

Pre-Employment Transition Services

State Vocational Rehabilitation agencies are required to use at least 15% of their federal funds on pre-employment transition services (Pre-ETS) to students with disabilities who can use VR services. To be eligible for Pre-ETS services in Minnesota:

- have a disability
- aged 14-21
- attend secondary, postsecondary, or another recognized education program
- receive special education or related services under Part B of the Individuals with Disabilities Education Act

Pre-ETS funds may be used for required and authorized Pre-ETS coordination activities like:

- Attending individualized education program (IEP) meetings
- Work with workforce development boards, one-stop centers, and employers to develop internships, apprenticeships, and work opportunities in summer or throughout the year
- Work to coordinate and ensure the provision of Pre-ETS services with schools, including those carrying out activities under section 614(d) of the IDEA
- Attending planning meetings

VR agencies may use remaining funds to improve the transition for students with disabilities from school to postsecondary education or an employment outcome.

There are five required Pre-ETS categories:

- Job exploration counseling
- Work-based learning experiences
 - In-school or after school opportunities
 - Outside of the traditional school setting
 - Internships
- Comprehensive transition or postsecondary education programs counseling
- Workplace readiness training for assistive technology and social and independent living skills
- Instruction in self-advocacy

Job Exploration Counseling

Job exploration counseling helps individuals with career-related issues and can be provided in groups or individually, in person or virtually. Job exploration counseling is intended to foster motivation, contemplations of opportunities and informed decision-making. Activities may include discussion or information on:

- Review and administer vocational interest inventory
- Conduct labor market research to identify in-demand industries and occupations

- Exploring non-traditional employment options
- Identification of career pathways

Work-Based Learning Experiences (WBLEs)

Work Based Learning provide students with knowledge and skills to help them connect school experiences to real-life work activities and career opportunities. Opportunities occur in private, for-profit, public, or nonprofit businesses. Work-based learning requires in-depth engagement of youth and an evaluation of acquired work skills and must be provided in an integrated setting. Work-based learning experiences may include:

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| • Job Shadowing | • Practicum | • Paid and Unpaid |
| • Career Mentorship | • Service Learning | Work Experience |
| • Career Related Competitions | • Student-led Enterprises | • Volunteering |
| • Informational Interviews | • Simulated Workplace Experience | • Workplace Tours/Field Trips |
| • Paid and Unpaid Internships | | |

Post-Secondary Education Counseling

16 categories encompass nearly all occupations from entry through professional levels, with varying degrees of education and training. Counseling about the categories and education levels will ensure that students can make an informed choice about their future career goals.

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| • Agricultural & Natural Resources | • Architecture and Construction |
| • Business and Administration | • Finance |
| • Education and Training | • Law & Public Safety |
| • Health Science | • Hospitality & Tourism |
| • Human Services | • Information & Technology |
| • Law and Public Safety | • Manufacturing |
| • Government and Public Administration | • Retail/Wholesale Sales & Service |
| • Scientific Research/ Engineering | • Transportation, Distribution & Logistics |
| • Arts, A/V Technology & Communications | |

Workplace Readiness Training

Workplace readiness demonstrates commonly expected skills that employers seek from most employees. Work readiness skills are a set of skills and behaviors that are necessary for any job. Work readiness skills are sometimes called soft skills, employability skills, or job readiness skills.

These abilities help employees learn how to interact with supervisors and co-workers. Employers value employees who can communicate effectively and act professionally. Every job requires good social and interpersonal skills.

Specific Social Skills Examples:

- communication
- positive attitude
- problem solving
- talking/writing
- cooperation
- active listening
- decision making
- conflict resolution
- body language
- empathy
- professionalism
- good manners
- supporting others
- respectful

Independent Living Skills Examples:

- good hygiene
- time management
- healthy lifestyle
- using a cell phone
- using transportation
- money management
- nutritional meal preparation
- accessing community services & supports
- community participation
- civic responsibility
- community safety
- developing friendships
- appropriate dress
- appropriate behavior

Other Training Areas:

- Financial literacy
- Orientation and mobility skills
- Job-seeking skills
- Understanding employer expectations for punctuality and performance
- Other "soft" skills necessary for employment

These types of services may be provided through instruction, or other activities where the student can learn and apply knowledge

Instruction in Self-Advocacy

Self-advocacy is the ability to effectively communicate, negotiate or assert your own interests, abilities, and desires. Self-determination is the freedom to plan your own life and pursue things that are important to you. Developing self-advocacy skills at an early age aids in

furthering self-determination. These skills can be introduced in education, workplace and community settings.

Self-advocacy skills include:

- self-awareness
- disability understanding
- disability disclosure
- decision making
- set goals
- evaluate options
- identify independence
- accommodations
- request & utilize accommodations
- know your rights & responsibilities
- self-determination
- know how to request & accept help
- intrinsic motivation
- taking a leadership role
- in support plans
- assertiveness
- listen to others opinions
- problem solving
- monitor progress
- positive self-talk