

Welcome!

We will begin shortly.
This webinar will be recorded.



Type a message in chat if you need tech support.



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PAAER
PA Adult Education Resources

Workforce and Academic Skills in Harmony: An Introduction to the PA Foundation Skills

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Pennsylvania Adult Education Resources (PAAER)

Welcome

Pennsylvania Professional Development System

- Digital Literacy and Distance Education
- Workforce Development System Liaison Project / IET
- Communications Project
- Technology Project
- Professional Learning Opportunities
- MIS / eData Tech Support



Pair Share Activity

- Worked in a team to accomplish a task.
- Forgot an account password and had to reset it online.
- Clicked on a spam email thinking it was real.
- Made a mistake at work.
- Discovered a mistake someone else has made at work.



Session Objectives



Explore how the PA foundation skills were developed and how they align to the Workforce Innovation and Opportunity Act (WIOA).



Examine the digital literacy skills and transferable skills competency-based checklists that align to WIOA's definition of workforce preparation skills.

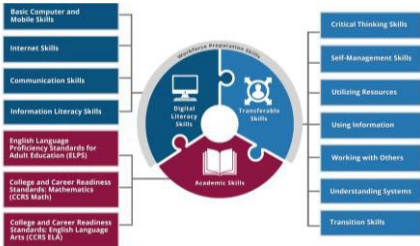


Review a contextualized lesson plan that incorporates academic and workforce preparation skills.



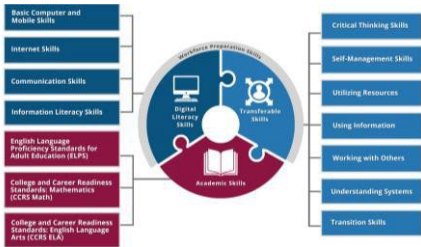
Determine ways to use the PA Foundation Skills to support career pathway exploration, career planning and navigation, and IET program development.

Why PA Foundation Skills?



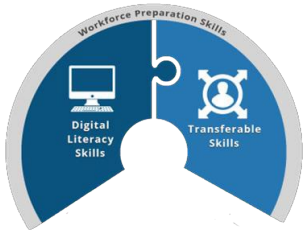
(PAAER, 2024)

PA Foundation Skills



(PAAER, 2024)

Workforce Preparation Skills



(PAAER, 2024)

Digital Literacy Skills

- Basic Computer and Mobile Skills
- Internet Skills
- Communication Skills
- Information Literacy Skills

Transferable Skills

- Critical Thinking Skills
- Self-Management Skills
- Utilizing Resources
- Using Information
- Working with Others
- Understanding Systems
- Transition Skills

Integrated Education Training (IET)

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graph LR; A[Adult Education and Literacy] --> B[Workforce Preparation]; B --> C[Workforce Training];
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Adult
Education
and Literacy

Workforce
Preparation

Workforce
Training

(Alstrand et al., 2024)

Digital Access to the PA Foundation Skills

The screenshot displays the PAAER website interface. At the top, a dark blue navigation bar contains the text 'PA Portal', 'PA's Core', 'What are you looking for?', and a search icon. Below this is a white header with the PAAER logo on the left and a navigation menu with links for 'Administration', 'Teaching', 'Adults', 'Workforce/Career Pathways', and 'Professional Development'. The main content area features a large image of two smiling adults with the text 'Adult Education Resources' and a sub-headline: 'We equip adult education practitioners in Pennsylvania with professional development and resources to empower all adult learners.' To the right, a grid of resource categories is shown, including 'Lesson Planning', 'Standards', 'Digital Education', 'Content Areas', 'Assessments', and 'Tutoring'. A green arrow points from the 'PA Foundation Skills' link in the top navigation bar to the 'PA Foundation Skills' link in the 'Standards' category.

Adult Education Resources
We equip adult education practitioners in Pennsylvania with professional development and resources to empower all adult learners.

Standards
College and Career Readiness (CCR)
PA Foundation Skills
English Language Proficiency
All Teacher Competencies

www.paaer.org

Transferable Skills



7. Transition Skills

Manages change in personal and professional environments while assessing skills and adapting

#	Competency	Indicators
7.1	Evaluates personal skills, strengths, values, and beliefs to inform decisions.	<input type="checkbox"/> Identifies and works to remove personal barriers to learning new things. <input type="checkbox"/> Demonstrates an interest in and connects continuing education. <input type="checkbox"/> Recognizes and adjusts to change that cause an increase in stress on the job.
7.2	Uses problem-solving skills to evaluate and eliminate options.	<input type="checkbox"/> Uses identification and understanding when needed. <input type="checkbox"/> Makes wise self-directed learning choices. <input type="checkbox"/> Negotiates jobs and uses of ideas, approaches, and solutions and analyzes outcomes using "5 Whys" technique.
7.3	Applies skills in new contexts.	<input type="checkbox"/> Works with coworkers to apply new skills and knowledge on the job. <input type="checkbox"/> Reflects on using skills in new contexts and determines additional knowledge needs. <input type="checkbox"/> Accepts new or changed job responsibilities and uses appropriate skills in new roles.
7.4	Develops plan.	<input type="checkbox"/> Identifies career pathway options within current organization. <input type="checkbox"/> Assesses work strengths and limitations while maintaining a growth mindset to effectively determine goals and action steps. <input type="checkbox"/> Determines class, academic, and/or resources for addressing gaps.
7.5	Implements plan.	<input type="checkbox"/> Creates and implements plans to increase skills and knowledge in progress along career pathway. <input type="checkbox"/> Develops own growth mindset by recognizing accomplished tasks that are difficult.
7.6	Evaluates plan.	<input type="checkbox"/> Develops methods to evaluate personal performance. <input type="checkbox"/> Uses data to inform decisions and create new goals and action steps.

