



**Walmart Brighter Futures 2.0 Project: 2015 Work Plan  
Santa Fe College**



Major Strategies	Action Steps	Expected Outcomes/Accomplishments	Target Date	Persons Assigned
<p><b>I. Recruitment and Intake</b></p> <p>Through recruitment efforts, enroll students in Walmart Brighter Futures 2.0 Project facilitated by the Santa Fe College (SF) Adult Education program. Provide individualized intake activities to encourage students to become involved in one or more of the Walmart Brighter Futures 2.0 Project activities: Basic Skills and Literacy Training, Job Readiness Training, referral to Wrap-Around Services, Middle-Skill Job Training, and Employment Placement.</p>	<p>1. Recruitment:</p> <ul style="list-style-type: none"> <li>a. Participate in community events.</li> <li>b. Distribute program information to appropriate agencies.</li> <li>c. Attend support agency meetings.</li> <li>d. Maintain an Adult Education website; develop, promote, and maintain a Walmart Brighter Futures 2.0 Project specific webpage.</li> <li>e. Advertise the Walmart Brighter Futures 2.0 Project through appropriate advertising mediums: local news, radio (commercial, community, and public radio), and newspapers.</li> </ul> <p>2. Intake: Provide robust orientation activities, which include academic and career assessment; adult education program information; further educational training introduction; and instruction in student goal setting, commitment, perseverance, and team work.</p>	<ul style="list-style-type: none"> <li>1a. Participate in at least 3 community events.</li> <li>1b. Distribute flyers and program brochures to at least 20 college and community partners.</li> <li>1c. Attend at least 8 support agency meetings.</li> <li>1d. Evaluate website and advertising materials monthly to determine needed updates and corrections.</li> <li>1e. Advertise by radio, TV, or newspaper at least twice in 2015.</li> <li>2. Provide intake activities for at least 400 students in 2015 who will be involved in Walmart Brighter Futures 2.0 activities.</li> </ul>	<ul style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Intake activities for at least 400 students 1/1/15-11/30/15</li> </ul>	<ul style="list-style-type: none"> <li>1. Project Director, Project Coordinator, Community Partners, SF Marketing Staff</li> <li>2. Project Director, Project Coordinator, SF Adult Education Intake Staff, and SF Adult Education Career Pathways staff</li> </ul>

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<p><b>II. Basic Skills and Literacy Training</b></p> <p>Provide appropriate educational activities to help students improve their basic skills; literacy levels; and English speaking, listening, reading, and writing skills.</p>	<ol style="list-style-type: none"> <li>1. Place students in appropriate academic classes. Depending on skill levels, goals, and needs, student may participate in one or more classes: reading, writing, science/social studies, mathematics, and English for Speakers of Other Languages (ESOL).</li> <li>2. Provide learning labs for additional support.</li> <li>3. Provide online classes and activities for additional academic support.</li> </ol>	<p>Approximately 250 students in need of Adult Basic Education (ABE), General Educational Development (GED) preparation, and ESOL will be enrolled in Basic Skills and Literacy Training in 2015, which can include a combination of classes, learning labs, and online activities.</p> <p>These students will have one or more of the following accomplishments: improved literacy skills (based on instructor and lab assessments); increases of one or more literacy levels (based on increases above the baseline on the Test of Adult Basic Education (TABE), for ABE/GED students, or the Comprehensive Adult Student Assessment Systems (CASAS), for ESOL students); obtain a State of Florida High School Diploma by passing the GED tests; and/or earn college level scores on the college entry test: Accuplacer (CPT) or Florida's Postsecondary Education Readiness Test (PERT).</p>	<p>Educational activities for at least 250 students 1/1/15- 11/30/15</p>	<p>Project Director, Project Coordinator, SF Adult Education Intake Staff and support staff, SF Adult Education Instructors</p>

