

**Attachment C**  
**PATHWAY**  
**Refugee Basic Technology**

Effective: 08/23/2015  
Revised: N/A

**INTRODUCTION:** Salt Lake Community College (SLCC) Division of Continuing Education (CE) will provide Basic Technology for Refugees courses at the Refugee Center, Meadowbrook Campus, to help refugee participants learn basic computer skills that will help them in their employment search. Eligible participants will move through the eight-week training in a cohort model.

This training supports Purpose 2 of the Federal TANF regulations which is to “Reduce the dependency of needy parents by promoting job preparation, work, and marriage.”

**SLCC Responsibilities:**

1. Provide DWS with a curriculum matrix that outlines anticipated Pre-Basic and Basic Technology for Refugees learning outcomes participants will achieve as a result of the training. The matrix may be modified as needed throughout the contract period to reflect the needs of eligible participants.
2. Conduct individual one on one assessments to determine if the participant’s level of English proficiency meets program requirement and place them in the appropriate training class.
3. Determine participant eligibility per *Attachment K Form 300, TANF Needy Family*.
4. Provide Pre-Basic and Basic Technology for Refugees training in English to eligible participants.
5. Limit cohort size to 10 participants per course.
6. Schedule regular lab time at DWS Refugee Center during the training period for participants to receive additional support and skill building time.
7. Provide a lab aide to assist participants at the DWS Refugee Center during scheduled lab time.
8. Conduct pre-course survey to assess the level of computer proficiency of eligible participants and determine appropriate time to spend in each area of computer literacy focus.
9. Conduct post-course survey to assess progress made by eligible participants and to show achieved learning outcomes by participants.
10. Refer participants who pass the Basic Technology for Refugees course to the Basic Technology program coordinator under the TANF grant.
11. Provide to DWS with names of participant(s) who fail the program training to determine if student(s) will be allowed to re-enroll in future training(s).
12. Track participants’ progression and provide mentoring/counseling through completion of the program training.
13. Award laptops to participants who successfully complete basic technology training based on established criteria.
14. Communicate classroom and lab technology problems to Refugee Center staff following protocol outlined by DWS technology support.
15. Offer Refugee Center staff a minimum of two trainings on adult learning principles per contract year.
16. Develop program marketing materials to share with DWS Refugee Center staff and community.

**The Department of Workforce Services (DWS) Responsibilities:**

1. Identify DWS Refugee Center point-of-contact person for SLCC.
2. Assist SLCC in obtaining documentation on an as needed basis to determine participant eligibility.
3. Train DWS Refugee Center staff on eligibility requirements and make appropriate referrals to SLCC.
4. Notify DWS employment counselors when clients are enrolled and attending class.
5. Provide SLCC access to the Refugee Center classroom, computers with Window 7 and MS Office Suite 2013, printer, and internet connectivity all in good working order.
6. Maintain DWS Refugee Center hours that accommodate the schedules of classroom and lab time and program participants.
7. Address DWS Refugee Center technology or space issues within 24 business hours of receiving communication from SLCC and communicate with SLCC when issues are resolved.
8. Refer potential participants to SLCC.
9. Offer SLCC faculty and staff a minimum of two trainings on cross cultural competency and refugee specific information.
10. Determine whether participants who do not pass the program training the first time may repeat future training (second time) using TANF grant funds and invoiced following DWS guideline.
11. Determine whether SLCC may report participants who repeat course for the second time in the outcomes data reporting by SLCC.
12. Distribute marketing materials to raise awareness of program training among the refugee community.