Transferable Skills
Last Revised: 11-25-2022

Fillable Skills Checklists

- Can be used by learners, instructors, and student support coordinators
- Can be filled out electronically or by paper
- Track progress and success

(PAAER, 2024)

On demand online course

- 4.5 hours
- Includes online assignments, videos, and a job embedded activity
- Participants meet with a facilitator to discuss how they will use the PA Foundation Skills with their learners



The graphic features a semi-circular design with a blue background. At the top, the text "Workforce preparation skills" is written in a curved path. The center is divided into two halves by a vertical line. The left half contains a computer monitor icon and the text "Digital Literacy Skills". The right half contains a puzzle piece icon with a person inside and the text "Transferable Skills". Below the semi-circle, the title "Introduction to Workforce Preparation Skills" is displayed. At the bottom, there are two icons: a document icon labeled "FN" and a play button icon labeled "E-learning".

Workforce preparation skills

Digital Literacy Skills

Transferable Skills

Introduction to Workforce Preparation Skills

FN

E-learning

Other Professional Development Opportunities



Digital Literacy Skills

4. Information Literacy



SKILL

Finds information online that assists in accomplishing personal and professional goals and evaluates information and shares it digitally in an ethical, responsible manner.

#	Competency	Tasks
4.1	Compares Online Search Results with Objectives Solves problems by identifying the type of information needed and by describing how it will help to accomplish goals.	<input type="checkbox"/> Level 1: Identifies a problem and selects from explicitly provided online sources of information that could be used to solve it. (IL 4.1.1) <input type="checkbox"/> Level 2: Identifies a problem to be solved, draws upon existing knowledge to select the online sources of information needed, and outlines the steps to reach the goal. (IL 4.1.2) <input type="checkbox"/> Level 3: Identifies a problem to be solved, selects information from a wide variety of online sources, and establishes an organized approach to reaching goals, reflecting upon the process and making adjustments as necessary. (IL 4.1.3)
4.2	Optimizes Online Search Strategies Uses effective search strategies to find information online that will help to achieve goals.	<input type="checkbox"/> Level 1: Follows explicit directions to complete a search for information relevant to goals. (IL 4.2.1) <input type="checkbox"/> Level 2: Uses basic search strategies with increasing independence to complete a search for information relevant to goals. (IL 4.2.2) <input type="checkbox"/> Level 3: Uses advanced search strategies to find information relevant to goals. (IL 4.2.3)

(PAAER, 2024)

1. Critical Thinking

SKILL

Thinks clearly and rationally with an open mind to arrive at decisions or conclusions by examining evidence, analyzing relationships, and drawing conclusions from a variety of data.

#	Competency	Indicators
1.1	Observes critically.	<ul style="list-style-type: none"><input type="checkbox"/> Sets purpose for observation and selects appropriate strategies, methods, and materials needed for observation.<input type="checkbox"/> Selects and attends to important information and details while observing.<input type="checkbox"/> Monitors observation and adjusts strategies, methods, and materials appropriately.
1.2	Solves problems.	<ul style="list-style-type: none"><input type="checkbox"/> Recognizes and accurately defines or describes the problem.<input type="checkbox"/> Identifies possible causes and effects of the problem.<input type="checkbox"/> Determines possible solutions to the problem.<input type="checkbox"/> Uses prior knowledge, information gathered about the problem, and available resources to choose a problem-solving approach.<input type="checkbox"/> Collects and allocates resources to creatively solve the problem.

PA Foundation Skills and Lesson Planning



Lesson planning



Developing SSLO for IET



Design informal
assessments

Group Activity- Lesson Plan Review



Can you identify one activity in the lesson that provides an opportunity for the adult learner to practice an academic, digital literacy, and transferable skill at the same time?

What additional activities might you suggest a student complete to practice the digital literacy and transferable skills that are included in this lesson?

If you could add one more workforce preparation skill from the PA Foundation Skills to this lesson, what would you add and why?

PA Foundation Skills and Student Supportive Services



Identify skills during
career awareness and
career exploration
activities



Support career goal
setting



Develop action steps to
achieve goal

PA Foundation Skills and Program Improvement



- Examine alignment to local workforce development area plan
- Collaborate with workforce partners to develop career pathway maps
- Design and deliver workplace literacy and education

PA Foundation Skills and Adult Learner Impact

- Experience more contextualized and meaningful lessons that integrate both academic and workforce skills.
- Use the checklists to self-assess their workforce skills and determine how those skills align to their career goals.
- Participate in Integrated Education and Training that provides academic, workforce preparation, and occupational training components concurrently and contextually.

Questions/Comments

Notice?

Wonder?



Resources



[Wakelet](#)

Contact Us



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References

- Alstrand, A., Andrews, D., Carson, M., Hamilton, K., Jirous-Rapp, J., Wells, G., & Willson-Toso, B. (2024). *Integrated education and training design toolkit*. <https://lincs.ed.gov/professional-development/resource-collections/profile-8850>
- Pennsylvania Adult Education Resources (PAAER). (2024). *PA foundation skills*. <https://www.paadultedresources.org/pa-foundation-skills/>