



**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 # | |
| Aware Participant ID | |

| | |
|---------------------|----------------|
| VR District Office: | Vendor: |
| VRC Name: | SFS Vendor ID: |
| | Report Date: |

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

| |
|-------------------------------------|
| Workplace Readiness Training |
|-------------------------------------|

Units of Service:
(Note: Unit = 30 Minutes minimum)

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)

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 | | |
| Independent Travel | | |
| Personal Appearance | | |
| Time Management | | |
| Communication | | |

VR-127X / 1007X

| | | |
|--------------------|--|--|
| Social Interaction | | |
| Attention & Focus | | |
| Problem-Solving | | |
| Teamwork | | |
| Job Seeking Skills | | |
| Interview Skills | | |
| Computer Literacy | | |
| Task Completion | | |
| Other | | |

Has customer actively demonstrated increased competency in the rated areas?

Yes

No

Please include any additional comments or recommendations:

Completed By:

Printed Name

Title

Phone:

Email: