**Pre-ETS Job Exploration Counseling**

**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. Can also include setting up classroom speakers that discuss careers.

**Pre-ETS Post-Secondary Education Counseling**

**Post-Secondary Education Counseling Services**
Assist a student to enroll or remain enrolled in postsecondary education or training by helping them 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.

**Pre-ETS Workplace Readiness Training**

**Workplace Readiness Training Services**
Arrange and provide any of the following:

- **Benefits Information Services**
  Assist a student to understand how their benefits work in order to help them with their career planning. This is a high-level overview and is general in nature.

- **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.

- **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.

- **Public Transportation Training**
  Assist a student to understand how to use public transportation.

**Pre-ETS Instruction in Self-Advocacy**

**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.

**Pre-ETS Work-Based Learning**

**Introductory Work Activities**
Arrange and provide any of the following:

- **Career Mentorship Experience**
  Facilitate an opportunity for a student to engage with a mentor who teaches or provides career-related guidance and advice.

- **Informational Interview**
  Facilitate an 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.

- **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.

- **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.

- **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.
**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. There are three ways that providers can support work experiences:

- Assist a student with obtaining an “intermediate” job where an employer pays the wages
- Develop a site where a student works on a short-term basis (and VRS authorizes Work Experience-Wages for the provider to pay the wages)
- Place a student in a set site that has already been developed in order for a student to work on a short-term basis (and VRS authorizes Work Experience-Wages for the provider to pay the wages)

As applicable, this service includes:

1. For students potentially eligible for VR: The first meeting. And when assisting a student in obtaining a job where an employer pays the wages, this includes developing the work experience placement plan. (Note: an intake meeting is authorized for students eligible for VR)

2. Develop/locate 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; 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 work-based learning coaching. If work-based learning coaching is necessary for a student who is eligible for VR services, it should be authorized separately by the VR counselor. VRS cannot fund work-based learning coaching for students potentially eligible for VR.)

**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.

This service is intended to be used in conjunction with Work Experience-Services. The statewide rate for this service will be the employee’s wage plus 50% for administrative costs.