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<p><b>III. Job Readiness Training</b></p> <p>Provide job readiness classes, workshops, presentations, activities, and online programs to improve student success in current classes, further educational programs, and careers. Job Readiness activities will teach students how to present themselves to future employers and help them create an online portfolio that includes a resume and other pertinent job seeking information.</p>	<ol style="list-style-type: none"> <li>Promote Job Readiness Training activities in SF Adult Education Orientations for new students.</li> <li>Promote and advertise Job Readiness Training to current students.</li> <li>Provide Job Readiness Training (interviewing, resume preparation, customer service, typing skills, financial literacy, introduction to computer literacy) in various formats: 10 week class sessions, stand-alone workshops, visits to local businesses, presentations by local business members, online Florida Ready-to-Work curriculum, etc.</li> <li>Help students create accounts with Employ Florida and teach them about the variety of services available through CareerSource of North Central Florida (CareerSource NCF), Formerly FloridaWorks.</li> <li>Initiate a recent agreement between SF and CareerSource NCF. This agreement will allow a CareerSource NCF representative to visit each SF Adult Education site at least biweekly to assist students in accessing workforce programs and services.</li> <li>Take students to the SF Career Resource Center so they can learn about the variety of services this center can provide.</li> </ol>	<p>Approximately 200 students will participate in a variety of job readiness activities by the end of the project.</p> <p>Student success in these activities will be measured by Adult Education Instructors' reports on student classroom participation and perseverance, student retention and success in future certificate and degree classes, and positive evaluations by future employers.</p>	<p>Evaluation of students participating in Job Readiness Training will be ongoing.</p> <p>Students will be tracked as they participate in progressive activities: adult education classes, labs, and online activities; certificate, degree, or credential programs; and employment.</p>	<p>Project Director, Project Coordinator, SF Adult Education Intake Staff and Support Staff, SF Adult Education Instructors, SF Career Pathways Staff, Further Educational Training Staff, CareerSource NCF Representatives, SF Career Resource Center Staff Members, and Future Employers</p>

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<p><b>IV. Wrap-Around Support Services</b></p> <p>Determine individual student needs and barriers to program attendance and completion, and provide referrals and follow up on referrals to support programs and agencies on the SF Campuses and in the community.</p>	<ol style="list-style-type: none"> <li>1. Maintain up-to-date information on college and community support agencies and programs.</li> <li>2. Meet with staff members from campus and community support agencies to promote mutual knowledge and referral.</li> <li>3. Train all SF Adult Education staff members on available wrap-around services.</li> <li>4. Meet with students in groups and individually to discuss barriers to program success and provide information on support services.</li> <li>5. Follow up with students on success of referrals and the need for further referrals.</li> </ol>	<p>Approximately 200 students will be referred to one or more support agencies or programs by the end of the project.</p> <p>Referral to support entities, as well as the success of the referral, will be tracked by appropriate SF Adult Education staff.</p>	<p>The number of referrals and success of referrals will be tracked on an ongoing basis throughout the project.</p>	<p>Project Director, Project Coordinator, SF Adult Education Intake Staff and Support Staff, SF Adult Education Instructors, SF Career Pathways Staff, SF and Community Support Agency staff members</p>

