



READYTOWORK

Frequently Asked Questions (FAQ) for ACCS RTW Programs

Distance Education options during COVID-19 Virus for ACCS College RTW programs only

1. Can RTW be provided in a completely distance education format?

- Yes, during the COVID-19 pandemic we must provide options to jobseekers needing the skills that are offered through RTW. Each ACCS RTW program must provide a structured, quality, distance education option with the duration and intensity of the traditional face to face RTW model.

2. How will programs onboard new students into RTW?

- Continue marketing and recruitment efforts for RTW. Make sure that the Career Center system is notified that RTW will be offered in an alternative distance education format during this time of social distancing. Orientation and intake should be done through an easy to access technology platform with an introduction video and forms that can be completed electronically (see attached suggestions).
- ALL enrollment forms should be forwarded to the Adult Education Program Director on campus. This will be used to track completion, free class and competed certificate.

3. Will the Test for Adult Basic Education (TABE) be administered for the distance education RTW option?

- Currently, the TABE assessment cannot be given in an online at home environment. Therefore, the TABE requirement will be suspended until the TABE can be provided in a virtually proctored environment approved by the test publisher, Data Recognition Corporation (DRC). As soon as TABE can be administered online in a virtually proctored environment, then it will be reinstated. Please use other non-formal assessments to gain an idea of the basic educational needs that RTW participants may require to be successful in the RTW program.
- To assess students without TABE, the WorkKeys placement test will be used for this time.
- Any student scoring below level 3 in Reading and/or Math will need academic remediation in order to be successful in RTW.

4. Can the ACT WorkKeys Assessment be administered virtually through a distance education platform?

- As with the TABE, the current response from ACT WorkKeys is that it cannot be taken online at home. The guidance is to teach the online WorkKeys curriculum and continue to prepare students for the assessment. Use the online ACT WorkKeys placement test to document likely score on assessment. Students will be given 90 after the re-instatement of on-campus classes to take the complete WorkKeys assessment. Instructions for the placement test usage are on the RTW website. [act wk direc.docx](#)

5. How do programs ensure 95% attendance through a distance education virtual environment?

- Track and document. Programs must make sure that all aspects of distance education learning are captured and tracked through the virtual platforms and modules. An individual tracking form should be used to supplement and document activity hours and be placed in the student's distance learning portfolio. Instructors must engage all students in group activities and discussion threads to show engagement and understanding. Completion of assignments, tasks, and all modes of communication during the RTW distance education course are to be used to calculate 95% attendance.

6. What online platforms can be used for distance learning?

- Facebook is a commonly used platform for recruiting, short videos, etc.
- ZOOM can be used for instruction such as, showing students how to navigate FDIC, WorkKeys Curriculum, Alabama Ready to Work website, etc.
- Google Classroom is user friendly and a good platform to compile all RTW class materials. You can upload videos, power points, forms, resume templates, etc. If you have more than one RTW class operating, you can have a Google Classroom for each individual class. Materials can be shared among the "classrooms", for example, if a teacher creates a video about WorkKeys Curriculum for their Google Classroom, it can be shared and posted in another teacher's classroom. This is a great way to share resources between teachers, so each teacher does not have to create their own.

7. How do I E-SESS (end of module) test students?

- ZOOM will allow you to screen share with the person you are communicating with. Testing will need to be done with a teacher and one student at a time. The teacher will unlock the assessment, ask the student to share their screen while they open their assessment allowing the teacher to observe the student as they take the test.

- A class has been developed in Canvas that has been shared with all Ready To Work programs. Testing can be delivered through Canvas using Zoom for the end of module assessments.

8. What resources are needed for a teacher to conduct a distance RTW class?

- Computer with webcam or smartphone at minimum (Canvas, Google Classroom and Zoom all operate with smartphones).
- Printer/Copier/Scanner available to print forms to mail to students that do not have digital capability.
- Digital, fillable copies of Student Enrollment Forms to email to students wanting to enroll in RTW, if these forms are not available on the college's website, they will be available on the RTW website.
- Stamps and envelopes to mail materials to students without digital capability.
- Google Voice is a good resource to use when contacting students to avoid your personal phone number being shared.

9. What resources are needed for a student to participate in a distance RTW class?

- Computer with webcam or smartphone
- WiFi or internet capability
- Valid email address
- Completion of all required RTW paperwork
- For students without digital resources, the ability to mail paperwork to instructor

10. What if a student cannot participate in an online class?

- Paper/pencil instruction between teacher and student can take place through USPS and phone communication. If feasible, a drop off/ pick up location can be agreed upon to exchange materials.
 - E-SESS end of module assessments are not available in paper form

11. What if a student chooses not to participate at this time, but would like to attend a future class?

- If a student would like to participate in a distance class or a physical class later, create a "waiting list" with student names and contact information for those that would like to attend. Once a distance or physical class is available, contact students from this list with class information and instructions

12. What if a student has a computer, but does not have internet access?

- RTW material can be loaded onto a flash drive for the student to access curriculum. Also, there is a list compiled of internet provider options the RTW website that will provide free or low-cost internet to students during this time.

13. How do I document a student's time?

- In order to have uniformity across your program, please see the link below for the RTW Check List and Time Estimates
- [ready to work hybrid.docx](#)
- [Sample Weekly Activity Log.xlsx](#)

14. How do we document 95% attendance and punctuality for students?

- Set specific timelines and due dates for assignments/activities
For Example:
 - Videos
 - Google Sheets Assignment
 - Google Slides Assignment
 - Resume
 - FDIC Completion
 - Discussion Boards – Facebook, ZOOM, Google Hang Out, WebEx, GroupMe