



**Adult  
Education**

**IET: *Intentional.*  
*Engaging.*  
*Transformative.***

## **IET: FY22 Approval Forms and Implementation Procedures**

**Wednesday, May 19, 2021 | 10:00-11:30 am**

# Training Objectives

- Provide an overview of the FY22 IET approval procedures
- Review and explain the new ***Integrated Education and Training (IET) Implementation Plan Approval Request Form***
- Discuss the revisions to FY22 ***Single Set of Learning Objectives (SSLOs)***
- Provide a walkthrough of the ***Single Set of Learning Objectives (SSLOs) Template*** with an example
- Answer questions

# FY22 IET Expectations

- All providers are **required** to have ongoing IET opportunities throughout the fiscal year.
- Essentially, IETs **must** be operational in each quarter of the year.



# Requirements for New IETs

- All newly planned IETs must receive approval from the Office of Adult Education (OAE) before implementation.
  - Programs must submit the *Integrated Education and Training (IET) Implementation Plan Approval Request Form* and the *Single Set of Learning Objectives (SSLOs)* to [oaereporting@tcsg.edu](mailto:oaereporting@tcsg.edu) and the assigned Grant Program Support Coordinator (GPSC) no later than **45 days** of the proposed start date for the IET. OAE will respond within ten business days with approval or needed changes.

**NOTE:** Since FY22 begins a new grant cycle, all IETs are considered new and need to meet the new requirements.

# IET Revisions: New Approval

- Changes to the credential(s) for an IET (adding or removing), constitute a new IET and will require submission of an updated *Integrated Education and Training (IET) Implementation Plan Approval Request Form* and the SSLOs for approval to [oaereporting@tcsg.edu](mailto:oaereporting@tcsg.edu) and the assigned GPSC.




# IET Revisions: No Approval



- Changes to the instructional delivery (virtual, hybrid, in-person) or sequence (number of hours of instruction or weeks of instruction) of an approved IET **do not require any additional approval from OAE.**
- However, the program schedule and SSLOs must be updated to reflect any changes to the sequence of the IET.
- Both the updated SSLOs and the updated schedule should be maintained locally and made available for review by OAE, as requested.

# Implementation and Approval Request Form

- All IETs for FY22 are considered new, so the new forms and procedures apply to all IETs.
- Submit the form at least 45 days before the start date.


Adult Education

**Integrated Education and Training (IET) Implementation Plan  
Approval Request Form**

<b>Program Name:</b>	Select Program Name	<b>Name of IET:</b>	
<b>Program Administrator:</b>		<b>Career Cluster:</b>	Select a Career Cluster
<b>IET Contact Person:</b>		<b>Date Submitted:</b>	

**Workforce Alignment**

Local Workforce Development Area(s) – LWDA

Explain how the IET aligns to the LWDA's plan. (Limit response to space provided.)

---

**Credentials Offered**

Credential-(s) offered- list all

Certifying entity for credentials

---

**Training Provider and Funding**

Training Type: Select a Training Type

Training provider(s)

Funding source(s)

---

**Planned Schedule**

Total Number of day(s)/week(s)	
Number of hours of <i>contextualized</i> adult education and literacy instruction	Select the Type of Learning
Number of hours of workforce preparation instruction	Select the Type of Learning
Number of hours for occupational training	Select the Type of Learning
Projected number of cohorts/sessions for the fiscal year	

The Single Set of Learning Objectives (SSLOs) that align to the planned IET must accompany this form.

Program Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**FOR OAE USE ONLY**


Reviewer/Approver Name	Date:
Reviewer/Approver Signature	
Comments/Notes	
Status	<input type="checkbox"/> Approved <input type="checkbox"/> Pending Edits/Revision

Technical College System of Georgia, Office of Adult Education, IET Implementation Plan Approval Form, Effective May 15, 2021 Clear Form

# Single Set of Objectives (SSLOs)

- All grantees must submit updated SSLOs for IETs.
- The **current grantee's** SSLOs will need to comply with the new requirements.

