

**WORKPLACE NEEDS ANALYSIS REPORT**

**NOTE: Partners should submit the Final Workplace Needs Analysis (WNA) report to Adult and Community Learning Services (ACLS) not later Friday, September 25, 2009.**

ACLS requires that all grantees submit a final report as the product of the WNA. The report should provide information on WNA activities and findings, and incorporate the perspectives of all partners (e.g., business, union, potential students, etc.) as well as that of the education provider. The report is limited to 5 (five) pages. Please respond to the following items, **A** through **E**.

**WNA Outcomes - Identification of Need in the Workforce:** Identify the role of all partners and describe their contributions to the WNA process.

Provide a description of the basic skills needs of the workforce targeted for a basic skills program. Include an overview of the general educational level of the target population in their own country and/or in the United States.

- A. Identify at least one or more methodology/ies used in the WNA and provide the rationale for the selected methodology/ies.
- B. Identify the percentage of the workforce surveyed and describe how a cross section of the workforce was included.
- C. Identify incentives (such as stipends or release time) if these were provided to potential worker/ students for their participation in the WNA.
- D. Describe the class type(s) (e.g., contextualized ABE and/or contextualized ESOL). In what ways did the WNA provide a foundation for developing a contextualized curriculum based on current or future job-related reading, writing, mathematics, and/or English communication? Provide brief examples of any materials and/or other appropriate resources in the workplace from which relevant themes or topics for instruction may be identified for curriculum.
  - 1. State how classes may be scheduled and coordinated with the shifts of the worker/students.
  - 2. Describe release time. If release time may not be provided, describe when the classes may be regularly scheduled and what assurances are in place that students will be able to attend.
  - 3. Describe the suitability and accessibility of classroom space.
  - 4. Describe other resources available for delivering an on-site customized educational program.
- E. Complete the following grid showing proposed class(es) with the:
  - 1. number of students;
  - 2. type of class (contextualized ABE or contextualized ESOL);
  - 3. number of hours per week of instruction; and
  - 4. number of weeks of instruction per year.

Add additional rows as needed. This represents your plan for instructional services.

#	Type of Class (Contextualized ABE or Contextualized ESOL)	Class Size	Number of Hours Per Week of Instruction	Number of Weeks Per Year
1				
2				