# VRS Pre-ETS Services 04.16.19

| **Service Type** | **Service Title** | **Definition for P/T Contracts** |
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| **Pre-ETS Job Exploration Counseling** | **Job Exploration Counseling Services** | **Job Exploration Counseling Services:** Work with a student to explore vocational interests, the labor market, in-demand industries and occupations, non-traditional employment options, and/or identify career pathways of interest. |
| **Pre-ETS Post-Secondary Education Counseling** | **Post-Secondary Education Counseling Services** | **Post-Secondary Education Counseling Services:** Assist a student to enroll or remain enrolled in postsecondary education or training by helping them to: understand how to successfully transition to a postsecondary education or training program; identify postsecondary education and training options; understand how their career goals line up with education and training options; complete steps for enrolling in a postsecondary education or training program; learn about and apply for postsecondary financial aid options; learn about various supports and assistive technology used by students with disabilities at college, such as where and how to get alternative formats of textbooks; learn about information on course offerings, career options, the types of academic and occupational training needed to succeed in the workplace, and how post-secondary opportunities associated with career fields or pathways would pertain to a student who is currently enrolled to ensure they are on the right pathway; and make decisions about changing majors and/ or education or training programs. |
|  | **Benefits Counseling/ Analysis** | **Benefits Counseling/ Analysis:** Assist a student to understand how their benefits work in order to help them with their career planning. |
| **Pre-ETS Workplace Readiness Training Pre-ETS Workplace Readiness Training** | **Independent Living Services or Soft Skills Training** | **Independent Living Services or Soft Skills Training:** Assist a student to understand independent living skills, financial literacy skills, communication, interpersonal skills, or other soft skills necessary for employment. |
| **Pre-ETS Workplace Readiness Training** | **Job Seeking Skills Training** | **Job Seeking Skills Training:** Provide counseling and/or training to a student regarding the techniques to prepare for, secure, retain, advance in, or regain competitive integrated employment. This includes assisting students in preparing resumes and job applications, developing job interviewing skills, providing training on how to address a business’ perceptual barriers and prepare to meet a business’ expectations, assisting the students to become knowledgeable about job duties, personnel benefits, rates of pay, employment policies and practices, and the job location prior to job acceptance. |
| **Pre-ETS Workplace Readiness Training** | **Public Transportation Training** | **Public Transportation Training:** Assist a student to understand how to use public transportation. |
| **Pre-ETS Instruction in Self-Advocacy** | **Instruction in Self-Advocacy Services** | **Instruction in Self-Advocacy Services:** Arrange and provide opportunities for: learning about disability and its impact; learning about/ how to request accommodations, services, supports, and assistive technology; learning about personal rights and responsibilities; mentoring (peer mentoring, disability mentoring, group mentoring or e-mentoring); and participating in youth leadership activities offered in educational or community settings. |

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| **Pre-ETS Work-Based Learning** | **Informational Interview** | **Informational Interview:** Facilitatean informal conversation for a student with someone working in a career area/job that interests the student, who will give them information and advice. It is not a job interview and the objective is not to find job openings. |
| **Pre-ETS Work-Based Learning** | **Job Shadow** | **Job Shadow**: Facilitate an opportunity for a student to observe different jobs and ask businesses questions about the skills, knowledge, and abilities needed to perform the tasks involved in the job. |
| **Pre-ETS Work-Based Learning** | **Service Learning** | **Service Learning:** Facilitate an activity for a student that integrates meaningful community service with classroom instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. |
| **Pre-ETS Work-Based Learning** | **Workplace Tour/Field Trip** | **Workplace Tour/Field Trip:** Facilitate an excursion for a student to gain first-hand observation of specific work sites. Students learn about the business, meet employees, ask questions and observe work in progress. Often conducted in a group. |
| **Pre-ETS Work-Based Learning Pre-ETS Work-Based Learning** | **Work Experience - Services** | **Work Experience - Services:** Facilitate a work experience intended for the student to understand the nature of work and build soft skills. Only the student and the business report on how the experience went.  A work experience can be an internship. An internship is a time-limited opportunity available to students in situations where an internship will significantly enhance skill development and future opportunity for competitive integrated employment.  As applicable, this service includes:   1. First meeting and develop work experience placement plan 2. Set up the work experience 3. Orient the student to the work experience (e.g. who their supervisors are, to understand their schedule, make sure they understand their work duties, finalize transportation to and from the work experience, ensure they have their uniform, ensure they know the expectations of the work experience.) 4. Follow-up/check-in with student and employer for the duration of the work experience or through the student's first 100 hours; report of student and employer's feedback sent to the counselor at least every week (Follow-up frequency to be determined based on the individual's needs and discussed with the individual, the counselor, and the provider.)   (This service does not encompass job coaching. If job coaching is necessary it should be authorized separately by the VR counselor.) |
| **Pre-ETS Work-Based Learning** | **Work Experience - Wages** | **Work Experience - Wages:** Pay the wages and personnel costs of a short-term work experience intended for the student to understand the nature of work and build soft skills. The community partner is the employer of record and thus the wages are paid by the community partner. Only the student and the business report on how the experience went.  A work experience can be an internship. An internship is a time-limited opportunity available to students in situations where an internship will significantly enhance skill development and future opportunity for competitive integrated employment.  This service is intended for the provider to pay the wages and personnel costs of the student and is intended to be used in conjunction with Work Experience (Services.) |