



## Program Manager Quick Reference Resource Toolkit: 2019-2020

### Important Subscriptions and Accounts

To remain up-to-date on important adult education program information, please subscribe to or create an account with the following:

[VAELN listserv](#) The VAELN listserv is managed by VALRC and is used to advertise upcoming professional development opportunities, news, and other important information for Virginia adult educators.

[COVLC](#) The Commonwealth of Virginia Learning Center, or VLC, is Virginia's learning management system. By creating an account in VLC, users can enroll in VALRC-sponsored events and manage their professional development transcripts.

[LINCS](#) The Literacy Information and Communication System, or LINCS, is a federally-managed resource for adult educators in the U.S. LINCS offers professional development courses and modules, online communities of practice, and information of interest to the field.

[In Session](#) GED® Testing Services educator newsletter providing the latest news and updates from the GED® testing program.

[Workforce GPS](#) This online technical assistance website is sponsored by the Employment and Training Administration of the U.S. Department of Labor. Resources include curated communities of interest, webinars and other training resources, promising workforce development practices, and relevant evidence-based research.

## Reference Links by Topic

Choose from any of the following and bookmark the sites that have the most value to you in implementing your responsibilities as a program manager:

### Adult Education Vision and Scope in Virginia

[Virginia Department of Education \(VDOE\), Office of Career, Technical, and Adult Education](#)

Resources and links about the role of adult education in the workforce development system in Virginia including high school equivalency credential (HSE), adult secondary completion options, grants and funding, data, monitoring and evaluation, program policy and guidance, professional development, regional programs, and resources.

[Virginia Adult Learning Resource Center \(VALRC\) Frequently Asked Questions](#) Basic information about the field of adult education and literacy in a question and answer format.

[Virginia Regional Program Structure](#) Information about Virginia's 22 regional programs and adult English literacy and civics education programs that are funded in local areas with large populations of English language learners. [VALRC Index of Regional Providers](#) An index that can be queried by city or county or program manager name and is most often used for those seeking contact information for local adult education centers.

[Adult Education in Workforce Development Fact Sheets](#) Downloadable fact sheets, designed to communicate with various audiences, outline the role of adult education in the workforce development system in Virginia. These fact sheets are the product of the [Adult Education and Literacy Advisory Committee to the Board of Education](#).

### WIOA Priorities

[Workforce Innovation and Opportunity Act \(WIOA\)](#) Federal Act signed into law on July 22, 2014, designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

[Virginia Combined State Plan Information](#) Virginia Board of Workforce Development Strategic Plan and information about the Combined State Plan review and approval process.

[Adult Education and Family Literacy Act Resource Guide](#) Resource guide that provides additional support to the federal Office of Career, Technical, and Adult Education (OCTAE) technical assistance modules.

## Partnerships

[Virginia Career Works](#) Links to the eight agencies that collaborate on Virginia's workplace needs and resources for employers, job seekers, and service providers in Virginia.

[Agency Partner VALRC Spotlight Resources](#) Resource links to agencies and organizations that provide funding and support for the Virginia Adult Learning Resource Center.

[Local Activities/Career Pathways and Workforce Partnerships VALRC Spotlight Resources](#) Resource links to WIOA partners and resources for establishing and maintaining contact with community agencies and local business partners.

[Virginia Sector Strategies and Career Pathways Academy \(SSCPA\)](#) Online academy that pairs sector strategies and career pathways for Virginia's workforce professionals, this effort builds upon a decade of work in the Commonwealth to align education and training programs in ways that make it easier for individuals to access and complete pathways to family-supporting careers.

## Career Pathways and Workforce Preparation

[Integrated Education and Training \(IET\) Planning Tool](#) Document that assists in organizing elements and requirements of the Integrated Education and Training (IET) program model under title II of the Workforce Innovation and Opportunity Act.

[Career Pathways and Workforce Preparation VALRC Spotlight Resources](#) Resource links to assist in developing strategies to fill the need for a more highly educated and currently trained workforce.

