



**Supporting IET,
Workforce
Preparation, and
IEL/CE with
BurlingtonEnglish**



Objectives & Agenda

Objectives

Gain skills and understanding in using [BurlingtonEnglish](#) to enhance Career and Workforce Studies for Adult Students

Agenda

- IET - Workforce Preparation - IEL/CE
- Career Exploration & Soft Skills
- Unique Features of BurlingtonEnglish for Student Engagement
- Career Resources
- Teacher Support and Training



What is IET and IEL/CE?

As defined by the Department of Labor

Integrated Education & Training (IET)	Workforce Preparation Activities	Integrated English and Civics Education (IEL/CE)
Provides concurrent, contextual adult education and workforce preparation, and training in specific occupations or clusters	Provides students with basic academic, critical thinking, digital literacy, and self-management skills to transition into postsecondary or employment training	Provides instruction in literacy and English language acquisition, citizenship, civic participation, and workforce training



CAREER EXPLORATION & SOFT SKILLS





Standards Aligned

CAREER EXPLORATION & SOFT SKILLS Intermediate	
Employability Skills Framework (LINC - U.S. Department of Education)	
Effective Relationships	
Interpersonal Skills	Module 4, Lesson 2
Understands teamwork and works with others	Module 4, Lesson 1
Responds to customer needs	Module 4, Lesson 4
Negotiates to resolve conflicts	Module 4, Lesson 4
Respects individual differences	Module 4, Lesson 4
Personal Qualities	
Demonstrates responsibility and self-discipline	Module 4, Lesson 3
Demonstrates integrity	Module 4, Lesson 3
Demonstrates professionalism	Module 6, Lesson 1
Takes responsibility for professional growth	Module 6, Lesson 1
Workplace Skills	
Technology Use	Module 7
Understands and uses technology	Module 7
Communication Skills	
Communicates verbally	Module 7
Listens actively	Module 7
Conveys information in writing	Module 7
Information Use	
Locates information	Module 7
Organizes information	Module 7
Communicates information	Module 7
Resource Management	
Manages time	Module 7
Manages materials	Module 7

Career Exploration & Soft Skills Intermediate	
Correlations: California EL Civics Objectives	
Part A: Exploration	
Module 1: About Me & My Interests	
Lesson 1: My Career Pathway	Lesson Topic
Lesson 2: My Background	Students learn what a career pathway is, and what long-term and short-term goals are.
Lesson 3: My Personality and Skills	Students learn what a career counselor does, and how a person's education, interests, and work experience can influence their choice of a career pathway.
Lesson 4: My Work Values	Students learn what personal qualities and soft skills are, and how they can influence their choice of a career pathway.
Module 2: Career Clusters	
Lesson 1: Exploring Career Clusters	Students learn what career clusters and career ladders are, and how to use them to plan a career pathway.
Part B: Soft Skills	
Module 3: Getting a Job	
Lesson 1: Searching for a Job	Students learn about resources for job searching like career centers, job fairs, and job search websites.
Lesson 2: Applying for a Job	Students learn how to fill out an online job application.
Lesson 3: Preparing for a Job Interview	Students learn how to answer common job interview questions.
Soft Skills:	
• Find Information	33
• Use Technology	33, 48
• Understand and Use Technology	33, 48
• Communicate Information	33, 52
• Communicate Verbally	33, 52

Career Exploration & Soft Skills Advanced	
Correlations: CASAS Competencies	
Module 1: About Me & My Interests	
Lesson 1: My Career Pathway	0.1.2; 0.1.5; 4.1.6; 4.1.8; 4.1.9; 4.4.5; 7.2.2; 7.4.2; 7.4.8; 7.7.2; 7.7.3
Lesson 2: My Background	0.1.2; 0.1.5; 0.2.1; 0.2.2; 2.8.7; 4.1.6; 4.1.9; 7.4.2; 7.7.2; 7.7.3
Lesson 3: My Personality and Skills	0.1.2; 0.1.5; 4.1.6; 4.1.7; 4.1.9; 7.4.2; 7.5.1; 7.7.2; 7.7.3
Lesson 4: My Work Values	0.1.2; 0.1.5; 4.1.6; 4.1.7; 7.1.1; 7.2.7; 7.4.2; 7.5.1; 7.7.2; 7.7.3
Module 2: Career Clusters	
Lesson 1: Exploring Career Clusters	0.1.2; 0.1.5; 4.1.3; 4.1.4; 4.1.6; 4.1.8; 4.1.9; 4.4.4; 4.4.5; 7.4.2; 7.4.8; 7.7.2; 7.7.3
Module 3: Getting a Job	
Lesson 1: Searching for a Job	0.1.2; 0.1.5; 4.1.3; 4.1.6; 7.4.2; 7.4.4; 7.7.2; 7.7.3
Lesson 2: Applying for a Job	0.1.2; 0.1.5; 4.1.2; 4.1.3; 4.1.6; 4.1.7; 7.4.2; 7.7.2; 7.7.3
Lesson 3: Preparing for a Job Interview	0.1.2; 0.1.5; 4.1.5; 4.1.6; 4.1.7; 7.4.2; 7.5.1; 7.5.6; 7.7.2; 7.7.3



In-Class Lessons



ICL Career Exploration & Soft Skills - Intermediate: 4. Effective Relationships at Work: 4. Resolving Conflicts and Respecting Differen...



