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| **Florida Department of Education (FDOE)** |
| **Division of Career and Adult Education (DCAE)** |
| **Integrated English Literacy and Civics Education (IELCE)** |
| **Agency** | **IELCE Grant Number** |
| **Agency Contact Name** | **Phone** | **Email** |
| **Guidance for Completing the IELCE Assessment Tool** |
| The Integrated English Literacy and Civics Education (IELCE) Assessment Tool is meant to be filled out by provider programs that are implementing Section 243 IELCE programming with funds available under section 243. Providers must complete the assessment to provide evidence of meeting the program requirements as specified in law and regulation, referenced as hyperlinks for easy consultation.The first two sections seek your perspectives and reflections on your local IELCE program implementation, including how your program provides IELCE services in combination with IET. The first section focuses on the required components of IET, a combined requirement for IELCE programs funded under Title II, Section 243 funds, while the second section focuses on other required components of the IELCE program. The third section of the assessment is optional and seeks information about non-required activities related to the development and implementation of your IELCE program. |
| **Section 1: Integrated Education and Training (IET) Implementation**This section begins with the review of the IET component of the IELCE program in response to regulation 34 CFR [463.70](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_174), which requires IELCE services to be delivered in combination with IET activities. Under [34 CFR 463.36](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_174), IET activities include adult education and literacy activities, workforce preparation activities and workforce training.The term “integrated education and training” refers to a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.Select YES or NO in the Compliance Status column. Provide evidence or brief comments in response to your selection. |
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| **Adult Education and Literacy Activities** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 1. | Does your IET program include one or more of the following suggested adult education and literacy activities? ([34 CFR 463.30 and 463.36](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130)) |  |  |  |
|  | *Adult education* |  |  |  |
|  | *Literacy* |  |  |  |
|  | *Workplace adult education and literacy activities (Sec. 203 of WIOA)* |  |  |  |
|  | *English language acquisition activities*   |  |  |  |
|  | *Integrated English literacy and civics education*  |  |  |  |
|  | *Workforce preparation activities (34 CFR* [*463.34*](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130)*)* |  |  |  |
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| **Workforce Preparation Activities and Training** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 2. | Does your IET program include one or more of the following workforce preparation components? Workforce preparation activities include activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills. |  |  |  |
|  | *Activities, programs, or services targeting basic academic, critical thinking, digital literacy, and self-management skills* |  |  |  |
|  | *Employability skills addressing competencies using resources and information; working with others; and understanding/obtaining skills for successful postsecondary transition or completion, training, and employment* |  |  |  |
|  | *Other employability skills that increase workforce preparation* |  |  |  |
| 3. | Does your IET program or services include at least one of the following workforce trainings? (WIOA 134 (c)(3)(D) and [463.36](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130)) |  |  |  |
|  | *Occupational skills training (including nontraditional employment)* |  |  |  |
|  | *On-the-job training* |  |  |  |
|  | *Incumbent worker training* |  |  |  |
|  | *Programs combining workplace training with related instruction (including cooperative education programs)* |  |  |  |
|  | *Private sector-operated training programs* |  |  |  |
|  | *Skill upgrading and retraining* |  |  |  |
|  | *Entrepreneurial training* |  |  |  |
|  | *Transitional jobs* |  |  |  |
|  | *Job readiness training* |  |  |  |
|  | *Adult education and literacy activities that are provided concurrently or in combination with any of the services above* |  |  |  |
|  | *Customized training with employer hiring commitment* |  |  |  |
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| **Integration of the Required Components** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  |  | **YES** | **NO** |  |
| 4. | Do your “integrated” services occur concurrently and contextually in ways that your IET program, adult education and literacy activities, and workforce training include the following requirements? ([34 CFR 463.37 and 436.35](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130)) |  |  |  |
|  | *Contain sufficient intensity and quality based on rigorous research* |  |  |  |
|  | *Occur simultaneously* |  |  |  |
|  | *Use occupationally relevant instructional material*  |  |  |  |
|  | *Have a single set of learning objectives identifying specific adult education content; workforce preparation activities; and workforce training competencies* |  |  |  |
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| **Educational and Career Advancement, Including State Plan and Pathway Alignment** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 5. | Is your IET program “for the purpose of education and career advancement” met by the following requirements? ([34 CFR 463.38](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130)) |  |  |  |
|  | *Aligning the adult education component with the state’s content standards for adult education as defined in your state’s Unified or Combined State Plan; and* |  |  |  |
|  | *Having the IET program part of a career pathway* |  |  |  |
| 6. | Which elements or practices of a career pathway as defined in WIOA does your IET program include? (WIOA Sec. 3 [7]) |  |  |  |
|  | *Aligns with industry skills needed within the state or regional economy* |  |  |  |
|  | *Prepares individuals for secondary or postsecondary education success* |  |  |  |
|  | *Includes counseling in support of an individual’s education and career goals* |  |  |  |
|  | *Includes concurrent and contextualized education with cluster-specific workforce preparation and training* |  |  |  |
|  | *Organizes education, training, and other services to support an individual’s needs to accelerate education and career advancement*  |  |  |  |
