

# Appendix B: Web Sites that Offer Resources for Teaching Basic Skills

## General Web Sites

The National Institute for Literacy's LINCS online resource system is dedicated to providing resources for adult educators and others interested in serving adults with limited basic skills. It contains a series of special collections and discussion groups related to special topics of interest to instructors.

[www.nifl.gov/lincs](http://www.nifl.gov/lincs)

The Office of Vocational and Adult Education at the U.S. Department of Education contains useful links and resources for educators and administrators.

[www.ed.gov/about/offices/list/ovae/index.html?src=oc](http://www.ed.gov/about/offices/list/ovae/index.html?src=oc)

## Basic Skills for the 21<sup>st</sup>-Century Workplace

The Secretary's Commission on Achieving Necessary Skills was appointed in 1990 by the U.S. Secretary of Labor to determine the skills people need to succeed at work. Although the commission no longer exists, reports are still accessible.

<http://wdr.doleta.gov/SCANS/>

Visit the National Adult Literacy Database. Search for resources on creating written materials that are easy to read and understand.

[www.nald.ca](http://www.nald.ca)

The U.S. Department of Labor has developed the free O\*NET system that profiles the detailed skills, knowledge, abilities, and educational credentials needed for most jobs.

<http://online.onetcenter.org/>

The Bureau of Labor Statistics publishes the Occupational Outlook Handbook that provides a detailed overview of job requirements and working conditions.

<http://stats.bls.gov/search/ooah.asp?ct=OOH>

Some private organizations assess the skills needed for certain jobs, though there is usually a fee to access this information. American College Testing Program, Inc. (ACT), a nonprofit organization based in Iowa, offers free job profile information (WorkKeys) on their Web site.

[www.act.org/workkeys/profiles/occuprof/index.html](http://www.act.org/workkeys/profiles/occuprof/index.html)

## Curriculum Development and Implementation

The Workforce Education Lab collects and distributes learning activities that focus on the basic skills and knowledge adults use in the workplace. Activities are tied to EFF skills standards.

<http://slincs.coe.utk.edu/gtelab>

## Choosing Instructional Tools

The Adult Literacy Resource Institute in Boston Web site contains a list of sites that provide advice on selecting software for adult educational programs.

<http://alri.org/litlist/software.html>

## Volunteers and Literacy Tutors

ProLiteracy Worldwide

[www.proliteracy.org](http://www.proliteracy.org)

National Adult Literacy Database

[www.nald.ca](http://www.nald.ca)

## Resources for Jobseekers with Limited Basic Skills

### *People with Learning Disabilities*

The National Institute for Literacy's Learning to Achieve is a five-day training program designed to help adult education and vocational training practitioners, social workers, and other human service providers improve their knowledge of learning disabilities in adults. The program offers instruction on how to actively support adults with learning disabilities in educational and workplace settings, and prepares participants to share what they have learned with interested colleagues who did not attend the training.

<http://www.nifl.gov/programs/learningtoachieve/learningtoachieve.html>

### *Immigrants/ESL*

The Center for Applied Linguistics offers a number of publications and resources on its Web site.

[www.cal.org/](http://www.cal.org/)

See the National Institute for Literacy's LINCS Special Collection.

[www.literacynet.org/esl/](http://www.literacynet.org/esl/)

### *Ex-Offenders*

See the National Institute for Literacy's Correctional Education Collection.

[www.nwlincs.org/correctional\\_education/home.htm](http://www.nwlincs.org/correctional_education/home.htm)