



Office of Career-Technical and Adult Education

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Director

Superintendent of Public Instruction

June 26, 2002

REVISED POLICY MEMORANDUM (FY 2001-01)

To: Local Directors of Adult Basic and Literacy Education (ABLE)
From: Jim Bowling, State Director, Adult Basic and Literacy Education
Subject: Workplace Education Model Adoption and Guidance

The Ohio Department of Education State Program Office for ABLE has adopted the Ohio Performance Accountability System (O-PAS) Workplace Education Model that may be used by those ABLE programs offering Workplace Literacy as a service component in their approved instructional grants.

This model was developed through input from a focus group of ABLE workplace literacy practitioners as well as the Workplace Education Indicators Project Committee led by the Northwest ABLE Resource Center. Their rationale for adoption of this model as well as its benefits to ABLE are attached. A schematic of the model and descriptors of its elements are also attached.

The model's major differences from the regular O-PAS Student Experience Model are in the areas of assessment, goal setting and use of a portfolio. In this model, a standardized pre- and post-test are required for all students and used to document students' educational functioning levels for placement and completion accountability in ABLELink. Student performance goals are the class goals set through negotiations between the ABLE program provider and the employer. These class goals must be consistent with Ohio ABLE's Core Indicators of Performance. The Course Learning Plan replaces the student's Individual Learning Plan. Use of individual student documentation logs is not applicable within the context of the Workplace Education Model.

Based upon a student's participation in an ABLE program over the course of a project period, he/she may be placed in both a Workplace Literacy and a non-Workplace Literacy component. If so, the non-Workplace Literacy component is required to maintain an individual student portfolio including use of the documentation logs.

This model's adoption has also been added to the revised *O-PAS Assessment Policy L-100-11a* which replaces *L-100-6f*:

" ABLE programs that choose to follow the approved Workplace Education Model may use a class portfolio instead of an individual portfolio for each student."