



REPUBLIC OF PALAU
MINISTRY OF EDUCATION

BUREAU OF EDUCATION ADMINISTRATION

ADULT EDUCATION PROGRAM

Narrative Report for FY 2018-2019

The Palau Ministry of Education (MOE) is the sole entity responsible for the administration and implementation of adult education programs within Palau. As a single state and local service delivery area, Palau MOE is the only agency that is particularly responsible for the administration and implementation of primary and secondary including adult education activities in Palau.

Palau's Narrative Report covers the period of July 1, 2018 through June 30, 2019, which addresses activities outlined in the Republic of Palau State Plan for Workforce Innovations and Opportunity Act (WIOA), Title II Adult Education and Family Literacy (AEFLA).

State Leadership Fund:

Professional Development:

- The Program Coordinator and Administrative Assistant attended the 2018 NMC ABE Professional Development Training (September 18-19) in CNMI. Main topics included Assessment Policy, CASAS intake process and assessment, Student Advising Process, Syllabus, Curriculum Mapping of Standards and Outcomes, and Student Competency Reports.
- In July 2018, MOE held its 24th Education Convention. The yearly education convention allows MOE Adult Education teachers and staff members to join all regular education teachers from K-12 for a three-day convention. During the three-day convention, teachers participate in many professional development sessions that covers topics specific to their work and personnel matters. Topics include but not limited to the following:
 - Student Centered-Learning
 - Educational and Instructional Leadership
 - Curriculum Enhancement
 - MOE Resource Support
 - Community Partnership Support
 - Student Success

- To provide quality teaching, the Ministry of Education continues to provide in-house trainings for Adult Education teachers in other areas such as computer literacy.

Resource Center:

The Palau Public Library (PPL) and Palau Community College (PCC) serve as resource centers for adult learners and provide support for learning outside the classroom environment. Adult learners use both libraries to complete assignments, conduct researches, and to do readings to improve their literacy skills.

Both libraries have many collections that are comprised of books, newspapers, magazines, journals, vertical files, and CD-ROMs. These libraries provide Internet accesses and subscribe to EBSCO database. Both are also equipped with more than 60 computers that student utilize for schoolwork and Internet access. Additionally, as part of enhancing reading and writing skills, adult education teachers schedule their students to the library for assignment completions and reading fundamental courses.

The Palau Public Library is open 8:00 am – 5:00 pm (Monday to Friday), while Palau Community College Library is open 8:00 am – 7:00 pm (Monday to Friday), 8:00 am – 5:00 pm on Saturdays and 1:00 pm – 6:00 pm on Sundays. Both these libraries are equipped with computers, Internet, scanners, DVD players, and printers.

Curriculum Development:

Working with a limited number of students, Palau Adult Education Program (AEP) hires part-time teachers only. Majority of these teachers are already full-time classroom teachers for the Ministry of Education.

In 2014, the Ministry revised its English and Math Curriculum to include Common Core State Standards. Since then, AEP has reviewed and revised curriculum to include CCRS and CCSS. Furthermore, Palau AEP uses ETS HiSET ® testing for ASE Low and ASE High students. The ETS HiSET ® is designed to align with CCR Standards. Materials for preparing students for high school equivalency tests are aligned with the Common Core State Standards and College Career Readiness Standards.

Support Service:

Adult learners benefit from services provided by the Ministry of Adult Ed. Program. Services provided are admission and registration, assessment and counseling, Ministry's College Access program and community partners which include the following:

- ❖ *Ngara Ubeng* Youth Organization – a non-profit organization founded in 2015 that seeks to set disadvantaged youth in Palau on the right track
- ❖ Ministry of Cultural Affairs Youth Service which oversee youth affairs and the development of youth programs including Job Corps admissions and National Youth Council of Palau (NYCP)
- ❖ Workforce Investment Act office that provide access to local employment opportunity and helps identify out-of-school youth
- ❖ Division of Job Placement Office

- ❖ Belau Employers and Educators Alliance (BEEA) which offer appropriate training for adult learners as well as prepare students for future workforce
- ❖ Ministry of Justice – Youth Service & Juvenile Justice Program

Linkage with Workforce Investment:

The Ministry of Education that oversees the Palau Adult Education Program remains an active member of the Workforce Innovations and Opportunity Act (WIOA) Workforce Investment Board. The Minister is a member of the board to assure adult education program initiatives are well represented and are in line with said goals and objectives in WIOA. The board continues to prioritize the need of adult learner and to maximize the services offered by various programs in assisting individuals to obtain their high school equivalency diploma.