[Integrated Education and Training \(IET\) in Virginia: An Instructional Resource and Technical Assistance Blueprint](#) Instructional resource for developing and implementing IET programs for adult learners. The Blueprint is divided into three sections to provide resources for developing the three components of an IET, technical assistance, and an IET glossary.

## Program Management

[VDOE Adult Education Director's Memos](#) Archived links to Virginia Department of Education (VDOE) Director's Memos from the Office of Career, Technical, and Adult Education.

[Program Leadership VALRC Spotlight Resources](#) Resource links to professional development and technology integration resources for regional managers and administrators of public and private adult education and literacy programs.

[Promising Practices and Continuous Program Improvement VALRC Spotlight Resources](#) Resource links to professional development planning, career pathways and workforce development, instructional standards, and technology integration.

## **Data, Program Monitoring, and Evaluation Management and Leadership**

[VDOE Data, Monitoring, and Evaluation](#) Links to Virginia Department of Education resources on the National Reporting System, updated versions of the Assessment and Distance Education Policy and Adult Student Profile Document (ASPD), archived versions of the Virginia Narrative Annual Performance Report, and monitoring and program improvement information and protocols.

[2019 ASPD Tutorial](#). Short video that discusses the Adult Student Profile Document (ASPD) that all adult students complete at the time of enrollment.

[VDOE Assessment and Distance Education Policy](#) Local program responsibilities for assessment specific to the National Reporting System (NRS) and state requirements and definition of distance education for adult education programs in Virginia with guidelines by which programs can report adult learners' distance education hours to the state management information system (MIS).

[National Reporting System \(NRS\) for Adult Education](#) Accountability system for the federally-funded adult education program, authorized by Section 212 of the Workforce Innovation and Opportunity Act (WIOA). The NRS support project offers training and technical assistance activities to assist states in collecting, reporting, and using data.

[GED® Manager](#) & [GED® Analytics Lite](#) Exclusive portal designed to help educators & test administrators manage their programs. Virginia allows limited access to this portal.

[Policies, Regulations, and Reporting VALRC Spotlight Resources](#) Resource links for accountability and monitoring and evaluation for WIOA, NRS, and other federal, state and local requirements.

## **Grants and Funding**

[VDOE Grants and Funding](#) List of grant opportunities and links to grant application packages made available through The Office of Adult Education to support adult basic education and literacy and workforce development activities.

[Grants and Funding VALRC Spotlight Resources](#) Resource links to facts and statistics to state your case in grant proposals, state and federal grant requirements, and local and private funding sources.

[Strategic Competitive Grant Writing](#) Five web-based tutorial modules that can be viewed as a whole for those who are interested in attaining or refreshing a wider spectrum of competitive grant writing skills or as individual modules to support targeted skill development needs.

[Facts and Statistics for Adult Education and Literacy](#) Links, reports, statistics, and current information about the state of adult literacy for Virginia's adult education and literacy programs, although many links are national in scope.

## **Instructional Leadership**

[\*Implementing Standards-based Instruction in Virginia: A Technical Assistance Roadmap\*](#) This roadmap defines full implementation of standards-based instruction in Virginia and collects resources related to three crucial elements of standards-based instruction implementation: program design, instruction, and professional development.

[\*Standards-based Instruction VALRC Spotlight Resources\*](#) Web-based and other resources to support standards-based instruction and links to Virginia's adult education standards: the College and Career Readiness Standards (CCRS) for Adult Education and English Language Proficiency Standards (ELPS) instruction.

[\*Aligning Content Standards VALRC Spotlight Resources\*](#) Resource links for College Career Readiness Standards (CCRS), English Language Proficiency Standards for Adult Education (ELPS), and high school equivalency assessment targets such as NEDP.

[\*Numeracy VALRC Spotlight Resources\*](#) Resource links for educators who teach mathematics to adult learners.

