



EFF Resources, Publications, and Products

The **Equipped for the Future** office located at the Center for Literacy Studies is the central office for the development & dissemination of training, materials, and technical assistance that support integration of EFF standards and standards-based practices into instruction, assessment, and program management.

Located at:
Center for Literacy Studies
The University of Tennessee
600 Henley Street, Suite 312
Knoxville, TN 37996-4135
phone: (865) 974-4109
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Online Resources

The **EFF Website** is the portal to accessing the various EFF collections and online resources. Visit the website find in-depth information about the EFF standards and Role Maps. The site address is: <http://eff.cls.utk.edu>

The **EFF Teaching/Learning Toolkit** provides resources and examples to assist practitioners in developing instructional activities using the EFF Teaching/Learning Cycle. The website address is: <http://eff.cls.utk.edu/toolkit>

The **EFF Handbook for Program Improvement: Using the EFF Approach to Quality** is designed for administrators and other members of program improvement teams in community-based organizations that want to use EFF as part of their efforts to improve program quality. Available online at: http://eff.cls.utk.edu/products_services/online_publications.htm

Curriculum Resources

http://eff.cls.utk.edu/workforce_development.html

Preparing for Work

The curriculum aligns with the Work Readiness Profile, which was developed in collaboration with the EFF Assessment Consortium and hundreds of front-line supervisors from businesses across the country. The curriculum uses the EFF Worker Role Map and integrates the Secretary's Commission on Achieving Necessary Skills (SCANS) with the EFF Standards in order to prepare learners for the world of work.

Preparing for Careers in Sales and Service

EFF has developed a sales and customer service curriculum package including training for instructors as well as the necessary curriculum materials for use with adult learners. The curriculum combines both industry standards and the EFF standards with the goal of preparing adults for entry-level positions in sales and customer service.

Preparing for Careers in Health Care

This course is designed to prepare participants specifically for a career in the health care fields, beginning with training for certified aides. The course is intended to help participants progress from learning about themselves, to learning how to relate to their classmates as customers and clients, to learning how to relate to actual customers and clients in the workplace.

For more information please contact Aaron Kohring at akohring@utk.edu or (865)974-4109

Print Resources

The following **Posters and Handouts** can be ordered for a small fee by contacting akohring@utk.edu or (865) 974-4109.

EFF Role Map posters
EFF Skills Wheel posters
EFF Skills Wheel handouts

All posters and handouts are available in English and Spanish.

Online Courses

Online courses in standards-based instruction and assessment with EFF and in teaching math and reading with EFF standards and the EFF Teaching/Learning Cycle are currently available. Additional courses are also under development. Online courses are scheduled periodically during the year or can be requested for states/programs through the EFF Center. Contact the EFF Center for more information or visit: http://eff.cls.utk.edu/products_services/online_courses.htm

To find out what courses are currently being offered, go to: http://www.cls.utk.edu/register/eff_event.asp. *Be sure to review our online Course Policies and Technical Requirements before registering.*

Online Publications

The following products are available online at:

http://eff.cls.utk.edu/products_services

HOT Topics (Highlights on Teaching)

Each issue of *HOT Topics* concentrates on a specific topic of interest to teachers, highlighting examples of actual practice and offering strategies and tools for using the EFF Framework in the classroom.

EFF Voice Newsletter

The *EFF Voice* provides updates on special EFF projects, the increasing range of uses for EFF, research and development, and other topics of interest. It offers a broad perspective on the most recent EFF developments for a broad-based audience.

EFF Research to Practice Notes

1: A Purposeful and Transparent Approach to Teaching and Learning

Summarizes the research basis for a purposeful and transparent approach to learning. Provides three examples of EFF implementation and program practices related to designing education specifically around the goals of students in their real-life roles as family members, community members, and workers.

2: An Approach to Teaching and Learning That Builds Expertise

Describes how research findings related to building expertise have been applied to the development of the Equipped for the Future (EFF) Content Framework and assessment system. Provides examples of EFF implementation and program practices related to how learners use prior knowledge and experience to construct meaning and acquire new knowledge.

3: A Contextualized Approach to Curriculum and Instruction Identifies the research basis for a contextualized approach to EFF's concept of teaching and learning, and provides examples of EFF implementation and program practices.

Assessing Results That Matter: Equipped for the Future's Approach to Assessment for Adult Basic Education Accountability and Improvement

June 2002. Explains the EFF approach to developing good assessment tools and to ensuring that these tools are put to good use in improving the quality of adult education.

Equipped for the Future: A Customer-Driven Vision for Adult Literacy and Lifelong Learning

June 1995. This book describes the vision and research basis of EFF's initiative for reforming the adult literacy and lifelong education system.

Equipped for the Future: A Reform Agenda for Adult Literacy and Lifelong Learning

February 1997. This publication builds on the previous work, reporting the continuing research and development of the EFF content framework for adult performance standards

Equipped for the Future Assessment Report: EFF/NRS Data Collection Project, 2000-2001

July 2002. This report focuses on the accomplishments of the first year of the EFF/NRS Data Collection Project.

Equipped for the Future Assessment Report: How Instructors Can Support Adult Learners Through Performance-Based Assessment

July 2000. This publication introduces instructors to specific performance-based assessment methods that show promise for measuring progress relative to the EFF Standards.

Equipped for the Future Content Standards: What Adults Need to Know and Be Able to Do in the 21st Century

February 2000. This book summarizes the goals of EFF, provides a history of EFF research, presents the EFF Content Standards, gives examples of how teachers can use the EFF framework, and shows how EFF is part of educational reform.

Equipped for the Future Research Report: Building the Framework, 1993-1997

March 2000. This publication documents the research conducted through the summer of 1997, including the process of gathering and analyzing data to create the framework, and the concepts and theories involved.

Results That Matter: An Approach to Program Quality Using Equipped for the Future

August 2001. At the center of this document is the EFF Quality Model that makes explicit the vision and process of system reform using EFF standards and other tools. The publication is designed to help state agencies and local programs to better answer the questions: 'What does EFF implementation look like in action?' and 'What kinds of outcomes can we expect for students, teachers, and programs as a result of EFF implementation?'



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