

APPENDIX A

July 2000

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title:	English for Limited English Proficient Adults
Program Number:	9900400
Course Title:	Adult VESOL (Vocational English for Speakers of Other Languages)
Course Number:	9900050
CIP Number:	1532.010300
Grade Level:	30, 31
Length:	1350
Certification:	Any Academic

- I. **PURPOSE:** The purpose of this course is to provide English language instruction to limited English proficient adults that will prepare them to be successful as students in vocational/technical programs and/or successful employees in the workplace.

The content is compatible with principles of language acquisition for adult learners of English and includes language skills applicable to general workforce development as well as studies specific to vocational/technical programs. The four skill areas (listening, speaking, reading and writing) are addressed within VESOL competencies at each completion point.

- II. **LABORATORY ACTIVITIES:** Where available, a VESOL LAB is an integral component of a VESOL course.
- III. **PROGRAM STRUCTURE:** Adult VESOL is a non-credit course that is designed to improve student chances for success in vocational/technical programs and the American workplace. This course is divided into three Literacy Completion Points (LCPs). Progress through levels (LCPs) may be measured by approved standardized test or documentation of mastery of competencies.

Students may enroll in VESOL prior to, or concurrent with, enrollment in a vocational/technical program. Students may also be concurrently enrolled in a VPI LAB or Vocational Resource Center program.

Adult VESOL is part of the English for Limited English Proficient Adults Program.

Other courses in this program include Adult English for Speakers of Other Languages (ESOL), Adult ESOL Academic Skills, Workplace Readiness Skills and Citizenship.

- IV. **SPECIAL NOTE:** Whenever a performance standard contained herein uses "... in a specific occupation", the vocabulary and key concepts from the student's chosen vocational/technical field should be the basis of the lesson. Since students in VESOL classes may be registered or be interested in a variety of technical offerings, learning materials for these students may be delivered through individualized, small/large group, or computer assisted instruction.

Examples are provided in parenthesis after certain performance standards. Samples so listed are not intended to limit instructional options.

- V. **INTENDED OUTCOMES:** After successfully completing the appropriate level for each Literacy Completion Point (LCP) of this program, the student will be able to:

Literacy Completion Point LCP-A Beginning 450 Hours

- 01.0 Demonstrate vocationally related English skills necessary to obtain employment.
- 02.0 Demonstrate vocationally related English skills necessary to maintain employment.
- 03.0 Demonstrate vocationally related English skills necessary for career advancement.
- 04.0 Demonstrate vocationally related English skills necessary to access applied technology.

Literacy Completion Point LCP-B Intermediate 450 Hours

- 05.0 Demonstrate vocationally related English skills necessary to obtain employment.
- 06.0 Demonstrate vocationally related English skills necessary to maintain employment.
- 07.0 Demonstrate vocationally related English skills necessary for career advancement.
- 08.0 Demonstrate vocationally related English skills necessary to access applied technology.

Literacy Completion Point LCP-C Advanced 450 Hours

- 09.0 Demonstrate vocationally related English skills necessary to obtain employment.
- 10.0 Demonstrate vocationally related English skills necessary to maintain employment.
- 11.0 Demonstrate vocationally related English skills necessary for career advancement.

12.0 Demonstrate vocationally related English skills necessary to access applied technology.

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STUDENT PERFORMANCE STANDARDS

Program Title: English for Limited English Proficient Adults
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Course Title: Adult VESOL (Vocational English for Speakers of Other Languages)
Course Number: 9900050

Literacy Completion Point A
VESOL Beginning

Workforce Development Skills

01.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:

- 01.01 Identify entry-level jobs that can be held by a Limited English Proficient person.
- 01.02 Read "Help Wanted" signs and simple classified ads.
- 01.03 Request an appointment for interview and demonstrate appropriate dress and behavior for job interviews (handshakes, eye contact, facial expression).
- 01.04 Complete simple job applications for employment using personal information and state current job status.
- 01.05 Respond to simple questions concerning work experiences and occupations.

02.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:

- 02.01 Recognize common safety signs related to the workplace.
- 02.02 Give simple warnings and demonstrate appropriate actions needed in response to work related emergencies.
- 02.03 Identify consequences of common unsafe work-related practices.
- 02.04 Identify the purpose of safety clothing and equipment.
- 02.05 Identify general work ethics common to workplaces in the United States (punctuality, reporting accidents, calling in sick or tardy).
- 02.06 Respond to simple questions about work progress and completion of tasks.
- 02.07 Ask supervisor and/or co-workers for help.

- 02.08 Complete one and two-step instructions related to job tasks, workplace policies and/or regulations.
- 02.09 Read alphanumeric codes (c-47, part number DL-857).
- 02.10 Identify and demonstrate appropriate hygiene for the workplace.
- 02.11 Identify culturally appropriate ways to express disagreement and/or anger.
- 02.12 Explain job tasks to others.
- 02.13 Read and interpret work schedule and report time worked (time sheet, time card).
- 02.14 Request time off.
- 02.15 Identify tax forms.

03.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS FOR CAREER ADVANCEMENT--The student will be able to:

- 03.01 Explain/describe the relationship between job specifications and the training/education needed to qualify.
- 03.02 Identify local educational institutions where training for career advancement can be acquired.

0.4 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:

- 04.01 Identify basic equipment common to work sites.
- 04.02 Identify simple solutions to common problems occurring in the workplace.
- 04.03 Identify sequential steps to solve a problem in the workplace.

