



Valley Regional Adult Education
Building a Stronger Community

Valley Regional Adult Education

ESL Curriculum

Workforce Development Skills

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WORKFORCE DEVELOPMENT SKILLS
A. Obtaining Employment – 4. Employment

Level 1 – Beginning I

NOTES:

• Identify entry-level jobs and workplaces	
• Recognize procedures for applying for a job	
• Complete a simplified job application form with assistance	
• Respond to basic interview questions	
• Produce required forms of identification for employment	
• Recognize vocabulary related to job benefits	
• Identify different jobs with help-wanted ads	
• Describe personal work experience and skills	
• Fill out job applications	
• Produce required forms of identification for employment	
• Identify W4 forms, Social Security, and income tax deductions	
• Recognize job titles and descriptions	
• Understand and use basic job-related vocabulary	
• Identify educational and job experience required for work	
• Use a variety of sources to look for job opportunities	
• Complete a job application	
• Demonstrate proper behavior and image for job interviews	
• Interpret wages, deductions, pay statements, and timekeeping forms	
• Interpret job-related signs, charts, diagrams, forms, and procedures	
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Level 2 – Beginning II

NOTES:

<ul style="list-style-type: none"> • Identify different jobs with help-wanted ads 	
<ul style="list-style-type: none"> • Describe personal work experience and skills 	
<ul style="list-style-type: none"> • Fill out job applications 	
<ul style="list-style-type: none"> • Produce required forms of identification for employment 	
<ul style="list-style-type: none"> • Identify W4 forms, Social Security, and income tax deductions 	
<ul style="list-style-type: none"> • Identify entry-level jobs and workplaces 	
<ul style="list-style-type: none"> • Recognize procedures for applying for a job 	
<ul style="list-style-type: none"> • Complete a simplified job application form with assistance 	
<ul style="list-style-type: none"> • Respond to basic interview questions 	
<ul style="list-style-type: none"> • Produce required forms of identification for employment 	
<ul style="list-style-type: none"> • Recognize vocabulary related to job benefits 	
<ul style="list-style-type: none"> • Recognize job titles and descriptions 	
<ul style="list-style-type: none"> • Understand and use basic job-related vocabulary 	
<ul style="list-style-type: none"> • Identify educational and job experience required for work 	
<ul style="list-style-type: none"> • Use a variety of sources to look for job opportunities 	
<ul style="list-style-type: none"> • Complete a job application 	
<ul style="list-style-type: none"> • Write a résumé 	
<ul style="list-style-type: none"> • Demonstrate proper behavior and image for job interviews 	
<ul style="list-style-type: none"> • Respond appropriately to common personal information questions 	
<ul style="list-style-type: none"> • Interpret wages, deductions, benefits, timekeeping forms 	
<ul style="list-style-type: none"> • Identify, use information in job descriptions, ads 	
<ul style="list-style-type: none"> • Follow up procedures for applying for a job, including filling out application forms 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

A. Obtaining Employment – 4. Employment

Level 3 – Low Intermediate

NOTES:

<ul style="list-style-type: none"> Set short- and long-term occupational goals. Identify students' personal skills. Understand career planning. 	Job ad abbreviations in the classifieds
<ul style="list-style-type: none"> Use a variety of sources to find job opportunities (Internet, newspaper, employment agencies) 	
<ul style="list-style-type: none"> Complete a job application 	
<ul style="list-style-type: none"> Create a professional résumé 	
<ul style="list-style-type: none"> Respond to interview questions 	
<ul style="list-style-type: none"> Demonstrate proper interview procedure (greeting, proper attire attitude, questions from employer, questions from student, closing, follow-up call, or letter) 	
<ul style="list-style-type: none"> Understand W2 and W4 forms, and complete a W4 form 	
<ul style="list-style-type: none"> Understand work schedules 	
<ul style="list-style-type: none"> Understand work shifts 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	

A. Obtaining Employment – 4. Employment

Level 4 – High Intermediate

NOTES:

• Describe personal career goals and interests	
• Investigate training needed for a particular job	
• Complete job applications; write résumé and cover letter	
• Respond to interview questions, and demonstrate proper behavior and image for a job interview	
• Understand job specifications, policies, standards, and benefits	
• Setting goals using past time clauses with When	
• Identify and use information about training opportunities	
• Interpret general work-related vocabulary	

A. Obtaining Employment – 4. Employment

Level 5 – Advanced

NOTES:

<ul style="list-style-type: none"> • Set long-term goals and plan a career 	
<ul style="list-style-type: none"> • Develop a portfolio that may include résumé, cover letter, professional recognitions, awards, certificates, etc. 	
<ul style="list-style-type: none"> • Understand and respond to want ads, job announcements, employment agency ads 	
<ul style="list-style-type: none"> • Present a positive image (dress, grooming, body language), ask and answer a variety of questions in a job interview simulation, and respond with a follow-up call or letter 	
<ul style="list-style-type: none"> • Demonstrate understanding of job specifications, policies, standards, and benefits, and complete IRS forms 	
<ul style="list-style-type: none"> • Learn how to state and write the objective of a resume 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