Program Name: \_\_\_\_\_  
 Name of the IET: \_\_\_\_\_  
 Credentials: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

 **Adult Education**  
 Technical College System of Georgia

Single Set of Learning Objectives

Step 1		Step 2	Step 3
Occupational Skills Training		Adult Education	
Training Objectives	Content Knowledge Needed	Contextualized Literacy Skills Objectives and Applicable Standards * All skill areas may not be addressed.	Aligned Workforce Preparation Skills/Competencies
<p>In this column programs should:</p> <ul style="list-style-type: none"> <li>List the training objectives for each component of the training that comprises the IET.</li> <li>Coordinate with the training provider to obtain the training objectives.</li> <li>These objectives should be based upon the training provider's curricula and should be sequenced to align to the actual training.</li> </ul>	<p>In this column programs should:</p> <ul style="list-style-type: none"> <li>Identify and list the relevant literacy and occupational skills and competencies students need proficiency in for the training.</li> </ul>	<p>In this column programs should:</p> <ul style="list-style-type: none"> <li>Provide the contextualized objectives that will guide the adult education instruction to ensure students have needed literacy skills to be successful in the training.</li> <li>For each objective provided, the applicable standard(s) that align with the Georgia Curriculum Framework should be listed.</li> <li>The standards for each relevant student population (ABE, ESL/IELCE) participating in the training should be included.</li> <li>All adult education objectives must be fully aligned to the training objectives. Match each contextualized literacy objective to the appropriate training objective(s) by including/listing the training objective number.</li> </ul> <p>NOTE: All contextualized instruction should be supported by lesson plans that include the appropriate CCRS and ELPS standards. Lesson plans should be maintained locally, but made available for review as requested.</p>	<p>In this column program should:</p> <ul style="list-style-type: none"> <li>List the specific workforce preparation skills with a descriptor of how it relates to the training career/industry.</li> <li>All soft skills competencies should be in the context of the career cluster or pathway of the training.</li> </ul>
<b>WEEK ONE</b>			

Technical College System of Georgia, Office of Adult Education, Single Set of Learning Objectives (SSLOs) Template, Effective May 15, 2021



# Reporting IETs in GALIS

- Prior to the first day of instruction, all IET classes should be **created in GALIS** and **students** should be **enrolled in the class**.
- Programs should upload earned credentials into GALIS **within five business days of receipt** from the training provider.



Georgia Adult Learners Information System

# Key Reminders

- **All** grantees, including those with approved IET's for FY21, **must submit** the *IET Implementation Plan Approval Request Form* for FY22.
- The approval request form must be submitted no later than **45 days** before the start date.
- The **Single Set of Learning Objectives (SSLOs)** must be submitted with the approval request form.
- Submit the request to [oaereporting@tcsg.edu](mailto:oaereporting@tcsg.edu) and the assigned GPSC.



# Wrap Up Questions



**Evaluation Form:** <https://forms.gle/JtRsa8jzQGvyuwm76>

<b>Office of Adult Education</b> <b>Instructional Services Director</b> <b>Bobby Creech</b> <a href="mailto:bcreech@tcsug.edu">bcreech@tcsug.edu</a> <b>404-679-1641</b>		
North Georgia Grant Program Support Coordinator Dr. April Barkley <a href="mailto:abarkley@tcsug.edu">abarkley@tcsug.edu</a> 404-679-1358	Metro Atlanta Grant Program Support Coordinator Leatrice Williams <a href="mailto:lwilliams@tcsug.edu">lwilliams@tcsug.edu</a> 404-679-5234	
Central/Western Georgia Grant Program Support Coordinator Felicia Phelps <a href="mailto:fphelps@tcsug.edu">fphelps@tcsug.edu</a> 404-679-5829	Southern/Eastern Georgia Grant Program Support Coordinator Charita Boles <a href="mailto:cboles@tcsug.edu">cboles@tcsug.edu</a> 404-679-1628	
Instructional Services Technical Coordinator Kimberlee Bryant <a href="mailto:kbryant@tcsug.edu">kbryant@tcsug.edu</a> 404-248-1060	Instructional Services Administrative Assistant Jamie Albee <a href="mailto:jalbee@tcsug.edu">jalbee@tcsug.edu</a> 404-679-1648	GALIS Helpdesk <a href="mailto:datacenter@tcsug.edu">datacenter@tcsug.edu</a> or <a href="https://galis2016.tcsug.edu/Galis/Help/HelpDeskEmail.aspx">https://galis2016.tcsug.edu/Galis/Help/HelpDeskEmail.aspx</a>