

Community Work Transition Program (CWTP)

Pre-Employment Transition Services (Pre-ETS) 2020-2021

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WELCOME!!!!

New CWTP Employment Specialists CWTP 102: PRE-ETS



CWTP FALL TRAINING <https://hdi.uky.edu/cwtp>

REQUIRED TRAINING	NEW CWTP ES	RETURNING CWTP ES	CWTP PC	OVR
CWTP 101: Intro, Points of Emphasis, updates, virtual guidelines, etc.	█	█	█	█
CWTP 102: CWTP Pre-ETS	█			
CWTP 103: CWTP Transition		█		
CWTP 104: Forms		█	█	█
Sandy's Session				█
Q & A Zoom Sessions		█	█	█
New ES Training	█			

School Staff are welcome to attend Q&A zoom Session on the appropriate date and time

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WORKFORCE INNOVATION AND OPPORTUNITY ACT

SEC.113 PROVISION OF PRE-EMPLOYMENT TRANSITION SERVICES

(a) In general—from the funds reserved under section 110(d) and any funds made available from States, local, or private funding services, each state shall ensure that the *designated state unit*, in cooperation with the local *educational agencies* involved, shall provide, or arrange for the provision of, *pre-employment transition services* for *all students with disabilities* in need of such services who are eligible or potentially eligible for services under this title.

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Where do I begin?



Transition Meeting

Age 14-21
 Attending High School with goal of employment prior to exiting
 Most Significant Disability
 Have time in their schedule



Referral Process

The Community Work Transition Program referral form should be completed and signed.
 Send referral form along with supporting documentation to local Office of Vocational Rehabilitation

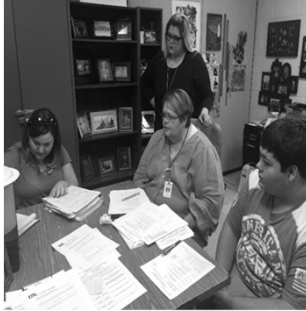


Authorizations

Do not provide any Community Work Transition Program Pre- Employment Transition Services until you receive an authorization
 New Authorizations every quarter

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Pre-Employment Transition Services **All about exposure & experiences** **(provided individually or in a group of no more than 4)**



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5 Pre-Employment Transition Services Activities

- Job Exploration Counseling
 - Work Based Learning Experiences
 - Workplace Readiness Training
 - Post Secondary Counseling
 - Self Advocacy Instruction
-
- Let's take a look at an authorization



These are not a progression or a flow of services....

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New authorizations every quarter

- Quarters: 1st July-September
2nd Oct.-December
3rd Jan.-March
4th April-June
- Monthly notes should be turned in on or before the 5th of each month following provided services. Billing statements must be turned in at the end of each quarter on or before the 5th of each month following provided services.
- Each authorized service has a billable service of 20 hours per quarter -\$700/or prorated if less at \$35 per hour

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Reflection



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Job Exploration Counseling

- Must turn in monthly reports to the Primary Community Work Transition Program Contact allowing them enough time to submit the documentation to the Office of Vocational Rehabilitation by the 5th of the month following provided services.
- At the end of each quarter attach billing statement to Pre-Employment Transition Services monthly report and send to the Primary Community Work Transition Program Contact allowing them enough time to submit to the Office of Vocational Rehabilitation by the 5th of month following provided services.
- Services may be provided in groups (2-4) or individually, in the school setting or community

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Job Exploration Counseling

- Interest inventories
- Career pathways
- In-demand occupations
- Informational interviews

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Job Exploration Counseling

Interest inventories

A tool used to discover the interests of an individual.

Career pathways

A strategy used to support transitions from education into and through the workforce.

In-demand occupation

Jobs that have the most job openings, occupations that are growing, etc.

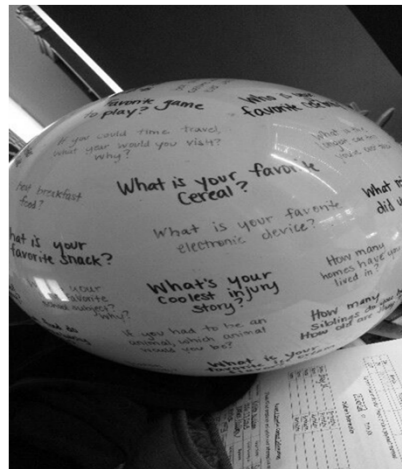
Informational interviews

Strategies to impress the hiring manager/Questions to explore jobs-careers.

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Interest Inventories

- Pictorial Interest Inventory
- Read/write interest inventory
- Be creative!
- Develop your own!



