



Job Preparation Services

Work Readiness 2 Skill Development

Authorization #	
Aware Participant ID	

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

Customer First Name:	Customer Last Name:
Customer Phone Number:	
Customer Email Address:	

Mid-Point Report

Final Report

Work Readiness 2 - Skill Development for a Specific Career Outcome

Units of Service Used for Report:

Total Units of Service Authorized:

Note: Unit of service is a 5-hour day minimum, (40 hrs. Max) Half Units of 2.5 Hours can be billed

Dates of Service:

Start Date:

End Date:

Was the Work Readiness 2 curriculum and syllabus approved by the District Office?

(Note: Please maintain ACCES-VR curriculum approval in the case record)

Yes

No

Did the customer acquire entry-level employment skills, in an area of career interest?

Yes

No

Is the expected vocational service outcome consistent with the customer's employment plan?

Yes

No

Was this report submitted to within 10 business days from the conclusion of this service?

Yes

No

Describe the career-specific skill development activities provided in support of the customer:

List Skill and Provide Progress Rating:

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

VR-625X

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:

Supervisor

Printed Name

Title