Introduction

Words

Find Out 1

Find Out 2

Portfolio

1

2

3

4

5

6

7



In this lesson you will learn how to:

- resolve conflicts
- respect individual differences





In-Class Lessons



ICL Career Exploration & Soft Skills - Intermediate: 4. Effective Relationships at Work: 4. Resolving Conflicts and Respecting Differen...



Introduction Words Find Out 1 Find Out 2 Portfolio

1

2

3

4

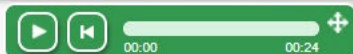
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6

7



Rico and Nadia work together in a coffee shop. They are very different. Rico is 40 and has two jobs and a family. Nadia is 25 and is a student. Rico and Nadia usually get along but sometimes they disagree. Then they have conflicts. To work well together, they need to end their conflicts and respect their differences.



Read the text and discuss the questions below.

1. Who are Rico and Nadia?

2. How are they different? How are they the same?

3. What does *get along* mean?

4. Why do Rico and Nadia try to get along together at work?

Show First Answer

Show All Answers

Reset



Student Lessons



SL Career Exploration & Soft Skills - Intermediate: 3. Getting a Job: 3. Preparing for a Job Interview



22%

Intro

Words

Practice 1

Practice 2

Practice 3

Portfolio



1

2

3

4

5

6

7

8

9

Listen again to the conversation between the interviewer and Miguel. Then click **Choose Character**, decide who you would like to be and record yourself.

AT THE JOB INTERVIEW



Interviewer:



Can you tell me about your work experience?



Miguel:



I had a job working in an office. I had many responsibilities.



Interviewer:



Oh, yes? What did you do?



Miguel:



I answered phones and greeted clients. I also answered clients' emails.



Interviewer:



What are your strengths?



Miguel:



I have good people skills. I'm also organized and good with numbers.



Interviewer:



What about your computer skills?



Miguel:



I'm very good with computers.



I volunteered at a computer camp in the summer.



Interviewer:



Why are you interested in working here?



CHOOSE CHARACTER

CONTINUOUS

HIDE TEXT



☒ Yes

☐ No

☐ Yes

☒ No

0 / 100

Check


Print


Reset



BURLINGTON ENGLISH®

BurlingtonEnglish SpeechTrainer

 Pronunciation Course

 i as in ship

STEPS




1. COMPARE

2. WATCH

3. LISTEN








4. PRACTICE

< STEP 2 : WATCH >



Sheep

Ship

-0:01

CLOSE



My Portfolio



My Portfolio

Preparing for a Job Interview



Questions	Answers
1. Can you tell me about yourself?	I had a job working in an office. I had a lot of responsibilities. I answered phones and greeted people.
2. What work experience do you have?	I am very organized and have good computer skills. I also have worked in a doctor office for three years.
3. What do you think your strengths are?	I am friendly and a good listener. I also have good writing skills.
4. Can you tell me about one of your weaknesses?	
5. Why do you want to work here?	



Teacher's Comment

This is a great start!

I would like you to be more specific about your organizational skills in an office setting.

Also, what computer systems are you familiar with- Mac? Windows?

Explain what you did while you worked at the doctor's office.

2 Feb 2021

DELETE
















SAVE

CANCEL



16 Career Clusters

← ICL Career Exploration & Soft Skills - Intermediate: 2. Career Clusters: Exploring Career Clusters

Introduction			Find Out 1									Find Out 2		Explore	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
<p>Look at the names of the career clusters. Can you give examples of jobs that you might find in each cluster?</p>															
 <p>Agriculture, Food & Natural Resources</p>			 <p>Architecture & Construction</p>			 <p>Arts, Audio/Video Technology & Communications</p>			 <p>Business Management & Administration</p>						
 <p>Education & Training</p>			 <p>Finance</p>			 <p>Government & Public Administration</p>			 <p>Health Science</p>						
 <p>Hospitality & Tourism</p>			 <p>Human Services</p>			 <p>Information Technology</p>			 <p>Law, Public Safety, Corrections & Security</p>						
 <p>Manufacturing</p>			 <p>Marketing</p>			 <p>Science, Technology, Engineering & Mathematics</p>			 <p>Transportation, Distribution & Logistics</p>						



Job Cards

← Career Exploration & Soft Skills - Intermediate: 2. Career Clusters: 8. Health Science

97% Health Science Introduction

▶ Read about the cluster, then choose jobs you want to explore from the menu above.

Health Science


People who have jobs in the **Health Science** cluster help people and animals with medical diagnosis, care and treatment.