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Example of a Pictorial Interest Inventory:

Pictorial Interest Inventory

Structured around eight different career fields


Student name:

Today's Date:

Birth Date:

Age:

How to Use This Inventory



Directions:

- Each page contains three pictures.
- Choose the picture from each group that shows the task you like most.
- Place an "X" under the picture of the task you choose.
- Choose only one from each page.

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Career Pathways

There are many different Career Pathways



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Kentucky Career Clusters

Career Clusters provide a way for schools to organize instruction and student experiences around 16 broad categories that encompass virtually all occupations from entry through professional levels.

Main focus is to explore many Career Clusters, local labor market information

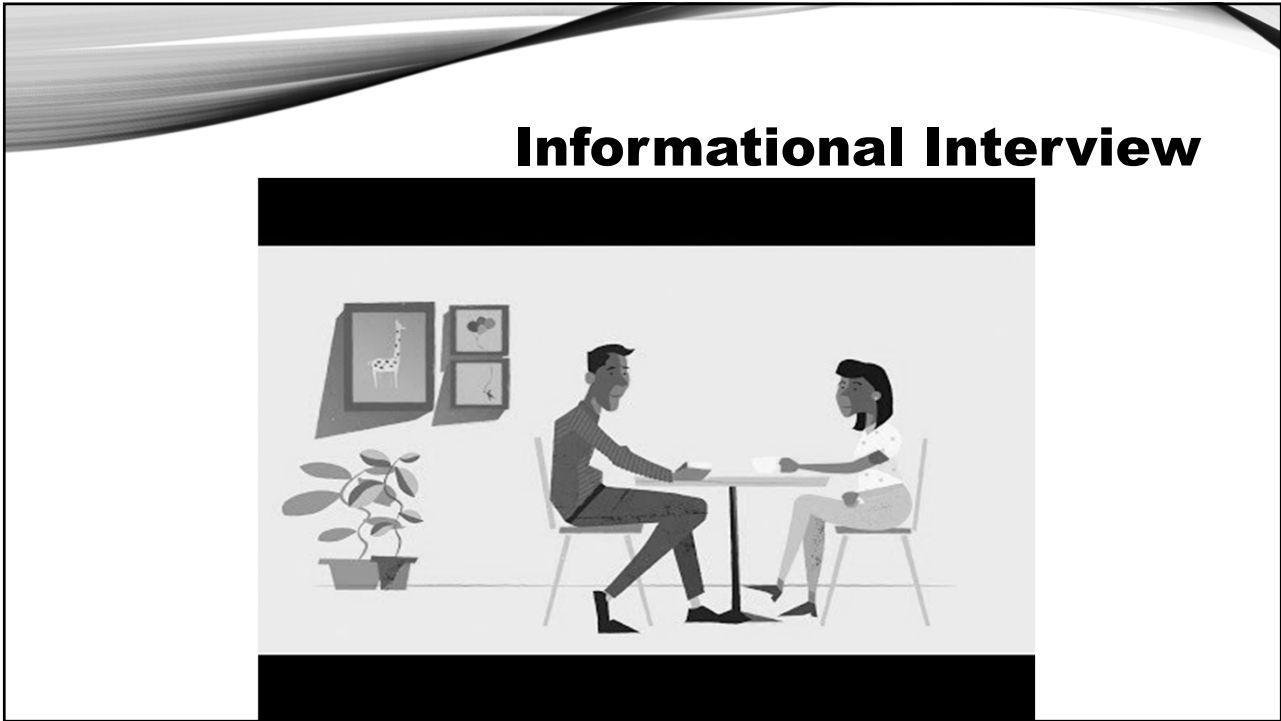
Provide a variety of experiences within the Career Clusters

Always focus on integrated, community work experiences

Informational Interview

- **An informal conversation you have with someone working in a job of interest.**
- **Objective: To get information and advice.**
- **Have a good list of questions to ask and be prepared to answer questions.**

BE PREPARED!!!!



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Work Based Learning Experiences (WBLE'S)

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Work Based Learning Experiences

- Touring companies
- Job Shadowing
- On the job 'experiences'
- (learning about the job)
- Internships/apprenticeships
- Seasonal jobs
- Volunteering

CWTP recommends Tours, Job Shadowing, and Job Experiences

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Work Based Learning Experiences

Job Shadowing

A work experience option by being a shadow for a couple of hours to an employee. The job shadowing experience should not last no more than a day or two. It is a temporary unpaid experience.

Job training

A method of preparing an individual to perform a task by giving them information about the task, demonstrating the task, letting them complete the task while you give them feedback.

