

**Job Preparation Services**

**125X - Work Readiness 1 Soft Skills Training**

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| --- | --- |
| Authorization # | Enter AV #. |
| Aware Participant ID | Enter Aware Participant ID |

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| VR District Office: Click arrow to select office. | Vendor: Click to enter Vendor Name |
| VRC Name: Click to enter. | SFS Vendor ID: SFS Vendor ID. |
|  | Report Date: Click to enter a date. |

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| --- | --- |
| Customer First Name: Click to enter | Customer Last Name: Click to enter |
| Customer Phone Number: Click to enter | |
| Customer Email Address: Click to enter | |

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| **Work Readiness Development** | | | | |
| **Units of Service Utilized:** Click to enter | | | | |
|  | (Unit = 1 Hour, 60 hours Max per customer) | | | |
| **Dates of Service:** | | Start Date: Click to enter date. | | End Date: Click to enter date. |
| **Was the service provided individually or in a group?** | | | | |
| Individual | | | Group | |
| Last Date of Contact, (if customer dropped out of service) | | | Enter a date (if applicable). | |
| **Was the Work Readiness 1 curriculum and syllabus approved by the District Office?** (Note: Please maintain ACCES-VR curriculum approval in the case record) | | | | |
| |  |  | | --- | --- | | Yes | No | | | | | |

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| **Individualized Skills Development for Employability and Independent Living** | | | |
| Within the progressive rating scale below, please assess and discuss how the customer developed the interpersonal soft skills needed for employment and personal independence.  **Rating Scale:**   * Level 4 is the **Standard of excellence** level. Descriptions should indicate that all aspects of work exceed grade level expectations and show exemplary performance or understanding. * Level 3 is the **Approaching standard of excellence** level. Descriptions should indicate some aspects of skill that exceed expectations and demonstrate solid performance or understanding. * Level 2 is the **Meets acceptable standard**. This level should indicate minimal competencies acceptable expectations. Performance and understanding are emerging or developing but there are some errors and mastery is not thorough. * Level 1 **Does not yet meet acceptable standard.** This level indicates what is not adequate for expectations and indicates that the student has serious need for skill development and improvement.   **Click in the columns below to enter Progress Level and Description of**  **Skill Development** | | | |
| **Skill Area Assessed** | **Progress**  **Level** | **Observations and Discussion of Skill Development and Supports** |
| Financial Literacy | Level | How was skill demonstrated and/or progress evaluated |
| Independent Travel | Level | How was skill demonstrated and/or progress evaluated |
| Personal Appearance | Level | How was skill demonstrated and/or progress evaluated |
| Time Management | Level | How was skill demonstrated and/or progress evaluated |
| Communication | Level | How was skill demonstrated and/or progress evaluated |
| Social Interaction | Level | How was skill demonstrated and/or progress evaluated |
| Attention & Focus | Level | How was skill demonstrated and/or progress evaluated |
| Problem-Solving | Level | How was skill demonstrated and/or progress evaluated |
| Teamwork | Level | How was skill demonstrated and/or progress evaluated |
| Job Seeking Skills | Level | How was skill demonstrated and/or progress evaluated |
| Interview Skills | Level | How was skill demonstrated and/or progress evaluated |
| Computer Literacy | Level | How was skill demonstrated and/or progress evaluated |
| Task Completion | Level | How was skill demonstrated and/or progress evaluated |
| Other | Level | How was skill demonstrated and/or progress evaluated |

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| **Has customer actively demonstrated increased competency in the rated areas?**   |  |  | | --- | --- | | Yes | No |   Please include any additional comments or recommendations:  Click to enter comments. |

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| **Completed By:** |  |  |
| Enter staff name here. |  | Enter staff title here. |
| Printed Name |  | Title |
| Phone: Enter phone number. |  | Email: Enter email. |

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| --- | --- | --- |
| **Supervisor** |  |  |
| Enter staff name here. |  | Enter staff title here. |
| Printed Name |  | Title |