B. Maintaining Employment – 4. Employment

Level 1 – Beginning I

NOTES:

<ul style="list-style-type: none"> • Recognize different industries’ work standards, requirements, and rules 	
<ul style="list-style-type: none"> • Ask for assistance and clarification on the job 	
<ul style="list-style-type: none"> • Recognize safety procedures 	
<ul style="list-style-type: none"> • Read a simple work schedule 	
<ul style="list-style-type: none"> • Recognize pay stubs and deductions 	
<ul style="list-style-type: none"> • Understand job employment expectations, rules, regulations, and safety 	
<ul style="list-style-type: none"> • Respond to basic instructions and ask for clarification 	
<ul style="list-style-type: none"> • Identify parts of a pay stub and deductions 	
<ul style="list-style-type: none"> • Define and use the vocabulary for employment (salaries, hours, benefits, sick days, vacation days) 	
<ul style="list-style-type: none"> • Demonstrate understanding of work schedules, time clocks, time sheets, punctuality, and phoning in sick 	
<ul style="list-style-type: none"> • Follow generic work rules and safety procedures 	
<ul style="list-style-type: none"> • Ask for clarification and provide feedback to instructions 	
<ul style="list-style-type: none"> • Demonstrate appropriate communication skills in the work environment (interactions with supervisor and co-workers) 	
<ul style="list-style-type: none"> • Read and interpret pay stub information 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

B. Maintaining Employment – 4. Employment

Level 2 – Beginning II

NOTES:

<ul style="list-style-type: none"> • Understand job employment expectations, rules, regulations, and safety 	
<ul style="list-style-type: none"> • Respond to basic instructions and ask for clarification 	
<ul style="list-style-type: none"> • Recognize appropriate treatment of co-workers 	
<ul style="list-style-type: none"> • Identify parts of a pay stub and deductions 	
<ul style="list-style-type: none"> • Recognize different industries’ work standards, requirements, and rules 	
<ul style="list-style-type: none"> • Ask for assistance and clarification on the job 	
<ul style="list-style-type: none"> • Recognize safety procedures 	
<ul style="list-style-type: none"> • Read a simple work schedule 	
<ul style="list-style-type: none"> • Recognize pay stubs and deductions 	
<ul style="list-style-type: none"> • Define and use the vocabulary for employment (salaries, hours, benefits, sick days, vacation days) 	
<ul style="list-style-type: none"> • Demonstrate understanding of work schedules, time clocks, time sheets, punctuality, and phoning in sick 	
<ul style="list-style-type: none"> • Follow generic work rules and safety procedures 	
<ul style="list-style-type: none"> • Ask for clarification and provide feedback to instructions 	
<ul style="list-style-type: none"> • Demonstrate appropriate communication skills in the work environment (interactions with supervisor and co-workers) 	
<ul style="list-style-type: none"> • Read and interpret pay stub information 	
<ul style="list-style-type: none"> • Interpret wages, deductions, benefits, timekeeping forms 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

B. Maintaining Employment – 4. Employment

Level 3 – Low Intermediate

NOTES:

<ul style="list-style-type: none"> • Demonstrate understanding of job tasks, policies, and standards 	
<ul style="list-style-type: none"> • Demonstrate understanding of paystubs , benefits, and payroll deductions, wages 	
<ul style="list-style-type: none"> • Request schedule changes and other personal adjustments 	
<ul style="list-style-type: none"> • Demonstrate appropriate communication skills in the work environment (interactions and attitudes with supervisors and co-workers) 	
<ul style="list-style-type: none"> • Identify common safety procedures appropriate to the job 	
<ul style="list-style-type: none"> • 	

B. Maintaining Employment – 4. Employment

Level 4 – High Intermediate

NOTES:

<ul style="list-style-type: none"> • Demonstrate understanding of U.S. work ethic (appropriate behavior, attire, attitudes, and social interactions that affect job performance) 	-
<ul style="list-style-type: none"> • Demonstrate basic problem-solving skills in the workplace 	
<ul style="list-style-type: none"> • Compare and contrast job tasks, responsibilities, and levels of training 	
<ul style="list-style-type: none"> • Demonstrate understanding of workers’ rights(compensation, unionization, right to work) 	
<ul style="list-style-type: none"> • Identify OSHA safety procedures at work 	
<ul style="list-style-type: none"> • Interpret employee handbooks, personal policies, and job manuals 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

B. Maintaining Employment – 4. Employment

Level 5 – Advanced

NOTES:

