Developing Learning Plans for Literacy Zones:
College Transition Learning Plan
Work Transition Learning Plan

Syracuse - April 28, 2010
Agenda

- Quick refresher on LW & Lit Zones
- Developing College Transition and Work Transition Learning Plans
- Learning Plans 101
- Templates for describing Learning Plans
- Team process for this afternoon
- Team process after today
LW is a learning support system that blends online learning with case management.

In Literacy Zone Welcome Centers, youth and adults will get LW accounts and select Learning Plans to follow to reach their goals.

Learning Plans link Learners with online and offline Resources in their communities.

Case managers, teachers and others working with Learners can review their progress and play active roles in helping them advance through their Plans.

The Literacy Zones are currently reviewing and customizing existing Learning Plans (e.g., English for Work, Citizenship) so they are appropriate for their learners.

New York will develop new Learning Plans for the Pathways out of Poverty, starting with Transition to College and Transition to Work.

These new Learning Plans will be developed by cross-site teams and then customized by local Literacy Zones working with their community college and one-stop partners.
1. Two cross-site teams develop generic Learning Plans:
   - Transition to College
   - Transition to Work

2. Local Literacy Zone staff customize the generic plans, adding local information, links to local Resources, and support roles:
   - Local Literacy Zone staff work with local community colleges to customize local versions of the Transition to College plan
   - Local Literacy Zone staff work with local one-stops to customize local versions of the Transition to Work plan

3. Literacy Zones field test their customized Learning Plans

4. Literacy Zones, working with local community colleges and one-stops, revise their Learning Plans based on field test results
What is a Learning Plan?

Provides structured support to Learners working to reach a learning goal

Can be built around and coordinated with existing educational materials, curricula, programs, and services.
Steps of a Learning Plan

To complete a Learning Plan, and reach a goal, learners navigate through a sequence of Steps.

There may be multiple paths (sequences of Steps) that different Learners follow to complete a Learning Plan.

- Each Step has a number of standard elements, which structure the learner’s path and progress through a plan:
  - Prerequisites
  - Resources
  - Workspace
  - Assistants’ Roles

- The flexible combination of these elements allows us to design Learning Plans that can blend self-directed and teacher/case manager-directed learning.
Prerequisites

A list of Steps to be completed before the Learner can start the current Step

Become a U.S. Citizen

<table>
<thead>
<tr>
<th>STEPS</th>
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<tbody>
<tr>
<td>Introduction to Citizenship Preparation</td>
</tr>
<tr>
<td>+ Determine Eligibility</td>
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<tr>
<td>Apply</td>
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<tr>
<td>Prepare to Show You Understand English</td>
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<tr>
<td>+ Prepare for the Civics Test</td>
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<tr>
<td>Prepare for the Reading and Writing Test</td>
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<tr>
<td>Get Fingerprinted</td>
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<td>Prepare for the Interview</td>
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<td>Go to the Interview</td>
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<tr>
<td>Go to the Oath Ceremony</td>
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- Placement and progress assessments can be built into Learning Plans and set up as Prerequisites
- Forms recording face-to-face meetings can be built into Learning Plans and set up as Prerequisites.

This Step Is: **Unavailable**

If you are eligible for citizenship, your next step is to complete the N400 application.

Open This Step ➤
Support for the Learner

Steps can incorporate online or f2f interaction with assistant roles: e.g., case managers or teachers

This workspace includes an assignment to call a phone helper for interview practice.

Activities like this can be required for Step completion and unlocking subsequent Steps.
Additional Role Defined Tasks in Learning Plans

• Review status of a Step
• Indicate when a Step is completed

• Review, evaluate (grade) and/or give feedback on Workspace items

• View/enter info in Profile fields or Workspace forms, etc.
Resources

• Steps have Resources that help Learners to complete the Step

• Resources can be websites, off-line, or multimedia
  – On-line (e.g., websites, part of an online program)
  – Off-line or in the Learner’s local community (e.g., a local One-Stop, CBO, library, or adult education program)

Click On These Helpful Resources:

- A Guide to Naturalization | Details
- Page 7 of A Guide to Naturalization | Details
- Centro Legal | Details
- Immigrant Law Center of Minnesota | Details
- Southern Minnesota Regional Legal Services | Details
- The Advocates for Human Rights | Details
- Video: Eligibility Requirements and Application Process | Details

Federal government information sites and docs
Community Resources. Learners click and make an appointment with a paralegal
Videos work well
Workspace

- Always available to the Learner and tightly integrated with the steps of the Learning Plan
- Viewable by others with the Learner’s permission
- Contains forms that the Learner completes as part of the Step.
  - Data gathering tools
  - Assessments, exercises or assignments (e.g., solving problems, answering questions, providing speech or writing samples, submitting essays, etc.)
  - Highly interactive and multimedia
Workspace Forms and Assistant Roles

Workspace forms can be auto-graded or submitted to a Teacher, Tutor, or Case Manager to review, comment upon or grade.
  – Choice determines how a Step might be completed.

Comments and/or grades can later be viewed by the Learner

Workspace item fields can be hidden from different Assistants.
Learner Profile

Regions can set up a profile form that follows each learner.

Fields on the form can be set to control both who can view and enter information in that profile form field.
Using LW for Case Management

• Learning Plans can blend online activities with in-person activities through the Learner Profile, Resources, and Workspace.

• Requiring case managers to complete fields in the Profile Form and Steps, coupled with prerequisites, can control flow of Learners through a Learning Plan and through the programmatic services/environment represented.
The two teams meet separately after lunch
- Each team appoints a leader
- Each team has a facilitator from the RAEN
- The team identifies (roughs out) the steps in the transition process they are considering
- Team members break into subgroups to describe the various steps in the paper-and-pencil templates (handout)
- Teams present overview of their draft Learning Plans to the whole group
- Process and timeline is discussed for completing the drafting of the two Learning Plans following today’s meeting