[\*Writing VALRC Spotlight Resources\*](#) Resource links for educators who teach writing to adult learners.

[\*Reading VALRC Spotlight Resources\*](#) Resource links for educators who teach reading to adult learners.

[\*VDOE Adult Secondary Completion Options\*](#) Five ways for adults to earn a high school credential in Virginia. To compare all high school credential options, read [\*Five Ways to Earn a High School Credential\*](#), Virginia Board of Education Recognized Diplomas or Certificate.

[\*VDOE High School Equivalency \(HSE\) Credential\*](#) News and announcements from the Virginia Department of Education.

[\*GED® Virginia\*](#) Website with learner resources including a list of frequently asked questions for test takers.

[\*High School Equivalency VALRC Spotlight Resources\*](#) Resource links to high school completion options for adults in Virginia and professional learning opportunities for instructors.

\*For IET/IELCE/Contextualization instructional resources see Career Pathways and Workforce Preparation on page 3.

[\*ESOL VALRC Spotlight Resources\*](#) Resource links to instructional content with current methodologies aligned with English Language Proficiency Standards (ELPS) to improve ESOL students' learning.

[\*Civics Instruction for ELLs VALRC Spotlight Resources\*](#) Resource links on immigration, data and statistics, civics instruction, and workplace preparation topics.

[\*Adults With Disabilities VALRC Spotlight Resources\*](#) Resource links on learning disabilities topics including how learning disabilities affect our adult literacy learners.

[Distance Education VALRC Spotlight Resources](#) List of approved curriculum, the curriculum submission form, publisher contact info, and more including the [Distance Education Approved Curriculum Submission Form](#).

[Tech Tools for Instruction VALRC Spotlight Resources](#) Resource links to information about new resources, important links, and online resources to assist in integrating technology into programs and lessons.

## **Professional Development**

[Virginia Department of Education, Office of Career, Technical, and Adult Education Professional Development](#) Archive of recorded video tutorials for adult educators from the VDOE Office of Career, Technical, and Adult Education staff.

[Virginia Adult Learning Resource Center \(VALRC\)](#) VALRC main website that includes the [Professional Development Events Page](#), a collection of current professional development opportunities geared toward specific audiences of adult educators separated by type: [Webinars and Virtual Events](#), [Facilitated Online Courses](#), [Self-paced Online Courses](#), and [Face-to-Face Training Opportunities](#).

[Professional Development for Adult Educators Foundations](#) Checklist of actions, tutorials, and modules to develop a foundational platform of knowledge about the field of adult education in Virginia. VALRC suggests revisiting this list annually to stay current on the latest changes.

[Adult Education in Virginia](#) Self-paced, online module provides an overview of adult education in Virginia. Register for the module in COVLC.

[Understanding Virginia Assessment Policy](#) Self-paced, one-hour module designed to complement assessment certification training offered by test publishers with the goal of increasing participants' understanding of the need for and use of Virginia's assessment policy for adult education. This module is offered through COLVC.

[Overview of College and Career Readiness Standards](#) Provides foundational knowledge of the CCRS and is offered through COVLC --or-- [English Language Proficiency Standards Modules 1-3](#) provides an overview of the ELPS for teachers of ELLs and is offered through LINCS.

[Data Flow](#) Self-paced module offered through the National Reporting System or NRS. The goal of this short module is to increase awareness of how data are transferred through the NRS and to build an overall understanding of its purpose.

[Introduction to Workforce Preparation and Employability Skills](#) Self-paced, online course introduces the concept of workforce preparation and the specific skills. This course is offered through LINCS.

[Northstar Digital Literacy Assessment](#) Online, self-guided modules that assess the ability of adults, both teachers and students, to perform digital tasks.

[AE&L Conference](#) Annual professional development Adult Education & Literacy Conference brought to the field of adult education and literacy and partnering agencies by the Virginia Adult Learning Resource Center with support from the Virginia Department of Education and a featured partner.