Volunteering

An opportunity with positive benefits for the volunteer as well as the person or community served.

Internships

An opportunity to develop specific job related skills before you are qualified for an actual job. This is a temporary position, it can be paid or unpaid.

Apprenticeships

A craft or trade, a combination of classroom-workplace experience. Apprenticeship training is geared for students to enter training when they complete high school.

Short term employment

Seasonal, just earning some extra cash, etc.

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Work Based Learning Experiences

Touring companies

A first hand observation to specific work sites.



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Virtual Tours



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Job Shadowing

A work experience option by being a shadow for a couple of hours to an employee. It is a temporary unpaid experience.



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Job Training

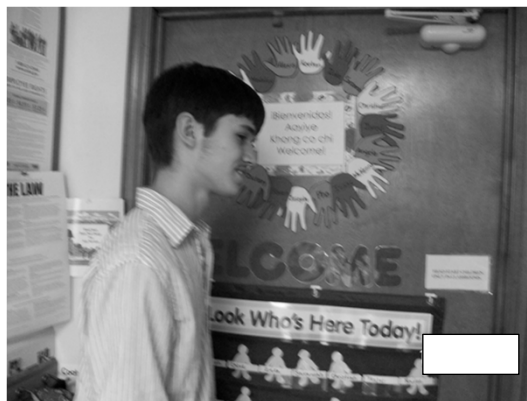
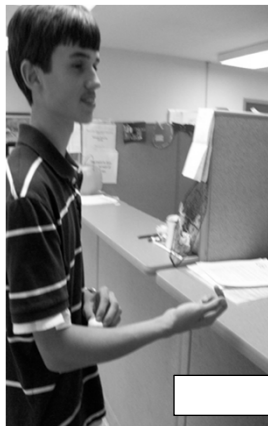
A method of preparing an individual to perform a task by giving them information about the task, demonstrating the task, letting them complete the task while you give them feedback.



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Volunteering

An opportunity with positive benefits for the volunteer as well as the person or community served.



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VOLUNTEER PROGRAMS

Volunteer task description

Agreement with signatures

Guidelines

Rights and Confidentiality

Etc.



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Work Based Learning Experience's continued

On the job training-learning about jobs

Hands on training while on the job, usually, a professional trainer or experienced employee serves as the instructor.

Ethan's experience led to **Short term employment** which led to **long term employment.**



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IF THE STUDENT IS **NOT** BEING PAID THESE 6 CRITERIA MUST BE APPLIED:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training develops no immediate advantage from the activities of the intern; and on occasion its operations may actually be held back;
- The intern is not necessarily entitled to a job at the conclusion of the internship;
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

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Activity



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Workplace Readiness Training (WRT)

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Workplace Readiness Training

- Social & Independent living skills
- Soft Skills (communication, team work, financial literacy, and interpersonal skills)
- Transportation Options
- Job seeking skills
- Employer expectations

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Workplace Readiness Training

Social/Independent living skills

To be able to socialize and live independently

Soft skills training

Communication, networking, enthusiasm and attitude, teamwork, problem solving, critical thinking, money management skills, and professionalism. (Skills to pay the bills- Office of Disability Employment Office)

Transportation Options

To develop, learn, or re-learn the skills and concepts needed to travel safely and independently within the community and home.

Job seeking skills

Job hunting, job searching, interviewing skills, the act of looking for employment

Employer expectations

What employers look for in an individual to assist in helping their organization to grow.

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Social and Independent Skills

- Sometimes its tough.... TOUGH LOVE
- Socialization- Social rules and relations are created
- Being realistic
- Personal hygiene



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Soft Skills- Teamwork



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Interview Skills

• Do's and Don'ts of an interview....

- Be on time!
- Do **NOT** chew gum! Do **NOT** have candy in your mouth!
- Do have good eye contact.
- Do **NOT** spin around in seat, keep movement at a minimum!
- Do speak loud enough for the interviewer to hear you.
- Introduce yourself- have a firm handshake and wait until the interviewer ask you to sit down.
- Don't forget to send a "Thank You" note/card.

