

# ESOL & ABE Training

## Policies and Best Practices:

1. ESOL and ABE trainings are not required to meet 1:1 in matching funds, however the application must meet the 1:1 match when calculated without these trainings.
2. Applicant should work with a qualified training provider with a proven history of teaching the topic.
3. The training provider should conduct a pre-assessment of trainees to determine what level(s) are needed.
4. The training plan should include sufficient hours to make an impact. A minimum of 80 hours is often the benchmark to see gains in proficiency.
5. Trainee participation must be completely voluntary. No aspect of trainees' employment will be put at risk by participating. There will be no penalty or repercussion for participation or lack of participation.
6. Grant-funded workplace ESOL or ABE training is most commonly conducted fully during working hours. However, trainees may volunteer to take part in workplace ESOL and ABE training on their own time (i.e. off the clock). A minimum of 50% of employees' time spent in ESOL or ABE training must be on company time and paid at their regular rate.
7. Training plans should be sustainable in the likely case that attrition takes place. At a minimum, at least four trainees should be consistently participating in an ongoing course to continue training and be eligible for grant funding.



*“...The ESOL helped me the most with email. I send and receive about 50 emails a day and now I am more confident. When I get an email about a production order or scheduling, I can understand and communicate better in writing.”*

**Elisio, Home Market Foods**