



Workplace Education

Serving fourteen towns

Ashford, Bolton, Colchester, Coventry,
East Windsor, Ellington, Glastonbury,
Griswold, Manchester, Mansfield, South
Windsor, Tolland, Vernon, Willington

Workplace Overview
Program Snapshots
Employee Benefits
Customized Services
Frequently Asked Questions

**A Unique Partnership
Working For You!**

**Workplace Education focuses on the skills
your employees need to advance, retain
present positions and increase productivity.**

**Our programs work to deliver proven results
that are cost effective and responsive to the
customized training needs within your
company.**

Frequently Asked

Questions

- Q. How do we identify the specific skills your employees need?**
- A. The Workplace program will conduct a needs analysis to identify the skills your employees require to perform their jobs accurately and consistently. Comparing the results with employees' current skill levels and your company's needs enables us to deliver a customized program that "fills the skills gap."**
- Q. How is workplace education different from other training programs?**
- A. Workplace education focuses on the underlying basic skills required for employees to perform at their highest potential.**
- Q. Why choose adult education?**
- A. Our experience working with learners at a wide range of skill levels enables us to identify your workers' skill needs. We are a recognized expert in providing instruction to adults seeking English proficiency, basic reading, math, and writing, as well as, high school completion options.**
- Q. How much do our services cost?**
- A. The Workplace fees cover actual time spent to analyze your company's needs, set up your customized program and provide classes. Affordable fees are made possible by VRABE grants.**
- Q. How do I know if my workplace program is effective?**
- A. Workplace instructors use a variety of tools to measure program results and make sure that the outcomes are aligned with company goals. Use of CASAS (Comprehensive Adult Student Assessment Systems) assessments allows us to appraise skill levels and measure progress. CASAS is the nationally recognized assessment system utilized by the Connecticut State Department of Education.**

Equal Opportunity/Affirmative Action Statement: It is the policy of the Vernon Board of Education/Vernon Regional Adult Based Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental disability or physical disability in any of its educational programs, activities, or employment policies.

Vernon Regional Adult Based Education
30 Park Street, Vernon, CT 06066
Contact: Richard Welk - Coordinator
richard.welk@vernonct.org tel. 870-6060 x. 24

Carl Mandell, Ed.D. - Adult Education Director
cmandell@vernon-ct.gov tel. 870-6000 x. 140
www.vrabe.org



Education for the 21st Century Workforce

Adult Basic Education (ABE)

- Focuses on **basic literacy** and math skills.
- Designed for students who do not meet the minimum requirements for the GED (General Education Development) classes.

General Education Development (GED)

- Alternative route to a high school diploma.
- **Classroom based** courses in English, Writing Skills, Social Studies, Literature, Math, Science and the Arts. Prepares students to take the Connecticut GED exam.

The National External Diploma Program (NEDP)

- Alternative path to achieve a high school diploma for highly motivated adults in the workforce. The program is self-paced and confidential. One-on-one with trained assessors and advisors.
- Offers **no classroom instruction** but is a series of **assessments**. An adult who completes the portfolio assessment is awarded a Vernon Regional Adult High School Diploma.
- Student has some type of occupational skill that can be verified by a present or past employer or community assessor.

The Credit Diploma Program

- Offers students an avenue to successfully complete the State of Connecticut's requirements for high school completion.
- **Academic classes** (21 credits) are structured to meet the graduation requirements. Students may be awarded credit for a **variety of life experiences**. Vernon Regional Adult High School Diploma is granted upon completion.

English as a Second Language

- Instruction is designed for adults who have limited proficiency in the English Language. Program is customized to meet employer and employee needs.

Certified Nursing Assistant

(CNA)

- This program offers the opportunity to enter the healthcare field. This program provides 125 hours of classroom instruction and clinical training in skilled nursing facilities.

Employer Benefits

- Increased productivity, reduced time per task and lower error rates
- Enhanced employee retention and employee promotion
- Improved team performance and ability to understand, learn, and apply new information
- Improved health and safety record
- Higher success rate in transferring employee within the company

Customized Training Solutions

- Small classes offer individualized attention
- Needs analysis
- Training is held at your site
- Outcome oriented services
- Offering high school completion, reading, math, computer skills, diversity training, college transition, English as a Second Language and family finance and budgeting.

Employee Benefits

- Improved employee morale and team performance
- Increased confidence leads to positive attitude towards change
- Improved capacity to think critically, solve problems and become self-directed learners
- Ability to understand, learn and apply new information