

**Florida Department of Education
Adult General Education
Curriculum Frameworks**

ADULT GENERAL EDUCATION for ADULTS WITH DISABILITIES	
Program/Course Title	Adult General Education for Adults with Disabilities
Program/Course Number	9900100
CIP Number	1532.010204
Grade Level	30,31
Standard Length	Variable based on student program of study

Purpose

The purpose of this program is to provide specialized adult general education for adult students with disabilities. Instruction is designed to assist students to develop literacy, employability, and work related skills so that they may obtain entry-level employment.

Program Structure

Instruction in literacy, work-related skills, employability skills, and life skills are provided that will enable the students to participate in work and community activities. Student performance standards are designed to meet the individual needs of students with a wide range of functioning ability.

The particular outcomes and student performance standards which the student must master for the LCP must be specified in the student's plan of study based on the standards included in this framework. Documentation of mastery of student performance standards must be recorded in the student's educational plan. The educational plan must be maintained for audit purposes. When the student masters these individually determined outcomes and student performance standards, the student is reported as a completer of LCP A. It is expected that upon completion of LCP A, the student will transition to employment or another program that will lead to the individual's desired outcomes.

Special Notes:

Adult Education Instructor Certification Requirements

As per section 1012.39 (1)(b), F.S., each school district shall establish the minimal qualifications for part-time and full-time teachers in adult education programs.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's 504 plan or other educational plan to meet individual needs and ensure equal access. Adult education students with disabilities must self-identify, present

documentation, request accommodations if needed, and develop a plan with their service provider. Accommodations received in adult education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Effective July, 2016

**Florida Department of Education
Student Performance Standards**

Program/Course Title: Adult General Education for Adults with Disabilities
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Adult General Education for Adults with Disabilities

02.0 Demonstrate Basic Literacy Skills:

- 02.01 Demonstrate basic reading skills.
- 02.02 Demonstrate basic language arts skills.
- 02.03 Demonstrate basic mathematics skills.
- 02.04 Demonstrate ability to apply literacy skills to meet individual needs.
- 02.05 Demonstrate verbal and written communication skills

03.0 Demonstrate Work-Related Skills:

- 03.01 Identify interests, skills, and personal preferences to determine realistic career goals
- 03.02 Develop and manage a career and education plan
- 03.03 Demonstrate the ability to follow directions.
- 03.04 Demonstrate behaviors related to task completion.
- 03.05 Participate effectively in group settings/on a team.
- 03.06 Demonstrate awareness of jobs and job responsibilities.
- 03.07 Respond appropriately to constructive criticism.
- 03.08 Perform required work tasks to specifications.
- 03.09 Demonstrate punctuality and attendance.
- 03.10 Demonstrate communication skills necessary for success in the workplace.
- 03.11 Develop basic keyboarding and numerical keypad skills
- 03.12 Use community resources to enhance the quality of life

04.0 Demonstrate Acceptable Job Acquisition/Job Retention Skills--The instruction in employability skills is based on individual need and may include, but is not limited to the following. The student will be able to:

- 04.01 Prepare a personal data sheet.
- 04.02 Prepare a resume.
- 04.03 Identify job announcement sources.

- 04.04 Prepare a cover letter.
- 04.05 Demonstrate the ability to correctly complete an employment application.
- 04.06 Demonstrate appropriate interviewing techniques.
- 04.07 Prepare for applicable employment tests.
- 04.08 Demonstrate the ability to complete work-related documents.
- 04.09 Demonstrate an understanding of appropriate job behaviors.
- 04.10 Interpret company policies and procedures.
- 04.11 Demonstrate knowledge of resignation procedures.

05.0 Demonstrate Self-Advocacy and Self-Determination Skills:

- 05.01 Express personal needs.
- 05.02 Evaluate own needs and interests.
- 05.03 Use information to make choices.
- 05.04 Make plans based on personal choices.
- 05.05 Expedite activities based on decision making.
- 05.06 Evaluate outcomes and make adjustment.

06.0 Manage Interpersonal Relationships:

- 06.01 Demonstrate appropriate social skills in a variety of settings.
- 06.02 Initiate communication and respond effectively in a variety of situations.
- 06.03 Demonstrate strategies for problem solving/resolving conflicts.
- 06.04 Maintain a positive relationship with others.