<ul style="list-style-type: none"> • Demonstrate understanding of U.S. work ethic (appropriate behavior attire, attitudes, and social interactions that affect job retention) 	
<ul style="list-style-type: none"> • Communicate with supervisor and co-workers, orally and in writing, regarding work-related tasks and problems: write memos, report forms, etc.; give and follow instructions; ask/ respond to apologies/criticism; identify problems, solutions, consequences 	
<ul style="list-style-type: none"> • Demonstrate an understanding of work performance evaluations 	
<ul style="list-style-type: none"> • Demonstrate an understanding and discuss workers’ rights (compensation, unionization, right to work) 	
<ul style="list-style-type: none"> • Demonstrate an understanding of safety procedures (“Right to Know,” OSHA) 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

C. Career Advancement and Accessing Technology – 4. Employment

Level 1 – Beginning I

NOTES:

• Identify job promotion requirements	
• Set educational and professional goals	
• Recognize the importance of interpersonal communication skills on the job	
• Use basic test-taking strategies (circle, bubble in, multiple choice, matching, etc.)	
• Explore personal resources and networks that can aid in achieving goals	
• Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work	
• Identify job promotion requirements	
• Demonstrate interpersonal communication skills	
• Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work	
• Identify skills and education necessary for promotion	
• Review necessary documentation to apply for educational admission or financial aid (with assistance)	
• Demonstrate attire, attitudes, and interpersonal interaction for promotion	
• Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work	
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C. Career Advancement and Accessing Technology – 4. Employment

Level 2 – Beginning II

NOTES:

• Identify job promotion requirements	
• Demonstrate interpersonal communication skills	
• Demonstrate patience, perseverance, and a positive attitude	
• Set time frames for chosen goals	
• Explore educational pathways for attaining desired goals	
• Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work	
• Identify job promotion requirements	
• Set educational and professional goals	
• Recognize the importance of interpersonal communication skills on the job	
• Use basic test-taking strategies (circle, bubble in, multiple choice, matching, etc.)	
• Explore personal resources and networks that can aid in achieving goals	
• Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work	
• Define vocabulary for transfers, promotions, and incentives	
• Identify skills and education necessary for promotion	
• Set short-term goals that align with long-term goals	
• Identify job evaluations for promotions and retention	
• Review necessary documentation to apply for educational admission or financial aid (with assistance)	
• Demonstrate attire, attitudes, and interpersonal interaction for promotion	
• Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work	
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C. Career Advancement and Accessing Technology – 4. Employment

Level 3 – Low Intermediate

NOTES:

<ul style="list-style-type: none"> • Explore career options through a variety of resources (GED, vocational training, community colleges, on-the-job training) 	
<ul style="list-style-type: none"> • Periodically evaluate goal progress 	
<ul style="list-style-type: none"> • Maintain a file of important work documents and evaluations for future reference 	
<ul style="list-style-type: none"> • Identify ways to supplement income (promotions, transfers, pay raises, job changes) 	
<ul style="list-style-type: none"> • Recognize the relationship between initiative and advancement 	
<ul style="list-style-type: none"> • Take tests of varying formats 	
<ul style="list-style-type: none"> • Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work 	
<ul style="list-style-type: none"> • Learn how to navigate Google, Craigslist.com 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

C. Career Advancement and Accessing Technology – 4. Employment

Level 4 – High Intermediate

NOTES:

<ul style="list-style-type: none"> • Identify additional ways to supplement income 	
<ul style="list-style-type: none"> • Explore on-the-job training and continuing education 	
<ul style="list-style-type: none"> • Recognize the relationship between attendance, loyalty, work evaluations, and job promotion 	
<ul style="list-style-type: none"> • Develop a list of professional and character references 	
<ul style="list-style-type: none"> • Evaluate and adjust goals if life events dictate delays 	
<ul style="list-style-type: none"> • Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

C. Career Advancement and Accessing Technology – 4. Employment

Level 5 – Advanced

NOTES:

<ul style="list-style-type: none"> • Understand job advancement, job postings, and vacant listings 	
<ul style="list-style-type: none"> • Update resume and locate career advancement services 	
<ul style="list-style-type: none"> • Write an action plan for achieving goals 	
<ul style="list-style-type: none"> • Request a promotion or raise and identify personal strengths and weaknesses 	
<ul style="list-style-type: none"> • Identify stress factors associated with new challenges 	
<ul style="list-style-type: none"> • Demonstrate ability to apply a variety of test-taking strategies 	
<ul style="list-style-type: none"> • Demonstrate English skills necessary to access applied technology by operating key technology equipment at home, school, and work 	
<ul style="list-style-type: none"> • Participate in networking activities which increase interaction with individuals who share similar interests 	
<ul style="list-style-type: none"> • 	
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