Best Practices in Sector-Based Adult Education

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BRIGHTON CENTER
A COMMUNITY OF SUPPORT

[Image of people engaged in various activities]

[Image of a tree with people climbing it]
Orientation (First 10 Days)
- Intake (FIT) Forms
- Family and Work Supports Benefits Screening
- Baseline Assessment
- Hands On Skill Training

Enrollment
- Two Cents about Finance (Financial Coaching)
- Financial Counseling (One-on-One)
- CFA Budget/Balance sheet
- Credit Bureau Authorization
- TABE Test (Adult Education)
- Income Supports Counseling (One-on-One)
- Classroom Orientation / Begin GED Prep
- Digital Literacy for all skills

Integrated Service Delivery
Case Management (Family & Work Supports/Financial Counseling/Employment Counseling)
- Adult Education
- Skill Training
- Success Skills
- Career Services

Externships
- Medical Assisting: 100% Complete / 160 Hours (per AMT requirements)
- Health Technology Administration: 100% Complete / 160 Hours (per AMT requirements)
- Business and Computer Technologies: 43% Complete / 85% Attendance / 80 Hours

Completion 6-12 Months
- Completion of 100% competencies within 150% of scheduled course hours
- True Graduation – Competency Complete & Job

Obtain Certifications
- Business and Computer Technologies: Microsoft Office Specialist (MOS)
- Health Technology Administration: Certified Professional Coder Apprentice (CPC-A)
- Medical Assisting: AMT Registered Medical Assistant (RMA)

Follow up 12 Months
- Employment Coaching (Job Retention)
- Financial Coaching (CFA Budget, Credit Pulls)
- Work Supports

Career Pathway Advancement & Financial Coaching
- Further Education
- Continued Promotions/Wage Gain
- Asset Building
- Net Worth Growth
Brighton Center’s Center for Employment Training
Open Entry/Open Exit Program Design

Instructor-led Skill Lecture:
Taught on rotation. Trainees jump into lectures when they are ready.

Skill Training – Six competencies (60% hands on) that is taught on a rotational basis. Training is set up so that trainees can jump into a competency once they are done with their “Bridge” work.

Adult Education – Curriculum is embedded and contextualized throughout training. Math and Reading/Language skills are contextualized to the curriculum and aligned to the skill training competency being taught in rotation.

Success Skills – Curriculum is embedded and contextualized throughout training.

Career Services – Curriculum is embedded and contextualized throughout training, with intensity deepening when trainee is getting ready for job search/employment. (past 50%)

Staff Structure Per Skill Division:
- Skill Instructor
- Success Coach
- Career Coach
- Adult Education Skill Coach

Instruction Is:
- Hands-On
- Individualized
- Self Paced

Self Paced Course Work
Trainees start every Monday.

All trainees start the same way:
1st 35 days: Bridge Work
Phase 1: Adult Education
Phase 2: BCT: Digital Literacy
MA: Medical Terminology

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