Here are examples of the work they do:

- record patients' medical histories and symptoms
- manage and provide patient care and treatment
- help other medical professionals such as doctors, physical therapists and nurses
- use medical equipment for diagnosis or treatment

Here are examples of jobs in this cluster:

- Dental Assistant
- Dental Hygienist
- Home Health Aide
- Licensed Practical Nurse
- Medical Assistant
- Medical Coder
- Medical Lab Technician
- Medical Lab Technologist
- Medical Secretary
- MRI Technologist
- Nursing Assistant
- Pharmacist
- Pharmacy Technician
- Phlebotomist
- Radiologic Technologist
- Receptionist
- Registered Nurse
- Veterinary Assistant
- Veterinary Technician



← Career Exploration & Soft Skills - Intermediate: 2. Career Clusters: 2. Architecture & Construction

97% Architecture & Construction Introduction

▶ Read about the cluster, then choose jobs you want to explore from the menu above.

Architecture & Construction

People who have jobs in the **Architecture & Construction** cluster design, build and maintain buildings, roads and other structures.

Here are examples of the work they do:

- plan, design and build houses, factories, office buildings, bridges and walls
- maintain public areas and the grounds around buildings
- plan, install and maintain electrical and drainage systems

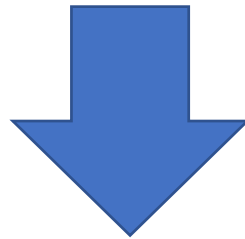
Here are examples of jobs in this cluster:

- Carpenter
- Carpenter Helper
- Construction and Building Inspector
- Construction Supervisor
- Construction Worker
- Electrician
- Electrician Helper
- Groundskeeping Manager
- HVAC Technician
- Ironworker
- Janitor and Building Cleaner
- Landscape Contractor
- Landscaping and Groundskeeping Worker
- Maintenance and Repair Worker
- Painter
- Pipefitter
- Plumber
- Plumber Helper
- Small Business Owner
- Solar Energy Installation Manager
- Solar PV Installer
- Welder





English for Specific Careers





English for Specific Careers

WORDLIST Electricians



SOFT SKILLS Administrative Assistants



SOFT SKILLS Auto Mechanics



ADMINISTRATIVE ASSISTANTS Applying for a job



ADMINISTRATIVE ASSISTANTS Communicating by Phone



BUSINESS Entrepreneurs



ADMINISTRATIVE ASSISTANTS Handling Mail



ADMINISTRATIVE ASSISTANTS Making Arrangements



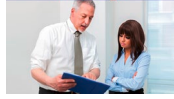
ADMINISTRATIVE ASSISTANTS Preparing Documents



ADMINISTRATIVE ASSISTANTS Receiving Visitors



ADMINISTRATIVE ASSISTANTS Setting Up Meetings



ADMINISTRATIVE ASSISTANTS Working with Office Facilities



HOSPITALITY Hotel Managers



HOSPITALITY Hotel Spa Attendants



HOSPITALITY Reservation Agents



NURSES Midwives



NURSES Procedures & Tests



HOSPITALITY Housekeepers



NURSES Licensed Practical Nurses



SOFT SKILLS Network Support Specialists



SOFT SKILLS Orthopedic Technicians



SOFT SKILLS Plumbers



SOFT SKILLS Pharmacy Technicians



HOSPITALITY Front Desk Clerks



WORDLIST Entrepreneurs



WORDLIST Administrative Assistants



SOFT SKILLS Bookkeepers



PHARMACOLOGY Pharmacists



NURSES Public Health Nurses



NURSES Psychiatric Nurses



NURSES School Nurses



HOSPITALITY Food & Beverage Servers



WORDLIST Military



WORDLIST Computer User Support Specialists



SOFT SKILLS Cooks



SOFT SKILLS Retail Salespeople



SOFT SKILLS Servers



SOFT SKILLS Web Developers



NURSES Admitting Patients



NURSES Critical Care Nurses



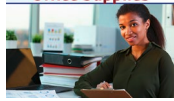
WORDLIST Network Support Specialists



WORDLIST Dental Assistants



ADMINISTRATIVE ASSISTANTS Managing Office Supplies



NURSES Operating Room Nurses



NURSES Introduction to the Hospital



SOFT SKILLS Electricians



SOFT SKILLS Flight Attendants



SOFT SKILLS HVAC Technicians



SOFT SKILLS Cosmetologists



SOFT SKILLS Childcare Workers



SOFT SKILLS Dental Assistants



SOFT SKILLS Nursing Assistants





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Teaching With Career Exploration & Soft Skills

COMPLIMENTARY
Professional Development
RECEIVE A CERTIFICATE
OF COMPLETION!



Work with Professional Trainers and Teachers from Around the Nation



Teaching with Career Exploration & Soft Skills – Part 1

Learn how to teach with Career Exploration & Soft Skills to help students on the path to career success.



Teaching with Career Exploration & Soft Skills – Part 2: Collaborative Workshop

Explore Career Exploration & Soft Skills Career Clusters with a hands-on activity and collaborate with teachers from across the country to share practical teaching strategies for using the course in the classroom.



Q&A Session to Follow... Friday, March 26, 2021





**Thank
You!**

