

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), Dept. of Labor, the VT State Colleges, Voc Rehab and employers.** 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
- ◆ Advance your career
- ◆ Earn a high school diploma
- ◆ Pass the GED Test
- ◆ Prepare for college success
- ◆ 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**.

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Vermont Adult Learning



Learn More! Earn More!

Our Mission

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

Learn More! Earn More!



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Your Steps to Success



In order to meet education and career goals, **Vermont Adult Learning (VAL)** partners with local employers and other organizations to provide 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



In partnership with local high schools, the **High School Completion Program (HSCP)** provides an individualized course of study so that adults earn

a 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. Check your local region for testing schedules.



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.

Essential Skills



Essential Skills 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**.

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

English Language Learners (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 visit www.vtadulthoodlearning.org

Visit us in person, at any of our locations listed on the back.