| **Recruitment and Retention** | | | | |
| **Goal/Objective**  *Program Considerations 4 and 11 as outlined in the NOFO* | * Describe the activities that support a clear student recruitment strategy. * Describe the activities that will support coordination with WIOA Core Partners. * Identify retention activities | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Recruit and retain (number) of adult education participants.* | *The AEL division will work with the institution’s marketing division to plan the quarterly digital media campaign using the AEL marketing campaign resources*  *The AEL division meet with core WIOA partners to strengthen the referral process.* |  |  |  |
| *Activity 1* |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| *Activity 6* |  |  |  |  |
| **Workforce Preparation. Bridge, and Workforce Training /ICAPS Program** | | | | |
| **Goal/Objective**  *Program Consideration 4 and 8 as outlined in the NOFO* | * Describe the activities that will be implemented to identify the career cluster needed in your area based on data from your local area plans. * Describe how you will offer Bridge programming to meet the needs of students and employer demand * Discuss how you will partner with and local workforce boards, local one-stops, and other core and/or required partners to develop or expand Bridge and ICAPS. | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Analyze Bridge Programs for potential updates* | *The AEL division will review all ICCB approved Bridge programs to ensure they lead to an ICAPS or other work-based training or employment.*  *\*If changes or updates are needed to the existing catalogue of bridge programs, new Bridge program ideas will be developed.* |  |  |  |
| *Activity 1* |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| *Activity 6* |  |  |  |  |
| **Contextualized Instruction and Assessment** | | | | |
| **Goal/Objective**  *Program Consideration 1, 2, 5, 6, 7 and 8 as outlined in the NOFO* | * Identify the activities that will lead to expected performance outcomes, * Discuss how the assessment practices will be used to guide continuous improvement. * Identify the activities that will be used to accelerate the transition of students into postsecondary education and employment. * Address how instruction will be contextualized to include career exploration, career awareness, and labor market information | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Example: Use DAISI Reports for continuous improvement.* | *Instructors and support staff will review all student files quarterly for accuracy and ensure DAISI is updated appropriately.*  *Data staff will run the NRS Core Performance Report Monthly to identify all students who need to be post-tested.* | *Instructors and support staff will review all student files quarterly for accuracy and ensure DAISI is updated appropriately.* | *Instructors and support staff will review all student files quarterly for accuracy and ensure DAISI is updated appropriately.* | *Instructors and support staff will review all student files quarterly for accuracy and ensure DAISI is updated appropriately.* |
| *Activity 1* |  |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| *Activity 6* |  |  |  |  |
| **Support and Service Integration** | | | | |
| **Goal/Objective**  Program Considerations 10 and 11 as outlined in the NOFO | * Describe the activities that support distance learning students. * Discuss the activities that will be coordinated with other stakeholders, including WIOA core and required partners to transition students to post-secondary education and employment. | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity 1* | *A staff in-service helping all staff members know how to make appropriate referrals to support services.* |  |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |
| *Activity 5* |  |  |  |  |
| *Activity 6* |  |  |  |  |
| **Professional Development** | | | | |
| **Goal/Objective**  Program Consideration as outlined in the NOFO | * Discuss how the professional development for staff will occur throughout the year. * Discuss the activities that focus on program data with professional development. | | | |
| **Key Activities** | **By September 30** | **By December 31** | **By March 30** | **By June 30** |
| *Activity 1* | *100% of New Instructors will participate in the New Teacher Orientation*  *Designated staff members will engage in the Forum for Excellence* | *Key staff will participate in the Transitions Academy* |  |  |
| *Activity 2* |  |  |  |  |
| *Activity 3* |  |  |  |  |
| *Activity 4* |  |  |  |  |