• **BE PREPARED!!!!**

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There are many resources to be found on the internet



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Activity



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Post Secondary Counseling

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Post-Secondary Counseling

- Information of course offerings
- Career options
- Types of trainings
- Advising on academic curricula
- Application and admission process
- Completing the FAFSA
- Disability Support Services

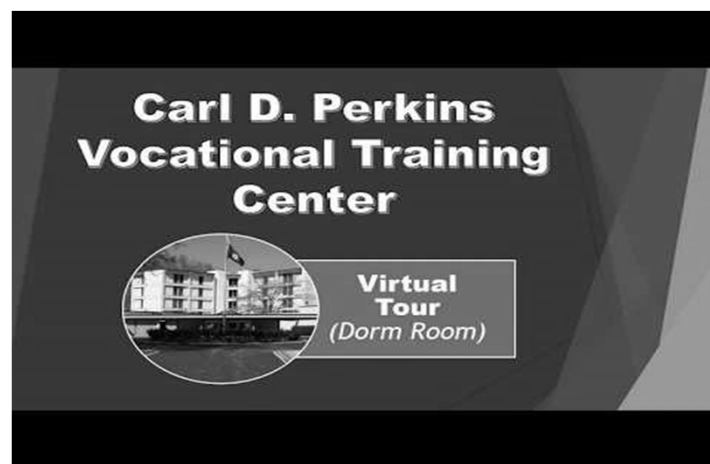
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Post-Secondary Counseling continued

- Don't skip the small stuff....
- Gathering info
- Signing up for classes
- Student ID
- How many hours needed, what is an hour?
- Types of degrees/diplomas/certifications
- Blackboard
- Books/Bookstores
- Study groups/tutoring sessions

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Post-Secondary Virtual Tours



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Activity



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Self-Advocacy Instruction

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Self-Advocacy

Rights and responsibilities

Request accommodations/services/supports

Communicate needs

Informational interviews

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AMERICANS WITH DISABILITIES ACT (ADA)

Title 1

An employer cannot discriminate against **qualified** applicants and employees on the basis of disability.

A qualified applicant is an individual who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without **reasonable accommodation**, can perform the **essential functions of a job**.

- Essential job functions- Pilot/airplanes
- Qualification Standards-screening/business
- Reasonable accommodations
- Reasonable accommodation is **any change in the work environment or how things are usually done** that results in equal employment opportunity for an individual with a disability
- Reasonable accommodations are a must unless it is a Undue hardship on the operation of the business

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BE RESPECTFUL!

CONFIDENTIALITY IS A MUST!

ALWAYS GET PERMISSION!

- Disclosure is not required under the ADA
- Disclosure can occur at any time during the employment relationship
- Individuals cannot be retaliated against for disclosure-related issues
- One exception – requesting reasonable accommodations

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CYBER DISCLOSURE

Employers may use social media to seek out information on a job candidate

The Role of the Employment Specialist

- Help weigh factors and guide a decision
- Show support by respecting the decision to disclose or not
- Offer advice about how, when, and to whom to disclose
- It's not your job to decide if someone should disclose!

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Disclosure Tools

- [The 411 on Disability Disclosure Workbook](#) (National Collaborative on Workforce and Disability for Youth)
- [Advising Youth with Disabilities on Disclosure](#) (ODEP)
- [The Art of Disclosing Your Disability](#) (Richard Pimentel)
- [Disclosure Decisions to Get the Job](#) (VCU)
- [Disclosure Tools](#) (Job Accommodation Network)

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Knowledge is power

The following link located at the Department of Labor (DOL) website provides helpful information on the Fair Labor Standards Act as it pertains to the school to work designation which can be helpful in determining whether or not a Work Based Learning experience falls within this category.

[eLaws-](#)

[Fair Labor Standards Act Advisor: School-to-Work](#)

[Fair Labor Standards Act Advisor : Volunteers](#)

[**youthrules.gov**](#)

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WAGE AND HOUR DIVISION

- **The Wage and Hour Division (WHD)** also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations.
- **Work Experience (Paid or Non-Paid):** work experience offers students the opportunity to explore careers and understand the nature of work through first-hand exposure to the workplace. Students may or may not be paid.
 - **Paid Work Experience** can be general or vocational, focusing respectively on general workplace skills or career preparation activities within a specific industry or career area
 - **Non-Paid Work Experience** is exploratory in nature and its intent is to expose an individual to a variety of occupations for the purpose of building basic workplace competence

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Activity



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Pre-Employment Transition Services

