

Lake County Library System Adult Literacy Program LEARNER ORIENTATION

Adult Learner Name					
Orientation Tutor Name				Date	
Assessment	Learner Questionnaire []	ESLOa []	Voyager []	Assessment Packet []	E-Casas []
Learner Level	[] beginner [] intermediate [] advanced				
Learner Profile <i>(When possible, include learning strengths & challenges and computer skills)</i>					
Recommendations <i>(i.e. 1-1 tutoring, targeted skills, materials...)</i>					
Learner Goal(s) <i>Indicate <u>at least 1 goal</u>.</i>					
Orientation components <i>(please check all that were completed)</i>	<input type="checkbox"/> Learner Information Form <input type="checkbox"/> Assessment <input type="checkbox"/> Learner Agreement <input type="checkbox"/> Goal Identification <input type="checkbox"/> Confirmed emergency contact information Name _____ Phone _____ Relationship _____				
***Tutor – enter time spent on orientation					

Continue on reverse if necessary. When completed please return to literacy contact. Thank you!

Information to collect:

1. **Confirm information** provided on the Learner Information Form - contact info; availability; libraries that would be convenient; primary goal; how they heard about us...
2. **Inquire** about:
 - a. Why do you want to improve your English language skills?
 - b. What do you want to work on? Obtain a GED or enroll in a certification program? Work-related goals? Citizenship?
 - i. *Goals.* This is so very important that we start to discuss goals with the learners. It will help us transition them to the appropriate tutor and/or class(es) as well as get them used to having to think about their personal goals and reasons for joining the program.
 - c. If a GED is their goal, have you taken any 'related' test before? i.e. TABE* test, GED* test, ...
 - d. Do you know what literacy skill you feel you need to improve? For example: conversation, reading, writing, grammar, math, work-related vocabulary or forms, etc...
3. Tell them about the **program** in general.

This is a FREE program. You must be over the age of 18. Tutoring occurs at the local libraries. Someone will contact you to arrange an orientation meeting (*it could be you and you can make the appt then!*). This is not a test but a way for us to see what their strengths are, what they do well, and what they may need help with. Once this is completed, we can then speak with them to see if we are able to help them achieve their goals. If there is a waiting list at the library, inform them that there is a waiting list and make sure you provide them with some general info (or give them the handout or direct them to the website) about alternatives to start learning while they wait!

Share the Adult Learner Agreement. Emphasize that the seats are valuable and missing classes can result in being moved to the waiting list.

*If they are interested in the **Pre-GED** program. A few extra things to share:*

Briefly discuss their perception of their skills, preparedness to take the GED test or join the GED class. Let them know that we are a Pre-GED program. We are focused on working with individuals who left school before the 7th grade and/or have a reading level below the 5th grade. We ONLY offer Language Arts (grammar, sentence structure, reading comprehension, & beginning essay writing) and Math (whole numbers, fractions, decimals, and word problems – no algebra or higher). Our goal is to help the learner improve their basic skills so that they can focus on science, social studies, and higher math and essay writing skills in the GED classes offered through Lake Technical Center. We are not a certified program – we are a volunteer tutor program.

We always offer the opportunity for the learner to take the Pre-GED placement tools if they want to get a sense of their level – build their confidence. We will be in touch with them to discuss their options once we have reviewed the placement tools. And, we let them know that they can be enrolled in both the Pre-GED program with the library as well as the local GED provider program – Lake Technical Center. Lake Tech is the certified adult education provider and GED test provider in the County.

We make sure that they have the contact information for Lake Technical Center – 589-2250. They offer TABE, GED, ESOL, certification programs, & adult education. All learners should be referred to them. They can be enrolled in both programs at once!

And, never feel you have to have all of the information! Indicate on the orientation form if they have questions you could not answer and we will get back in touch with them!

4. Tell them about their **options** 'while they wait' for a tutor or class.

Refer to the 'While You Wait' handout.

Rosetta Stone, ANR collection, and websites. In some instances we will have other literacy options within the local community available to them.

*Test for Adult Basic Education (*generally used for placement in adult education programs*); General Equivalency Diploma (*generally for those individuals who did not receive a diploma or graduate from a US school system*)