# 2024-25 Workplace Literacy Assurances

## (Insert Fiscal Agent Name)

### Introduction

To ensure educational and workforce services are provided at the highest levels of quality for the Adult Education and Family Literacy Act (AEFLA), the Office of Adult Education Initiatives (AEI) requires the following assurances.

Agreement to these assurances ensures the grantee commits to follow federal and state laws regarding AEFLA/IELCE.

### Workplace Literacy Policy and Assurances

Workplace Literacy (WPL) are activities offered by an eligible provider in collaboration with an employer or employee organization at a workplace or an off-site location that is designed to improve the productivity of the workforce. The design of a WPL program should support the state and local workforce development board plans as required under WIOA. The purpose of the Workplace Literacy assurance is to ensure AEFLA/IELCE funded programs meet the definitions and requirements under 34 CFR Part 463 Subpart D and J. Workplace Literacy is an allowable activity for AEFLA funded programs.

If the grantee **does not** deliver WPL services under the AEFLA grant program, indicate that by signing here:

**Program Director Name (Printed) & Signature Date**

Do not complete the remainder of the assurance if signing above that no Workplace Literacy programming is being offered. The WPL assurance must be reviewed and completed at the beginning of the AEFLA grant cycle, otherwise, grantees may apply to add the service during annual subsequent Continuation Application windows. Initial approval does not guarantee continued funding, AEI reserves the right to revoke funds for any reason outlined in the General Assurance or others.

1. **Partnerships**

As defined in [29 U.S.C. 3272(6)](https://www.govinfo.gov/content/pkg/USCODE-2022-title29/pdf/USCODE-2022-title29-chap32-subchapII-sec3272.pdf) Workplace adult education and literacy activities mean adult education and literacy activities offered by an Adult Education provider with an employer or an employee organization. Therefore, a WPL program must be offered with at least one employer partner.

**Initial: \_\_\_\_**

Alternately, a WPL program can be offered with an employee organization such as unions, professional associations, or local industry sector partnerships.

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As required one-stop partners for WIOA under [34 CFR § 463.400](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-J/section-463.400), grantees should work collaboratively with their local workforce development board to establish and maintain WPL and other career services. This includes identifying local employers, unions, professional associations, or local industry sector partnerships for in-demand industries to provide WPL services.

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1. **Workplace Literacy Program Activities and Outcomes**

A comprehensive description of business and career services through One-Stop delivery systems including AEFLA programs can be found in [§ 463.430](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-J/section-463.430) and [§ 463.435](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-IV/part-463/subpart-J/section-463.435). Although all services listed in § 463.430 and § 463.435 can be provided, to maximize resources, grantees should consider providing services within their areas of expertise, please select the Adult Education and Literacy activities that your program has capacity and experience in offering.

English language acquisition and integrated education and training programs

Workforce preparation activities

Providing career services, including career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use;

Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs;

Delivering employment and training activities to address employee reduction risk

Customized assistance in the development of a registered apprenticeship program

Creating orientation sessions for new workers

Assistance with using assistive technologies or working within job accommodations

Other (please elaborate):

**Initial: \_\_\_\_**

WIOA Sec. 3(7) defines Career Pathways to mean a combination of rigorous and high-quality education, training, and other services that:

* aligns with skill needs of industries in the state or regional economy;
* prepares an individual to succeed in secondary or postsecondary education options;
* includes counseling to support the individual’s education and career goals;
* includes education offered concurrently and contextually with workforce preparation and training in specific occupation or occupational cluster;
* organizes education, training and other services to support the particular needs of an individual to accelerate their educational and career advancement;
* enables an individual to attain a secondary school diploma or its recognized equivalent; and
* helps an individual enter or advance within a specific occupation or occupational cluster.

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Workplace Literacy activities are not required to take place on-site at the grantees Adult Education Center or at the local comprehensive one-stop center, and instead can take place online or in-person off-site at an employer/employee partner identified site.

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Workplace Literacy is a service approach that is designed to improve the productivity of the workforce. As such Workplace Literacy programming must be designed so that all participants in the program can complete one of the following Measurable Skill Gains:

* A satisfactory or better progress report, toward established milestones, such as completion of on-the-job training or completion of 1 year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training.
* the State unit’s academic standards as evidenced by a postsecondary education transcript or report card demonstrating 12 credit hours per semester or over the course of two consecutive semesters for part-time learners or;
* passage of a technical/occupational knowledge-based exam, required for a particular occupation, which may be required to obtain an industry or state recognized credential.

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The Workplace Literacy program has workplace focused learning objectives identified by the partner employer, union, professional association, or local industry sector partnership:

**Initial: \_\_\_\_**

1. **Completion of the WPL Application**

The grantee must submit to the Adult Education Initiative Office a complete Workplace Literacy application prior to offering AEFLA funded WPL services. Grantees should consult with the employer partner or sector association to build the application and design programming that meets the needs of the WPL industry.

**Initial: \_\_\_\_**

**Program Director Name**

**Program Director Signature Date**

**Workplace Partner Name**

**Workplace Partner Signature Date**