

ABE Content Standards Implementation Plan

Introduction

This plan outlines how the local ABE program (consortium, site, etc.) is planning to implement the ABE content standards over the next 3-5 years. Minnesota's ABE content standards are:

- ACES (Academic, Career and Employability Skills) TIF (Transitions Integration Framework)
- CCRS (College and Career Readiness Standards for Adult Education)
- Northstar Digital Literacy Standards

Guidance

In developing the multi-year plan consider the following:

1. **Training:** How will current and new staff (ongoing) be trained on each set of content standards? Which staff might need more specialized training and how/when will that happen?
2. **Integration into instruction:** How will the program integrate the content standards into instruction? How will the program evaluate standards implementation?
3. **Program structure and additional supports:** What additional supports (financial, support services, etc.) should the program seek in order to implement the standards? How might the program need to reconsider its structure and programming to better implement the standards and enable student success?

Overall plans are expected to incorporate all three sets of content standards.

All consortia are required to submit an implementation plan; this specific template is recommended but not required.

If your program has already developed a plan for one or more of the sets of content standards, your program can either continue to utilize that plan or embed it in this template. This template can be used to articulate a plan for all sets of content standards or any set(s) that are not already represented in previously developed plans.

Contact

If you have questions about this plan template, please contact Jodi Versaw at Jodi.versaw@state.mn.us or (651) 582-8593.

Content Standards Implementation Plan

Consortium name	Lakes Area Adult Education
Staff contact	ABE Manager
Plan implementation period (start and end dates)	June 2025 - June 2028
Date of last update	May 2025

Implementation Plan Strategies

Options: *You may choose to develop:*

1. One section for each set of content standards with strategies;
2. One section for each area of consideration from the “Guidance” (training, integration into instruction, and program structure and supports);
3. Or another way that best works for your program.

Section: Groundwork for Standards Implementation

Strategy	Timeline	People Involved	Resources Needed
Require new instructional staff to complete ABE Foundations training within the first year of employment	Year 1 for new staff	New instructional staff; Program Manager	ABE Foundations online course; Paid staff time
Require new instructional staff to complete CCRS Foundations, ACES Foundations, and Northstar Digital Literacy Foundations training within the first three years of employment	Years 1–3 for new staff	New instructional staff; Program Manager	CCRS, ACES, and Northstar online courses; Paid staff time
Encourage all staff to participate in ongoing professional development opportunities (e.g., Summer Institute, Language and Literacy Institute, Regionals, webinars)	Ongoing	All instructional staff; Program Manager	Funding for registration and travel; Paid staff time
Provide all staff with printed CCRS manuals, ACES/TIF framework guides, and Northstar standards documentation	At hire and as needed	Program Manager; instructional staff	Printed materials; Program budget for resources

Provide orientation to digital tools aligned with standards (e.g., Burlington English, Northstar Digital Literacy) during onboarding	Within first 6 months of employment	New instructional staff; Program Manager	Access to digital platforms; Onboarding training time
Expected Outcomes and Indicators of Success	<p>All instructional staff will have foundational knowledge of CCRS, ACES/TIF, and Northstar standards within their first three years of employment.</p> <p>Standards resources will be readily available for lesson planning and instructional design.</p> <p>Staff will be prepared to integrate standards into classroom instruction.</p> <p>Ongoing professional development will strengthen staff understanding and application of standards over time.</p>		


Section: Integrating Standards into Instruction

Strategy	Timeline	People Involved	Resources Needed
Integrate CCRS standards into lesson planning and classroom instruction across all subject areas	Ongoing	All instructional staff	CCRS manual; Sample PEP templates aligned to standards
Integrate ACES/TIF standards into activities, projects, and student skill development, especially critical thinking, self-management, and future pathway planning	Ongoing	All instructional staff	ACES/TIF framework guide; Individual student goal-setting tools
Embed Northstar Digital Literacy Standards into classroom activities and digital assignments	Ongoing	All instructional staff	Northstar standards documentation; Access to Northstar platforms and assessments
Discuss and share best practices for standards integration during regular staff meetings	Ongoing	All instructional staff; Program Manager	Paid staff time for staff meetings
Encourage staff to attend ongoing professional development opportunities focused on standards integration (e.g., webinars, conferences, regional trainings)	Ongoing	All instructional staff; Program Manager	Funding for registration and travel; Paid staff time
Review and update instructional materials (curriculum, digital tools) to ensure alignment with CCRS, ACES/TIF, and Northstar standards	Annually	All instructional staff; Program Manager	Alignment resources

Expected Outcomes and Indicators of Success	Personal Education Plans (PEPs) will reflect CCRS, ACES/TIF, and Northstar standards where appropriate to student goals.
	Instruction will be individualized and aligned to standards through one-on-one support and goal setting.
	Staff will apply standards knowledge to support academic, career, and digital literacy growth at the individual student level.
	Staff understanding of standards integration will improve through regular discussion during staff meetings and participation in ongoing professional development.

Section: Supports and Expected Outcomes

Strategy	Timeline	People Involved	Resources Needed
Provide paid staff time for required foundational standards trainings (ABE Foundations, CCRS Foundations, ACES Foundations, Northstar Foundations)	Ongoing	Program Manager; Instructional Staff	Paid staff time; Online training access
Support staff attendance at external professional development events focused on standards integration (e.g., Summer Institute, Language & Literacy Institute, Regionals, webinars)	Ongoing	Program Manager; Instructional Staff	Funding for registration and travel; Paid staff time
Provide printed and digital resources for CCRS, ACES/TIF, and Northstar standards to all instructional staff	At hire and updated as needed	Program Manager	CCRS manuals, ACES/TIF framework guides, Northstar documentation
Maintain access to state-supported digital learning platforms that support standards-aligned instruction (e.g., Burlington English, Northstar Digital Literacy)	Ongoing	Program Manager; Program Assistant	Platform subscriptions; Technology support as needed
Review and update Personal Education Plan (PEP) templates to better align with CCRS, ACES/TIF, and Northstar standards	Annually	Program Manager; Instructional Staff	PEP templates; Standards integration guidance
Expected Outcomes and Indicators of Success	All instructional staff will complete foundational standards training within the required timeframes.		
	Staff will have the tools and knowledge needed to align individualized instruction with CCRS, ACES/TIF, and Northstar standards.		



Personal Education Plans (PEPs) will increasingly reflect academic, career, and digital literacy standards where appropriate.

Students will achieve measurable progress in literacy, numeracy, digital skills, and career readiness skills aligned to their goals.

Staff participation in professional development will strengthen instruction and standards integration across the consortium.