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<p><b>V. Middle-Skill Job Training</b></p> <p>Help low-income individuals determine interests and aptitudes and assist them in obtaining middle-skill job training.</p>	<ol style="list-style-type: none"> <li>1. SF Adult Education Staff members will explore options for current Walmart Brighter Futures 2.0 Project students to participate in postsecondary education programs or classes, which will lead to degrees, certificates, or industry credentials.</li> <li>2. Students will participate in Job Readiness Training activities to promote postsecondary program awareness and success.</li> <li>3. Students will participate in mini-courses provided by Walmart Brighter Futures 2.0 staff members, adult education instructors, and contracted employees to sample and explore aptitude and interests in skills which will lead to future credential programs.</li> <li>4. Staff member will provide information on and assistance in obtaining additional funding for postsecondary classes and/or programs.</li> <li>5. Students will enroll in classes or programs leading to a credential, certificate, or degree.</li> <li>6. Students will successfully complete degree, certificate, and/or industry credential programs.</li> </ol>	<p>The primary focus of the project this year will be middle-skills training program completion and job placement.</p> <p>To accomplish this goal, approximately 250 students will complete classes they are currently enrolled in and receive appropriate certifications for those programs or will begin short-term credential programs that they can complete in less than two semesters.</p> <p>CareerSource NCF, Federal Financial Aid, Scholarships, Student Personal Funding, Vocational Rehabilitation, Walmart Brighter Futures 2.0 training funds, loans, etc., will all be evaluated to determine appropriate program funding.</p> <p>The SF Adult Education Program will prepare students for, and help place students in, middle-skill job training programs. While in the programs, students will be supported by SF Adult Education staff members (with tutoring and mentoring) to help ensure program success.</p> <p>Students will be tracked to assist with job placement upon program completion. Business partners, who participated in Job Readiness activities, will provide assistance in this process.</p>	<p>The number of students enrolled in middle-skill training programs and classes, successes in those classes and programs, and program completions will be tracked on an ongoing basis throughout the project.</p>	<p>Project Director, Project Coordinator, SF Adult Education Intake Staff and Support Staff, SF Adult Education Instructors, SF Career Pathways Staff, Further Educational Training Staff, Financial Aid Counselors, CareerSource NCF representatives, Vocational Rehabilitation Counselors, and Business Partners</p>



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<p><b>VI. Placement</b></p> <p>Assist students in obtaining placement in middle-skill jobs.</p>	<ol style="list-style-type: none"> <li>1. Establish a Walmart Brighter Futures 2.0 Project Alumni Association to foster a supportive relationship between former students, staff, and community business leaders, to provide a community of continuing support to Walmart Brighter Futures 2.0 Project students, and to encourage students to return to the SF Adult Education Program for assistance with additional educational goals, job placement, and ongoing advisement and support.</li> <li>2. Assist students in updating and using job seeking portfolios created in previous Job Readiness Training and in verbalizing their skills and abilities to employers, which was also taught in Job Readiness Training to help them increase their chances of creating a positive impression on future employers.</li> <li>3. Encourage students to develop and maintain relationships with current support providers, program advisors, CareerSource NCF staff members, instructors in middle-skill training programs, and mentor employers to have contacts for referral to future job placements.</li> <li>4. Maintain contact with students to track employment and job success.</li> <li>5. Create and obtain a release from students who are in the SF Adult Education Program so future employers can be contacted to evaluate program success.</li> <li>6. Develop and maintain a Walmart Brighter Futures 2.0 Project Advisory Board consisting of Gainesville Community Business Leaders.</li> </ol>	<p>Approximately 150 students will be placed in middle-skill jobs in 2015 or following the credentialing programs they complete in 2015.</p> <p>Ongoing relationships will be established with former students to encourage that they return to the SF Adult Education/Walmart Brighter Futures 2.0 Program staff for support at various stages of their programs and careers.</p> <p>Relationships with employers will be created so that employers can be made aware of the variety of credentials and certifications and the value of each which are available to students. Employers will also become aware of the quality of students who participate in the Walmart Brighter Futures 2.0 Project.</p> <p>Advisory Board goals/expectations: Establish a group of community business leaders to offer support, advice, and an introduction into the working community for Walmart Brighter Futures 2.0 Project graduates.</p>	<p>The number of students who enter middle-skill jobs will be tracked on an ongoing basis throughout the project.</p> <p>A minimum of three employers will be contacted to determine employee and program success.</p>	<p>Project Director, Project Coordinator, SF Adult Education Intake Staff and Support Staff, SF Adult Education Instructors, SF Career Pathways Staff, Further Educational Training Staff, Vocational Rehabilitation Counselors, CareerSource of NCF representatives, and Business Partners</p>