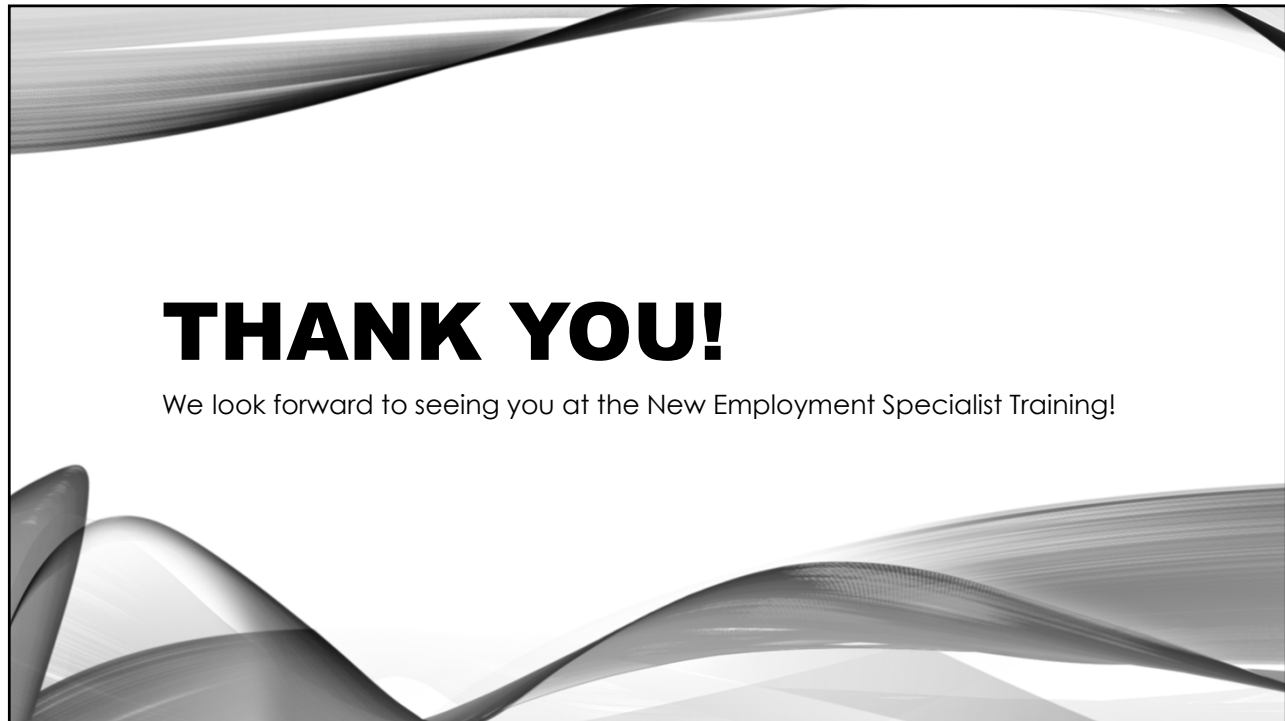
- **The Community Work Transition Program provides Pre-employment Transition Services to participating students with the most significant disabilities.**
- **Students must have a documented disability. Allowable documentation may include IEP, 504, Medical Documentation, statement from school staff with a review of school records, and/or letter verifying they are receiving Social Security benefits.**
- **The Community Work Transition Program Pre-Employment Transition Services is designed for high school students that are seeking meaningful employment prior to exiting high school, expressed an interest in exploring employment opportunities, and have time in their schedule to participate in the Pre-employment Transition services.**
- **You may work with the student individually or in a group (2-4).**

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PRE-EMPLOYMENT TRANSITION SERVICES/TRANSITION



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THANK YOU!

We look forward to seeing you at the New Employment Specialist Training!

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REFERENCES:

ACTE ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (NID.) CAREER LINKS FOR STUDENTS (LINK TO O*NET CAREER TOOLS)
RETRIEVED JANUARY 12, 2009 FROM WWW.ACTEONLINE.ORG/CONTENT.ASP?ID=1818&TERMS=O*NET

INSEGNANTI, D., 2013 ZEROFILES. WORD PRESS.COM COLLABORATIVE.GIF.

LAKETECH RETRIEVED FROM WWW.LAKETEK.ORG/CAREER PATHWAYS

CTE KY CAREER CLUSTERS RETRIEVED FROM THINKKENTUCKY.COM

NATIONAL NETWORK OF ADA CENTERS RETRIEVED FROM WWW.ADATA.ORG –APSE.ORG

CREDITS :

KENTUCKY OFFICE OF VOCATIONAL REHABILITATION*

CARL D. PERKINS VOCATIONAL TRAINING

PICTORIAL INTEREST TEMPLATE

DESIGNING YOUR CAREER: THE INFORMATIONAL INTERVIEW

NATIONAL CORVETTE MUSEUM TOUR

GREAT TEAMWORK VIDEO

HOW TO ACE AN INTERVIEW*

THE WAGE AND HOUR DIVISION (WHD)

FAIR LABOR STANDARDS ACT (FLSA)

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