

1.3 Programs Offered by the Office of Adult Education



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The Office of Adult Education will support eligible local programs through grant funds to provide adult education instruction and literacy services.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia

III. Related Authority:

National Reporting System (NRS) Implementation Guidelines, June 2007, p. 46-47

P. L. 105-220, Section 225, Section 203-6, Section 203

Federal Register February 17, 1999

Office of Vocational and Adult Education (OVAE) Memorandum 2000-19 issued May 16, 2000 and OVAE Memorandum 2001-13 issued June 27, 2001

IV. Definitions:

Adult Basic Education (ABE): instruction program designed for an adult who lacks competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, on a job or in a family.

Adult Secondary Education Program (ASE) or GED Prep: program of instruction designed for adults who have some literacy skills and can function in everyday life, but are not proficient or do not have a certificate of graduation or its equivalent from a secondary school.

English as a Second Language Program: instructional program designed to help adults who are limited English proficient achieve competence in the English language.

Individuals of Limited English Proficiency are adults or out of school youths who have limited ability in speaking, reading, writing, or understanding the English language, and:

1. Whose native language is a language other than English; or
2. Who lives in a family or community environment where a language other than English is the dominant language.

V. Attachments: N/A

VI. Procedure

Federal grants become available to provide adult education services in these areas:

Adult Basic Education Program (ABE)

Adult Basic Education Program is instruction designed for an adult who lacks competence in reading, writing, speaking, problem solving or computation at a level necessary to function in society, on a job or in a family. The educational functioning levels are:

Beginning ABE Literacy Grades 0-1.9

Beginning Basic Education Grades 2.0-3.9

Low Intermediate Basic Education Grades 4.0-5.9

High Intermediate Basic Education Grades 6.0-8.9

Adult Secondary Education Program (ASE) including General Educational Development (GED) Preparation

The ASE program of instruction is designed for adults who have some literacy skills and can function in everyday life, but are not proficient or do not have a certificate of graduation or its equivalent from a secondary school. The educational functioning levels are:

Low Adult Secondary Education Grades 9.0-10.9

High Adult Secondary Education Grades 11.0-12.9

Corrections Education Programs and Other Institutionalized Settings Programs

The Corrections and Institutionalized Program of instruction includes:

- (1) Adult basic education;
- (2) Special education programs;
- (3) English literacy programs; and
- (4) Secondary school credit programs.

Local providers must give priority to serving individuals who are likely to leave the correctional institution within five years of participation in the program. The funds made available for these programs shall be used for the cost of educational programs for criminal offenders in correctional institutions and for other institutionalized individuals.

Institutionalized refers to (a) prison, (b) jail, (c) reformatory, (d) work farm, (e) detention center, or (f) halfway house, community based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.

English Literacy Program (ELP)

English Literacy Program is an instructional program designed to help individuals of limited English proficiency achieve competence in the English language. The program provides services to adult learners needing English-as-a-Second Language service. The educational functioning levels are:

Beginning ESL Literacy
Low Beginning ESL
High Beginning ESL
Low Intermediate ESL
High Intermediate ESL
Advanced ESL

English is to be taught and students are to learn to speak, read and write in English.

English Literacy and Civics Education (EL/Civics)

English Literacy and Civics Education (EL/Civics) is an educational program that emphasizes contextualized instruction on the rights and responsibilities of citizenship, naturalization procedures, civic participation, and U.S. history and government. Its purpose is to help adult learners become active participants in their communities and develop the kind of knowledge, skills and strategies they need to navigate governmental, educational, workplace and other American institutions, such as banking and health care.

Family Literacy Services

Family Literacy Services are services that are of sufficient intensity in terms of hours, and of sufficient duration, to make sustainable changes in a family, and that integrate all of the following activities:

- Interactive literacy activities between parents and their children;
- Training for parents regarding how to be the primary teacher for their children and full partners in the education of their children;
- Parent literacy training that leads to economic self-sufficiency;

- An age appropriate education offered through coordination to prepare children for success in school and life experiences.

Other Services

The Office of Adult Education also provides services in **General Educational Development Diploma (GED)**. The GED diploma guidelines are available in the State Board of Technical and Adult Education Policy Manual in section IV.Q available at www.TCSG.org.

VII. Records Retention:

Records will be maintained according to the Record Retention Chart available in attachment section of the Policy 2.3.