Postsecondary Linkage:

Palau Adult Education program works in partnership with Palau Community College Vocational Certification Program (VCP) to invest in a skilled Palauan citizen workforce and creating a tax incentive for businesses to hire the said vocationally hired students. Offered in the program are Certificates of Completion for Construction, Automotive and Outboard Motor Technologies – for any individual with a high school diploma or high school equivalency diploma. There is also the Certificate of Competence for Construction, Automotive and Outboard Motor/Small Engine Technologies – for any individual without a high school diploma. Students are highly encouraged to enroll in the adult education program for their high school equivalency diploma and to pursue the vocational track.

Additionally, postsecondary linkage is accomplished through College Access Challenge Grant (CACCG), Belau Employers and Educators Alliance (BEEA) and Career Readiness & Career Exploration program. These programs provide adult learners and their families workshops (College Preparation & Admissions, SAT preparation, FAFSA information) and career goal assessments. Staff from the Ministry have done and will continue to do outreach programs to all the outlying states and rural areas to present to each community their perspective program.

Monitoring:

As a single state and local service delivery area, the Palau Adult Education Program regularly meets with teachers, staff and partner agencies to discuss needs, performance data, and program compliance. The Palau Adult Education Program visits and monitors sites to ensure that evidenced based educational and students support models, and quality instruction are being applied in the classroom. Reports are submitted every quarter and presented to the Ministry’s Management Team that consists of the Minister, Directors, and Division Chiefs.

Performance Data Analysis:

Palau Adult Education USDOE State Grant Awards for FY 2017-2018 under the Adult Education and Family Literacy Act (AEFLA), is used to provide training and services to improve the out-of-school youth and educationally disadvantaged adults to achieve their High School Equivalency Diploma and be able to pursue their education in postsecondary education or earn employability skills, life skills that will enable them into a planned dynamic and cooperative lives and become productive citizens of the Republic of Palau.

There is a slight increase in the number of dropout students who will be our clients in the near future. The goals and objectives of Palau Adult Education program will be accomplished by disseminating information about the program, identifying and recruiting participants, implementing classes in HiSET, Computer-Based learning class, and corrections education. Implementation of Computer-Based learning class will be offered to HiSET students in all content areas.

For this program year, July 1, 2018, through June 30, 2019, there was a slight increase in the number of adult learners. This program year, the new administrative assistant has continued to work with the Program Coordinator in the following during this reporting period:

- Monitored attendance
- Documented reason for learners' absenteeism;
- Validated enrollment;
- Continued to offer classes as needed;
- Continued to work with teachers and curriculum team to assess curriculum and program;
- Follow up on adult learners after obtaining their high school equivalency diploma;
- Follow up adult learners who have left the program or no longer in the program for more than 3 months;
- Coordinate with MOE Division of School Management to conduct outreach programs to outlying states.

Furthermore, this program year, adult learners were carefully monitored on their progress and status. Out of the 8 students who have obtained their high school equivalency diploma, 3 successfully entered postsecondary education and 3 has retained their employment after completing the program and 2 are still deciding on either to enroll in postsecondary education or apply for employment.

The program has experienced number of participants who are no longer in the program for more than 3 months' period. During follow up, majority of these students either entered a part/full time employment, relocated abroad, or stay at home care takers. Palau continues to address these issues and to conduct survey to find better ways in meeting the needs of our adult learners.

Integration with One-Stop Partners:

Implementation of the program includes involvement of the state governments and the schools at each site where the program is. Adult Education Program is working closely with the Ministry of Cultural Affairs, Ministry of Justice, Workforce Investment Act office, and Palau Community College to provide services for qualified individuals receiving services within their respective areas. MOE Adult Education Program continues to receive referrals from each agency for clients interested in basic adult education or adult secondary education. Brochures and other informational material providing more details about adult education programs available in each partner agencies.

Adult learners who are seeking employment opportunities are referred to Division of Job Placements and WIOA. The Belau Employers and Educators Alliance (BEEA) is working closely with private sectors to help individuals who are currently seeking employment opportunities.

With our efforts, we will continue to locate and inform potential service recipients through visits to the community and continued liaison with schools and other agencies to identify adult who may need the service. Radio programs, public forums, conventions and other advertisements will be organized to bring the programs to the public's attention. Instructors will be recruited and hired to develop course syllabus and course outlines for conducting class instructions and trainings for students who are qualified for the program.

