Florida Adult Education Employability Curriculum Alignment to Florida Ready to Work

Florida's state-sponsored career readiness program.

Those who complete the program earn up to three stackable credentials, signed by the governor, and recognized as a common measure of foundational employability skill readiness for most jobs across industry sectors, including soft skills, digital skills, and academic employability skills. Florida Ready to Work is a FREE, flexible and customizable solution to prepare your students for work.

> "Your students will have such confidence, and the employers who will be hiring them will be receiving an individual who is proficient and ready in some of the most important skills we need in life like problem solving, teamwork, and critical thinking. Those are what our students need for tomorrow. So do it!"

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The following chart matches the Florida Department of Education's Adult Employability Curriculum Framework, as of July 2023, with the corresponding lessons within the Florida Ready to Work training.

Employability Framework	Related Florida Ready to Work Module
Strand: Applied Knowledge	

Standard: AK.01 - Critical Thinking
 	
Students use creative, analytical, and strategic thinking to solve problems and explore opportunities.
	Academic Employability Skills Training
	Work Ready Math
	Work Ready Data
	
	Soft Skills Training
	Thinking Critically and Solving Problems
	  Lesson 2: Make decisions with logic and reason
	  Lesson 4: Use a cycle of inquiry to investigate a problem
	
	Digital Skills Training
	Internet Browsing Digital Communication
	Digital Documents Digital Security

Strand: Effective Relationships	

Standard: ER.02 - Interpersonal Skills
 	
Students respect individual differences, navigate conflicts, and exercise leadership in order to successfully complete tasks in the context of partner or group work.
	Soft Skills Training
	Promoting Teamwork and Collaboration
	  Lesson 1: Recognize the characteristics of an effective team member
	  Lesson 2: Develop Leadership Skills
	  Lesson 3: Recognize, celebrate, and incorporate individual diversity and differences in the workplace
	Communicating Effectively
	  Lesson 5: Demonstrate strategies for conflict resolution
	
	Digital Skills Training
	Digital Communication
	Digital Documents

Standard: ER.03 Personal Qualities
 	
Students demonstrate responsibility, self-discipline, flexibility, integrity, and a willingness to learn in order to deliver high-quality work.
	Soft Skills Training
	Conveying Professionalism
	  Lesson 1: Build trust through punctuality, dependability, and accountability
	  Lesson 2: Demonstrate integrity, initiative, and a strong work ethic
	Communicating Effectively
	  Lesson 4: Adopt a growth mindset and become an active learner
	Digital Skills Training
	Internet Browsing Digital Communication
	Digital Documents Digital Security

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Employability Framework	Related **Florida Ready to Work** Module
Strand: Effective Relationships	

Standard: WS.04 Resource Management

Students manage time, money, resources, and personnel in group projects to complete tasks in service of minimizing waste and improving organizational efficiency.

Academic Employability Skills Training
Work Ready Math
Work Ready Basics – Math

Soft Skills Training
Conveying Professionalism
 Lesson 4: Develop organizational skills and effective work habits
 Lesson 5: Manage time effectively and prioritize tasks
Communicating Effectively
 Lesson 3: Understand the role of the customer and develop positive customer relationships

Digital Skills Training
Digital Communication   Digital Documents

Standard: WS.05 Information Use

Students locate, analyze, and organize information in order to complete high-quality work that draws upon reliable and relevant sources.

Academic Employability Skills Training
Work Ready Data
Work Ready Reading

Soft Skills Training
Thinking Critically and Solving Problems
 Lesson 1: Adapt to new information and circumstances
 Lesson 5: Evaluate and interpret data sources and visual displays

Digital Skills Training
Internet Browsing

Standard: WS.06 Communication

Students listen, observe, and communicate verbally and in writing in order to both understand and convey information clearly and accurately.

Academic Employability Skills Training
Work Ready Reading

Soft Skills Training
Communicating Effectively
 Lesson 1: Understand the elements of effective listening, speaking, and writing
 Lesson 2: Consider the purpose, audience and medium of communication, including email etiquette, texting, and social media

Digital Skills Training
Digital Communication

Standard: WS.07 Systems Thinking

Students understand, monitor, and improve systems to advance the vision, culture, and goals of the organization.

Academic Employability Skills Training
Work Ready Data

Soft Skills Training
Conveying Professionalism
 Lesson 7: Develop basic business acumen
Thinking Critically and Solving Problems
 Lesson 3: Demonstrate awareness of systems and design for improvement

Digital Skills Training
Digital Security

WS.08 Technology Use

Students select and apply appropriate technology solutions in order to effectively complete tasks.

Soft Skills Training
Conveying Professionalism
 Lesson 6: Use common technology and choose tools to fit tasks

Digital Skills Training
Computer Operations
Internet Browsing
Digital Documents
Digital Communications
Digital Security