

**Pre-Employment Transition Services (Pre-ETS)**

**Workplace Readiness Training to Develop Social Skills and Independent Living**

**Check Appropriate Box:**

[ ]  **127X - Eligible Student**

[ ]  **1007X - Potentially Eligible Student**

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

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

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| Workplace Readiness Training |
| Units of Service: Click here to enter 30-minute units.(Note: Unit = 30 Minutes minimum) |
| **Dates of Service:** Click here to enter Dates of Service. |
| All providers of Workplace Readiness Training to develop social skills and independent living must submit a detailed, two-page syllabus on the content of the proposed Pre- ETS Workplace readiness training to develop social skills and independent living service (127X/1007X). |
| **Was the Workplace Readiness Training curriculum and syllabus approved by the District Office?** (Note: Please maintain ACCES-VR curriculum approval in the case record) |
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| [ ]  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.
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| **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?**

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

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| 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. |