

Work Readiness Program

Using a nationally recognized job skills assessment system, the **Work Readiness Program** has three integrated components:

Exploring Careers is a system which allows the identification of a career path taking into account an individual's interests and local and national trends. Skill requirements for the career path are identified using a national employment database.

Career Ready 101 is an internet-based training system designed specifically for the development of job skills and work readiness.

WorkKeys is a job skills assessment system which measures "real world" skills employers believe are critical to job success. The WorkKeys assessment can lead to a National Career Readiness Certificate (NCRC), recognized by employers across the nation.

Employment Services



VAL works closely with **Reach Up (RU)** and **Creative Workforce Solutions (CWS)** partner agencies. A Reach Up case manager can assist clients in qualifying for services and advancing career and employment goals.

- ◆ Resume development
- ◆ Job application assistance
- ◆ Community service placements
- ◆ Internship opportunities
- ◆ Certification and training search

What Vermont Adult Learning (VAL) can help you do...

- ◆ Get a job
- ◆ Earn a high school diploma
- ◆ Pass the GED Test
- ◆ Prepare for college
- ◆ Improve basic skills for work and daily life
- ◆ Learn to speak, read, and write English
- ◆ Earn a WorkKeys Certificate

Vermont Adult Learning services are **FREE** and open to anyone 16 years of age or older. For more information or to schedule an appointment, call **800-322-4004**.

St. Albans

5 Lemnah Drive
St. Albans, VT 05478
(802) 524-9233

Milton

23 Villemarie Lane
Milton, VT 05468
(802) 846-7245

Burlington

29 Church Street, Lower Level
Burlington, VT 05401
(802) 846-7245

Middlebury

282 Boardman Street
Middlebury, VT 05753
(802) 388-4392

Central Office

60 South Main Street
Waterbury, VT 05676
(800) 322-4004

Rutland

16 Evelyn Street
Rutland, VT 05701
(802) 775-0617

Springfield

363 River Road
North Springfield, VT 05150
(802) 546-0879

White River Junction

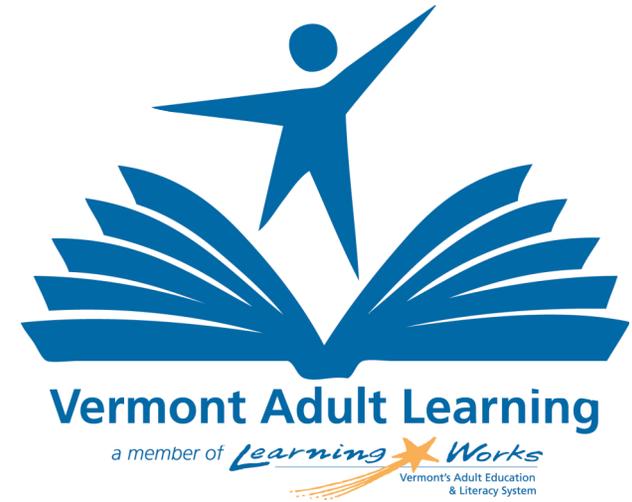
225 Maple Street, Suite 6
White River Jct., VT 05001
(802) 299-2469

Bellows Falls

44 School Street
Bellows Falls, VT 05101
(802) 463-9927

Brattleboro

90 Birge Street
Brattleboro, VT 05301
(802) 257-9449



Program Information

Our Mission

Vermont Adult Learning provides adults 16 years and older with necessary skills to successfully transition to employment and post-secondary education.

www.vtadulthoodlearning.org



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Your Steps to Success



In order to meet education and career goals, **Vermont Adult Learning (VAL)** provides students with individualized planning and goal setting.

Students work with an educational advisor to design a personalized learning plan.

Here are the steps VAL students follow to success:

◆ Enrollment and Assessment

Enrollment gives potential students an overview of programs and guidelines. The assessment process helps measure current skill levels, including literacy (reading and writing), math computation, and applied math.

◆ Personalized Learning Plan

The educational advisor reviews required subject areas with students and helps to design a study plan based on the needs and interests of each student.

◆ Instruction and Achievement

Based on the personalized learning plan, instructional options are discussed and then assigned. Teachers work closely with students to assure personal learning goals are met.

◆ Completion and Transition

From the day a student walks through our door, our staff begins a conversation about moving through the adult education system as well as life after course completion. Transition goals range from mastering basic skills, to earning a high school diploma, to preparing for college or technical training, to getting a better job.

Educational Program Descriptions

High School Completion Program



The **High School Completion Program (HSCP)** provides an individualized course of study so that adults earn a high school diploma from their local high school.

In order to qualify for the program, students must be at least 16 years old and meet academic skill assessment levels. There is no upper age limit.

Graduation education plans are designed so that when completed, graduates are ready for the next steps in their lives—enhanced employment opportunities, further training, or college.

General Educational Development (GED)

General Educational Development (GED) is a high school equivalency credential. Testing is ongoing and available twice per month.



As of January 2014, the test is administered as a computer-based test only. There are four exams - literacy, math, social studies, and science. The full battery is available in English and Spanish. Cost is \$30 per test or \$120 for a full battery of four exams.

Adult Basic Education



Adult Basic Education (ABE) provides the means to improve reading, writing, math skills and a basic understanding of technology. These enhanced skills may lead to entry into either the **High School**

Completion Program or readiness for the **GED**.

ABE also prepares students for better employment opportunities, a transition to vocational training or college, as well as an enhanced quality of life.

English Language Learning (ELL)

VAL offers English Language instruction for non-native speakers from beginning to advanced levels so students can...



- ◆ Practice speaking and listening
- ◆ Improve reading and writing
- ◆ Expand vocabulary
- ◆ Study for U.S. citizenship

For more information: Call 800-322-4004 or email: info@vtadultlearning.org.

You are also welcome to visit us in person Monday through Friday, at any of our locations listed on the back.