

**Job Preparation Services**

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

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

|  |  |
| --- | --- |
| 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. |

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

|  |
| --- |
| **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  |

 |

|  |
| --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **Has customer actively demonstrated increased competency in the rated areas?**

|  |  |
| --- | --- |
| [ ]  Yes  | [ ]  No  |

Please include any additional comments or recommendations:Click to enter comments. |

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

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