Literacy Completion Point B
VESOL Intermediate

Workforce Development Skills

05.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:

- 05.01 Identify advantages and disadvantages of various entry-level jobs that can be held by a Limited English Proficient person.
- 05.02 Read "Help Wanted" signs and classified ads.
- 05.03 Compare and contrast personal job skills with available positions.
- 05.04 Make simple inquiries with regard to job openings by telephone.

- 05.05 Request appointment for interview.
- 05.06 Prepare a cover letter.
- 05.07 Prepare a one-page resume.
- 05.08 Request an appointment for an interview.
- 05.09 Complete standard job application for employment.
- 05.10 Identify and demonstrate appropriate occupation specific dress and behavior for job interviews (handshakes, eye contact).
- 05.11 Respond to questions concerning work experiences and occupations.
- 05.12 Compare and contrast benefit packages.
- 05.13 Write a "Thank you" letter after job interview.

06.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:

- 06.01 Identify safety signs related to specific occupations.
- 06.02 Give appropriate warnings of potential work related emergencies.
- 06.03 Respond appropriately to emergency situations.
- 06.04 Explain purpose of safety clothing and equipment for specific occupations.
- 06.05 Read storage instructions, emergency directions, and warnings for specific occupations.
- 06.06 Identify common elements of the U.S. work ethic (punctuality, calling in sick/tardy, reporting accidents).
- 06.07 Respond to common questions about completion of tasks.
- 06.08 Identify materials, tools, and locations needed to carry out assigned job tasks for specific occupations.
- 06.09 Locate facilities and/or people at work.
- 06.10 Interpret parts list using alphanumeric codes.
- 06.11 Ask for and provide instruction, clarification, and feedback.
- 06.12 Read and follow multiple-step instructions related to job tasks.
- 06.13 Demonstrate proper procedure to inform employer of illness, tardiness, or other circumstances that prevent presence at work.
- 06.14 Demonstrate appropriate hygiene for the workplace.
- 06.15 Take clear and accurate phone messages.
- 06.16 Document information about completed tasks.
- 06.17 Demonstrate importance of teamwork.
- 06.18 Identify appropriate strategies for managing and expressing anger.
- 06.19 Ask for clarification of workplace policies and regulations.
- 06.20 Identify workers' rights and responsibilities (minimum wage, leave laws, religious practices, native language use).
- 06.21 Explain job tasks to others.
- 06.22 Interpret work schedule and report time worked (time

- sheet/time card).
- 06.23 Distinguish among tax forms.

07.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS FOR CAREER ADVANCEMENT--The student will be able to:

- 07.01 Ask for information regarding professions/careers.
- 07.02 Explain/describe relationships between job specifications and the training /education needed to qualify.
- 07.03 Identify job-training (educational) opportunities available in the community.
- 07.04 Prepare a career plan related to personal career goals.

08.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:

- 08.01 Identify solutions to problems occurring in specific workplaces.
- 08.02 Demonstrate ability to "troubleshoot" common problems related to equipment found at specific work sites.

Literacy Completion Point C
VESOL Advanced

Workforce Development Skills

09.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:

- 09.01 Compare and contrast personal qualifications with requirements and abbreviations in "Help Wanted" signs and ads.
- 09.02 Identify advantages and disadvantages of various jobs with reference to personal background.
- 09.03 Prepare resumes appropriate to specific job openings.
- 09.04 Prepare a cover letter.
- 09.05 Complete job application for employment by using personal information and employment history.
- 09.06 Request an appointment for an interview.
- 09.07 Identify appropriate dress and behavior for an occupation specific job interview, (handshakes, eye contact) according to specific occupations.
- 09.08 Respond to questions concerning work experiences.
- 09.09 Compare and contrast benefit packages as they relate to personal needs.
- 09.10 Write a "Thank you" letter after job interview.

10.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:

- 10.01 Explain safety signs related to a specific occupation and the consequences of unsafe work-related practices.
- 10.02 Identify the purpose of safety clothing and equipment for a specific occupation.
- 10.03 Communicate existence of work-related emergencies.
- 10.04 Complete accident reports.
- 10.05 Identify common elements of the U.S. work ethic with those of the native culture.
- 10.06 Respond to common questions about work progress related to a specific occupation.
- 10.07 Respond to common questions about planning future tasks related to specific occupations.
- 10.08 Ask for supervisors' or co-workers' assistance and/or clarification in completing an assignment.
- 10.09 Specify materials, tools, and locations of items to carry out assigned tasks.
- 10.10 Follow and explain multi step oral and written instructions related to job tasks.
- 10.11 Report time worked, including overtime and irregular schedules.
- 10.12 Explain proper procedure to inform employer of illness, tardiness or other circumstances that prevent presence at work.
- 10.13 Identify and demonstrate appropriate hygiene for the workplace.
- 10.14 Relate clear and accurate messages.
- 10.15 Research steps needed in solving problems.
- 10.16 Identify appropriate strategies for expressing disagreements or anger.
- 10.17 Ask for clarification of workplace policies and regulations.
- 10.18 Explain workers' rights.
- 10.19 Interpret paycheck including deductions and leave information.
- 10.20 Complete work-related forms.

11.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS FOR CAREER ADVANCEMENT--The student will be able to:

- 11.01 Ask for information regarding opportunities for career advancement.
- 11.02 Identify job training and educational opportunities available in the community to achieve career advancement.
- 11.03 Prepare a career plan related to personal career goals.

11.04 Discuss the potential of informal and formal networking opportunities as they relate to specific careers.

12.0 DEMONSTRATE VOCATIONALLY RELATED ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:

12.01 Read job-specific work-related text or interpret a passage from occupation specific instructional manuals.

12.02 Identify solutions to common problems occurring in specific work sites.