



PLAN OF INSTRUCTION (POI) FOR OPTION 2



Updated 1/31/2018

An adult who earned 10 or more graduation credits from an Alabama High School and requires additional graduation credits to be awarded an Alabama High School Diploma.

Student Name _____

AE Program _____

High School _____

School System _____

Based on the verified credits (_____) from the student’s High School transcript, the student may choose the following instructional activities to build credits:

- _____ **1)** Student will take portions of the 2014 GED[®] assessment (Math, Social Studies, Science, & and Reasoning through Language Arts) and have a passing score of 145 or higher
- Scoring 145-164 builds 1 credit per test section
 - Scoring 165 to 174 builds 2 credits per test section
 - Scoring 175 or higher builds 3 credits per test section

AND/OR

- _____ **2)** Student will enroll and complete a **Ready –To-Work Program** (if available) builds 3 credits.

*Note: Timeframe to complete RTW Program may differ at each Adult Education Program.

AND/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

*Note: 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/or AE Director regarding student’s preparedness for the assessment will need to be exercised in the event a student wants to take the Workkeys without preparation; however, an initial TABE is required, and student must be enrolled in AAESAP. If student takes the ACT WorkKeys Assessment™ and is not successful in meeting the requirements, student must complete a program of study (30 or 40 hours based on assessment policy guidelines) before being administered another ACT WorkKeys™ Assessment.



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AND/OR

- _____ 4) Student will be enrolled in an approved technical **Career Pathway** (dual enrollment) class at the college level, and will build 1 for 1 credit for each class successfully completed (i.e. 3 credit hours class builds 3 credits).

AND/OR

- _____ 5) Student will be referred to the campus **Prior Learning Experience (PLE)** Specialist for decision of potential credit.

*Note: A Prior Learning Assessment (PLA) may be administered prior to awarding credit.

Student's Signature _____

Date _____

Instructor's Signature _____

Date _____

Instructional Tools & Resources:

Comments/Student's Progress: