

## Adult Education: Program Expectations

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- **ALL** Students are required to take a Pre and Post Casas exam every program year (July 1 to June 30)
  - **Pre-Test:** A math and reading assessment used to determine which program you will be enrolled into
  - **Post-Test:** An assessment used to measure the growth in your math and reading grade levels
- The Learn to Earn Program (L2E) is a **TWO fold** initiative:
  - Earning your GED or High School Diploma
  - After obtaining a GED or diploma, goals should include enrolling into advanced job training and/or finding employment.
- Making a **commitment** to the following
  - Attend a digital literacy/computer basics workshop at Detroit at Work prior to enrolling into the current program year (**L2E Specific**)
  - Connecting with your career coach at least once a month
    - For Barrier Support
    - To identify employment and career goals and opportunities
  - Work 15-20 a week towards their credential (**L2E Specific**)
  - Attend at least 1 Detroit at Work Workshop (Career Exploration, Job Readiness or Professional Development) every 2 months (**L2E specific**)
  - Take a Post Test within the designated program year (July 1 to June 30)
  - Take your GED test/complete your HSC classes
    - To receive a GED Test voucher, a minimum score of 150 on the practice test is required.
    - For HSC, plan to complete one class per month
- L2E participants who are unable to adhere to the above commitments will be subject to the compliance policy and may be prematurely removed from the stipend portion of the program
- If a situation arises and you are unable to continue your coursework and would like to put your stipend on hold – connect with your career coach to complete a “Hold Form” (**L2E Specific**)
  - The hold form will put your stipend on pause for up to 2 months unless additional documentation is provided to show that an extension is needed.
- The purpose of the stipend is to remove the financial barrier of having to choose between working and returning to school. It is guaranteed for 6 months (26 weeks) if students comply with program commitments (**L2E Specific**)
  - Students are paid \$10/hr for **up to** \$200 per week. If you do not earn 20 hours a week, do not expect to receive \$200 a week
  - Payment is issued on a biweekly basis
- There are 3 ways to earn hours that count towards your stipend (**L2E Specific**)
  - Class attendance
  - Preapproved Online Course Hours
  - Attending Career Exploration, Job Readiness, and Professional Development Workshops with Detroit at Work

## More Information Regarding Learn to Earn History and Career Coaching

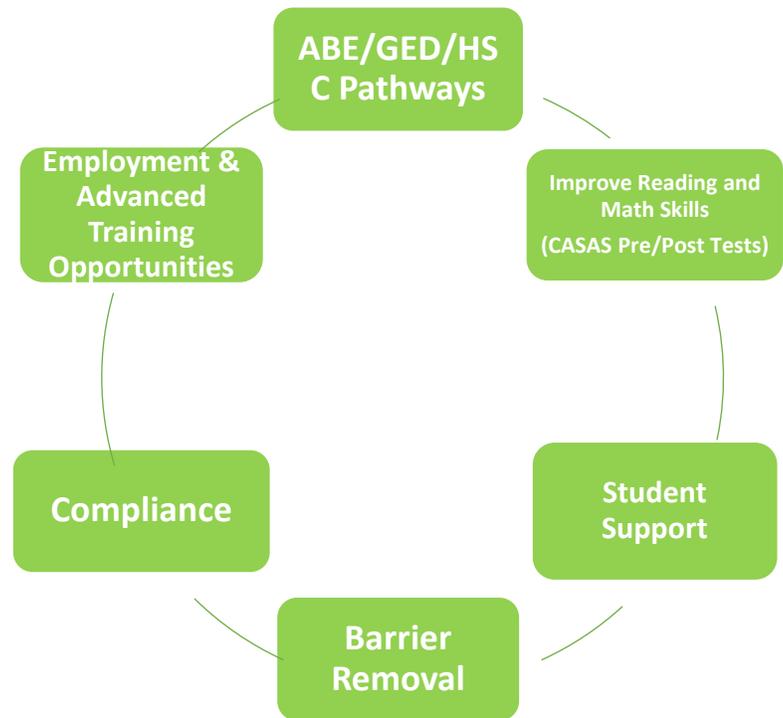
Detroit at Work and its partnering educational providers established the Learn to Earn program to help Detroit residents obtain a GED or high school diploma by providing resources (coaching, barrier support, workshops financial support through the stipend) so that participants can have a smooth transition into their next phase whether it be career exploration, occupational training, or earning a promotion at your current job.

### General Information

The picture to the right outlines the major components of the learn to Earn program.

The Lean to Earn Program offers a variety of instruction methods and abides by the current public health guidelines. If I do not have access to a computer at home, Detroit at Work will provide you with one while you are in the program and making satisfactory progress.

Your instructor will provide you with any instructional support as you work to fulfill your goals.



### Career Coaching, Job Placement and Advanced Training

Detroit at Work and your Carrer Coach can assist Learn to Earn Participants in the following ways:

- Complete a resume, find full-time employment, retain or advance in a job I had prior to starting the program.
- Retain an existing job or find part-time employment if I need additional income during the Learn to Earn program. Please note that your participation in the Learn to Earn Program is not a promise or guarantee of permanent, full time or part-time employment during the Program or when the Program is completed.
- Identify career exploration, professional development, job readiness workshops to attend
- Barrier Removal (housing, transportation, childcare)