

PLAN OF INSTRUCTION (POI) FOR OPTION 1



An adult who earned a Certificate of Attendance from an Alabama High School but did not pass all the portions of the Alabama High School Graduation Exam.



Student Name _____ AE Program _____

High School _____ School System _____

Student may choose from the following instructional activities:

- 1 Student will receive **instructional assistance** in deficient area(s) of:
 Reading Language Math Social Studies Biology

AND receive a TABE post-test score in the Low Adult Secondary Level. If the deficient area is Social Studies or Biology, the Reading TABE will be administered. Also, if the deficient area is Biology or Social Studies, the POI must include the GED Ready Test in either Science or Social Studies (whichever is applicable, or both if needed) and score in the "Likely to Pass" category.

OR

- 2 Student will enroll in and complete the **ACE Program** which includes WorkKeys scores of Bronze or higher in each area to earn 3 Credits. The minimum timeframe to complete the ACE Program is 40 hours.

OR

- 3 Student will prepare for & take **ACT WorkKeys™ Assessment** – scoring 4 or higher (silver, gold, or platinum certification) in each area.
- Scoring level 4 builds ½ Credit per each area
 - Scoring level 5 builds 1 Credit per each area
 - Scoring level 6 builds 2 Credits per each area

Preparation time for the ACT WorkKeys™ assessment will be based on the student's initial TABE assessment and POI. Professional judgment on part of the Instructor/Adult Education Director regarding student's preparedness for the assessment will need to be exercised in the event a student wants to take the ACT WorkKeys™ without preparation; however, an initial TABE is required, and student must be entered into AAESAP. If student takes the ACT WorkKeys Assessment™ and is not successful in meeting the requirements, student must complete a program of study (30-40 hours based on assessment policy guidelines) or documented distance learning hours before being administered another ACT WorkKeys™ Assessment.

OR

- 4 Student will complete an approved IET or MAP using recommended instructional hours.

OR

- 5 Student will be referred to the campus **Prior Learning Experience (PLE)** Specialist for decision of potential credit. A Prior Learning Assessment (PLA) may be administered prior to awarding credit.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Instructional Tools & Resources

Comments/Student's Progress: