

March 26, 2021

Dear Community Partner,

Greetings!

I would like to introduce you to Wayne Township Adult Education (WTAE)'s mission and classes. Our mission is to serve the needs of the community by providing lifelong learning opportunities, empowering students to **learn English** (ELL) earn their **High School Equivalency** (HSE), or gain access to industry recognized **Career Training** (CT), and certifications all with the support of passionate, optimistic, and talented adult education professionals and volunteers in a successful school culture where everyone feels valued and belongs. As an employer partner, you can help connect students to our classes 24 hours a day 7 days a week through our online registration process via our adulthood.info website. We have both traditional classes and online classes, cutting down issues for rural communities where access is a challenge. Our website and registration process can be translated into 102 different languages to ensure our potential student is able to fully understand all that we offer before making a commitment. During the school year, our website has a supported chat room connecting our bilingual receptionist who is fluent in Spanish. We also have staff who are bilingual in Arabic and Yoruba.

Our WTAE Employer Services team is here to build a strong connection from the workforces into our industry aligned career training adult classrooms! Right now, our school, along with Area 31 Career Center, have a talent pipeline built with students who are seeking an opportunity to participate in an externship or paid earn and learn experience. Both Area 31 Career Center and Wayne Township Adult Education, have talented staff members prepared to connect you to our students:

Area 31 Career Center (HIGH SCHOOL STUDENTS)	Wayne Township Adult Education (ADULT STUDENTS)
Mr. Scott Borah Title 1220 N. Girl School Road, Door #17 Indianapolis, IN 46214 317-988-7230	Mr. Mark Ellis Employment Supervisor 1155 S. High School Road, Door #2 Indianapolis, IN 46214 317-988-XXXX

Our employer services team stands ready to build a talent pipeline with your company. At WTAE, our classes are a partnership with Vincennes University (VU) and Condensed Curriculum Inc. (CCI). As you review through the materials, you will see WTAE dedicates and equips the classrooms, recruits students, remediates the curriculum, and addresses barriers with students while VU and CCI prepare the classroom experience to lead toward industry credentialing and externship placements. We are dedicated to operating in sync to make the process as easy as possible for our employer partners.

We are eager to hear about the needs of your employees to skill up and progress into a career. We are also eager to serve as your talent pipeline to many ambitious students including several who have bilingual language skills to help you serve your diverse public and expand your market reach.

Connecting with WTAE Students is Easy as One, Two, Three - Launch

#1 - Establish a Zoom partnership meeting with all decision makers to complete the Wayne MOU, Externship Facility Agreement Form as well as review **resumes** of students.

#2 – Select candidate(s) and set up a Zoom orientation with student & WTAE supervisor

#3 – Student orientation day with your assigned staff facility mentor who will coach, connect, grow, supervise, as well as prepare the Weekly Time & Progress Report and Externship Evaluation Report. Your intentional onboarding will help our students' transition from classroom to the professional work environment.

As you connect with our adult education students, you will find that we are dedicated to building students who exude PRIDE. At our school, our industry instructor as well as our students are assessing skills and attributes related to the Governor's Work Ethic Certificate:

Persistence – persevere through challenges, and problem solving;

Respectfulness – accept and serve others, possess a positive attitude, communicate clearly;

Initiative – self-starters, critical thinkers;

Dependability – academic readiness, reliable, demonstrate responsibility, and teamwork; and

Efficiency – organized, punctual, and self-management

Our faculty are using skills inventory assessment to benchmark the progress of our students ensuring that they are indeed industry prepared for the first day of work.

In closing, we are dedicated to our students' growth but equally dedicated to your company's success. Through deep authentic and ongoing dialogue, we aspire to be the hiring pipeline for your company's hiring needs. We also look forward to serving your current employees within our classes.

In advance, we want to thank you for your willingness to explore a partnership with our school!

Sincerely,

Christy McIntyre-Gray,
Coordinator

Mark Ellis,
Employer Supervisor