



**VIRGINIA  
IS FOR  
LEARNERS**

**INTEGRATED EDUCATION AND TRAINING PLANNING TOOL**

Name of Adult Education Region or Provider	County/City	Occupation with NAICS Code	Recognized Postsecondary Credential(s)	Training Provider
Prince William County Public Schools (PWCS)	Prince William County	51 - Information	Microsoft Office Specialist (Certiport)	PWCS Career and Technical Education (CTE)

**Number of Cohorts:** 1

**Projected Number of Students Per Cohort:** 10

**Dates of Course/ Weekly Schedule:** October 11, 2022- February 23, 2023  
(Co-taught) T-Th: 6-9 pm (153 hours)

**Funding Source(s):** AEFLA/PIVA

**Teacher(s):** PWCS Adult Education teacher (TBD) and PWCS Career and Technical Education teacher (TBD)

**Employer Partner(s):** TBD

**Salary Range for Target Job (with citation):** \$50,214  
(ZipRecruiter: <https://www.ziprecruiter.com> )

**Plan for Recruitment and Selection:** Students will be recruited through referrals of partners at the VA Career Works Center, Prince William and AEFLA funded community liaison, and PIVA funded Career Coach. In addition, students will be recruited from Computer Basics participants; and students recruited through social and print media disseminating program information throughout Prince William County.

<p><b>Program Notes and stackable credentials that will be reported as MSGs:</b></p> <p>Type 5 MSG: MOS Word Certificate</p> <p>Type 5 MSG: MOS Outlook Certificate</p> <p>Type 5 MSG: MOS Excel Certificate</p>
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**Shared Learning Objectives, with the College and Career Readiness or English Language Proficiency Standards noted:**

1. Students will be able to obtain the language knowledge and skills necessary for employment and self-sufficiency (adult education and literacy instruction). **CCR Reading Anchors 2, 4, 7; CCR Speaking/Listening Anchor 1, 2, 4; CCR Writing Anchors 2, 3, 4; CCR Language Anchors 1, 3, 4**
2. Students will be able to access and acquire the combination of basic academic, critical thinking, digital literacy, and soft skills needed in workplace settings (workforce preparation). **CCR Writing Anchor 4,6, 8; CCR Speaking/Listening Anchors 1, 4, 5; CCR Reading Anchor 7, 8; CCR Language Anchors 1, 3, 4**
3. Students will be able to obtain knowledge in a specific occupation that includes skills training leading to a career certificate (workforce training). **CCR Writing Anchors 5, 6; CCR Speaking/Listening Anchors 1, 6; CCR Language Anchors 1, 3, 4, 6; MP.4 Model with mathematics; MP.5 Use appropriate tools strategically; MP.6 Attend to precision**

**Co-Planning and Communication Activities:** Initial program meeting with instructors and partners. Weekly meetings that include curriculum design, scope and sequence planning, integrating literacy instruction, workplace preparation, and workforce training. Culminating meeting that includes program reflections and design changes.

**Describe how the three components (adult education, workforce preparation, and occupational training) are taught simultaneously and contextually, reinforcing all three types of content through a typical week of the course:**

The Adult Education Teacher and the Training Provider (CTE Instructor) work and teach collaboratively to provide training components and language and skill support to learners. The adult education teacher provides English Language instruction that contextualizes content to align with language instruction and IET content, workplace preparation, and workforce training (MOS certification). The Training Provider (CTE) provides coursework focusing on MOS Outlook and Excel. MOS Outlook skills to include: Outlook basics; modules-mail, calendar, people, tasks; MOS Excel skills include: Workbooks-set-up, enter data, format, and perform calculations; Data- filter, sort, summarize, and combine data; create timelines, forecasts, visualizations, including KPIs and Power Map data maps.

**Support Services Provided** (indicate agency providing services): Department of Social Services (DSS) and WIOA Youth provide financial assistance to qualifying students; VA Career Works Center, Prince William partners (VEC, DARS, Melwood Jobs, VA Cooperative Extension-PW, Financial Empowerment Center, SkillSource Group) provide PWCS AE students with needed services.

**Employment Placement Activities** (indicate agency providing services): TBD; Career Counselor will work to develop a network of business partners who will assist with employment placement for IET students. Currently, students are referred to partners at the VA Career Works Center, Prince William to explore employment opportunities.



**Students:** (Note: Add rows as needed)

Student ID	Agency Paying for Training (Example: Adult education, WIOA title I, title IV, employer, etc.)	Training Costs
	AEFLA/PIVA	CTE Instructor salary + benefits \$8,450.53
	Subtotal of training costs provided by adult education program:	\$8,450.53
	Subtotal of training costs provided by other partners:	

Reminder: Programs must get prior approval for costs associated with equipment, materials, and participant support costs (see [Directors Memo 018-19](#)).

**Additional Comments:**

- The additional costs to run the IET are (All funded by AEFLA/PIVA):
  - Adult Education salary + benefits \$6,028.40
  - Gmetrix Test Voucher + 1 retake 30@ \$90 \$2,700
  - 10 Seat Full Suite License LearnKeys \$786
  - GMetrix \$723

Prince William County Public Schools provides classroom spaces and tech labs for in-person classes as an in-kind service.

*This is a living document and changes are made based on emerging needs. See the Adult Education's [professional development page](#) for the latest version.*