Adult Education Standards:

Palau as a single state and local area and as one of the core partners under the Workforce Innovations and Opportunity Act(WIOA), its Ministry of Education that administers the Adult Education plays an integral role in the workforce development system by providing access to the educational services for adult learners through collaborative partnership with WIOA Office that administers youth, adult, and dislocated worker program funds and workforce activities. Adult Education increases opportunity in the educational and workforce development of adults as workers, parents, and citizens. Recognizing that this program plays a critical role in adults' attainment of a secondary diploma, it also further assists in the transition to postsecondary education and training with the implementation of career pathways.

Under Title II of the Workforce Innovation Opportunity Act (WIOA), eligible individuals are those who:

- Has attained 18 years of age;
- Is not enrolled or required to be enrolled in secondary school under State law; and who;
 - Is basic skills deficient;
 - Does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
 - Is an English language learner

Adult Education will provide the following critical services and activities to support adult learners with the goal of improving access to education and training opportunities, as well as to employment:

- Assist adults to become literate and obtain the knowledge and skills for employments and economic self-sufficiency
- Assist English learners in improving their English and math proficiency
- Assist incarcerated individuals in strengthening their knowledge and skills to promote successful re-entry into society

Adult Education and Literacy Activities:

The Adult Basic Education is a program of literacy and basic skills learning options below the high school level for adults whose inability to speak, read, write, compute to solve problems, or relate effectively with others impairs their ability to get or retain employment, exercise their rights and responsibilities as community members, and/or support their families pursue self-sufficiency. ABE programs are designed to raise the levels of education of such individuals with a view to making them less likely to become dependent on others, improving their ability to benefit from occupational training, increasing their opportunities for more productive and profitable employment, and making them better able to meet their adult responsibilities. Individuals will be

placed in the appropriate CASAS level based on test scores. The Palau Adult Basic Education Program has been designed for:

- Non-native speakers for English to improve their conversational, reading, writing and numeracy skills in English;
- Adult students (18 years old and older) who did not complete their high school education, but plan to take the high school equivalency examination;
- Adult literacy students to improve their basic reading, writing, and/or mathematics skill(s);
- Adults to be prepares for successful job placement, career training or career performance; and
- Adults who are parents preparing to become effective first teachers of their children. The performance measures for ABE programs are outlined in the Workforce Innovative Opportunity Act, Title II, Adult Basic Education and Family Literacy.

Adult Secondary Education (ASE) prepares eligible adults to complete a high school equivalency diploma. It may be also a basic skills brush-up program for adults who wish to refresh their high school level math, reading, or writing skills to carry out their adult roles as workers, family and community members. Adult will be able to acquire a high school equivalency diploma by passing all five subjects (Science, Social, Math, English Reading, English Writing) through ETS® HiSET® Testing. Learners must consume at least 60 hours of instruction and examination subsequently. In 2014, GED® was replaced by ETS® HiSET® Testing. Learners having attained a CASAS score of 236 and above in Reading and Math will be eligible to take HiSET® Tests.

Classes are offered at Palau High School Campus, which is the main venue and school campus for the outlying states and neighboring states to minimize educational barriers, such as transportation or childcare. Regardless of adult learners' educational path, all students must first take CASAS (Comprehensive Adult Student Assessment System) Life Skills and Life and Work test to assess their educational functioning level.

Palau Adult Education Program is using CASAS paper-based testing to assess learners' English and Math skill level. The adult learner is then placed into the appropriate educational functioning level and class based on his/her CASAS appraisal/pre-test score. CASAS determined score of at least 236 is a good indicator that the learner will do well on the high school equivalency test (HiSET®). Adult learners with a score of at least 236 (CASAS) are advised to enroll in Adult Secondary Education (ASE) program. Learners who score below 236 are advised to take the appropriate Adult Basic Education Course.

Programs for Corrections Education and the Education of the Other Institutionalized Individuals:


The MOE Adult Education Program offers adult secondary education classes and English literacy program at the Division of Corrections. The Palau Division of Corrections (DOC) has been partner with Palau Adult Education Program for many years. We are very fortunate that during this program, DOC has been able to secure an area for Adult Education Classes. Currently there are eight (8) inmates enrolled in the classes.

Eligible clients will be offered adult education and literacy activities. Instructions offered may integrate life skills, employability skills, and digital literacy skills to assist the incarcerated young adults and adults to obtain the needed skills to become self-reliant and contributing members of

the Palauan society upon release from the correctional facility. Priority has been set to those who are likely to leave the institution within five years of participation in the adult education program.

Needs and Challenges:

Palau Adult Education and HiSET Program is the only Program in Palau that provides services for both educationally disadvantaged youth and adult individuals, who lack the ability to achieve High School Equivalency Diplomas. Palau needs the continuation of this program and its funding for the betterment of human resources and economic sustainability and to elevate the living standards of displaced homemakers.

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Date: 12/31/19