|  | *Enables an individual to attain a secondary school diploma or equivalent* |  |  |  |
|  | *Helps an individual enter or advance in an occupation or occupational cluster* |  |  |  |
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| **Section 2: Integrated English Literacy and Civics Education (IELCE) Implementation**This section of the assessment reviews other required components and activities of the IELCE program as described under Section 243 of WIOA. You will select YES or NO in the Compliance Status column, unless grayed out, and then a YES or NO response is not required. Provide evidence or brief comments in response to your selection. |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 7. | Are your IELCE services delivered to adult English language learners, which can include professionals with degrees and credentials from their native countries? ([34 CFR 463.70](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130)) |  |  |  |
|  | *If “yes” to the question above, does your program provide services to adult English language learners who have degrees and credentials from their native countries?* |  |  |  |
|  | *How has your program delivered services to adult English language learners, which can include professionals with credentials and degrees from their native countries?* |  |  |  |
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| **Integrated English Language Acquisition and Civics Education** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 8. | Do your IELCE services and program consist of and include the following English language acquisition as well as civics education requirements? ([34 CFR 463.33](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_130))  |  |  |  |
|  | *(a) Integrated English literacy and civics education services are education services provided to English language learners who are adults, including professionals with degrees or credentials in their native countries, that enable such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States.* |  |  |  |
|  | *(b) Integrated English literacy and civics education services must include instruction in literacy and English language acquisition and instruction on the rights and responsibilities of citizenship and civic participation and may include workforce training.* |  |  |  |
|  | *Instruction in IELCE and instruction in literacy and English language acquisition as described in (a)*  |  |  |  |
|  | *Instruction on the rights and responsibilities of citizenship and civic participation as described in (b)* |  |  |  |
| 9. | Based on your answers to the questions above, how has your program provided literacy and English language instruction? |  |  |  |
| 10. | How has your program provided citizenship rights and responsibilities and civics participation instruction? |  |  |  |
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| **IELCE in Combination with IET Requirement** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 11. | As an eligible IELCE provider, are your integrated English literacy and civics education activities combined with integrated education and training activities in one or both of the following ways? ([34 CFR 463.74](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_174)) |  |  |  |
|  | *Co-enrolling participants in an IET program provided within the local/regional workforce development area from funding sources other than Section 243; and/or* |  |  |  |
|  | *Using Section 243 funds to support IET activities?* |  |  |  |
| 12. | Based on your answers above, how has your program delivered and/or funded IELCE in combination with IET activities for participants? |  |  |  |
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| **Coordination with the Workforce Development System** |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 13. | As an eligible provider receiving funding through the IELCE program, are your services designed to provide access to the following requirement? ([34 CFR 463.73](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_173))*Prepare for and place adult English language learners in unsubsidized employment within in-demand industries and occupations leading to economic self-sufficiency* |  |  |  |
| 14. | Based on your answers to the question above, how have your program services been designed to prepare for and place adult English language learners in unsubsidized, economically self-sustaining employment or occupations within in-demand industries? |  |  |  |
| 15. | In addition to being designed to prepare for and place adult English language learners in unsubsidized employment within in-demand industries and occupations leading to economic self-sufficiency, do your program services include the following requirement? ([34 CFR 463.73](https://www.ecfr.gov/cgi-bin/text-idx?SID=c0b7a2b744f4af66db4e7d0ad995662b&mc=true&node=pt34.3.463&rgn=div5#se34.3.463_173))*Integrate with the local workforce development system and its functions to carry out program activities* |  |  |  |
| 16. | How have your program services been designed to integrate with the local workforce development system and its functions to carry out program activities? |  |  |  |
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| **Section 3. IELCE Program Quality and Support Components (Optional)**This section of the assessment seeks information about non-required activities related to the development and implementation of your IELCE program. |
| **Item** | **Specific Program Requirements** | **Compliance Status** | **Evidence/ Brief Comments** |
|  | **YES** | **NO** |  |
| 17. | This section of the assessment seeks information about non-required activities related to the development and implementation of your IELCE program. |  |  |  |
|  | *Does your program include an ongoing professional development component for program staff?* |  |  |  |
|  | *Did the design of your program include the use of local or regional data or information such as workforce or National Reporting System data to inform the selection of your IET occupational or certification choice(s)?* |  |  |  |
|  | *Does your program delivery reflect evidence-based instructional practices?*  |  |  |  |
|  | *Do you have employer engagement in your workforce training component?* |  |  |  |
|  | *Does your program include formal partnerships or collaborations with other agencies, institutions, coalitions, or the local community?*  |  |  |  |
|  | *Does the design of your program intentionally align with your state or local workforce plan?* |  |  |  |
|  | *Does your program provide support or wraparound services for participants?* |  |  |  |