

Pre-Employment Transition Services (Pre-ETS)

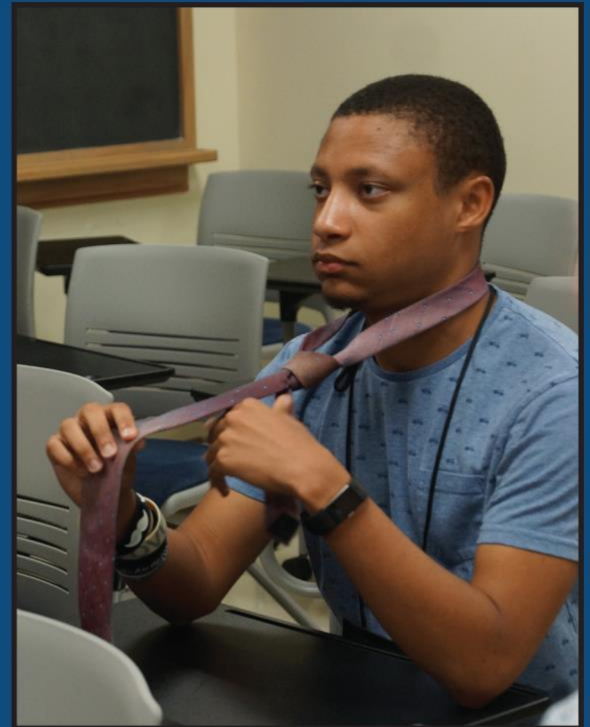


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This resource is supported by Vocational Rehabilitation (VR) of the Texas Workforce Commission (TWC) as part of an award totaling \$1,820,630.00 to the Center on Disability and Development at Texas A&M University. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by TWC, VR, or the Texas Government. For more information, please visit cdd.tamu.edu.

Purpose

The purpose of this document is to promote knowledge and understanding of Pre-Employment Transition Services (Pre-ETS), as provided by your local Texas Workforce Commission Vocational Rehabilitation Services office. Pre-ETS are an important part of the transition process from high school to post-secondary life. They provide preparation and training to develop work, social, and independent living skills that lead to success after high school.

We encourage you to read the content, visit the links and resources provided, and learn from the examples at the end of the catalog that outline goals with a focus on student-centered pre-employment transition planning and service coordination.



Roles and Responsibilities

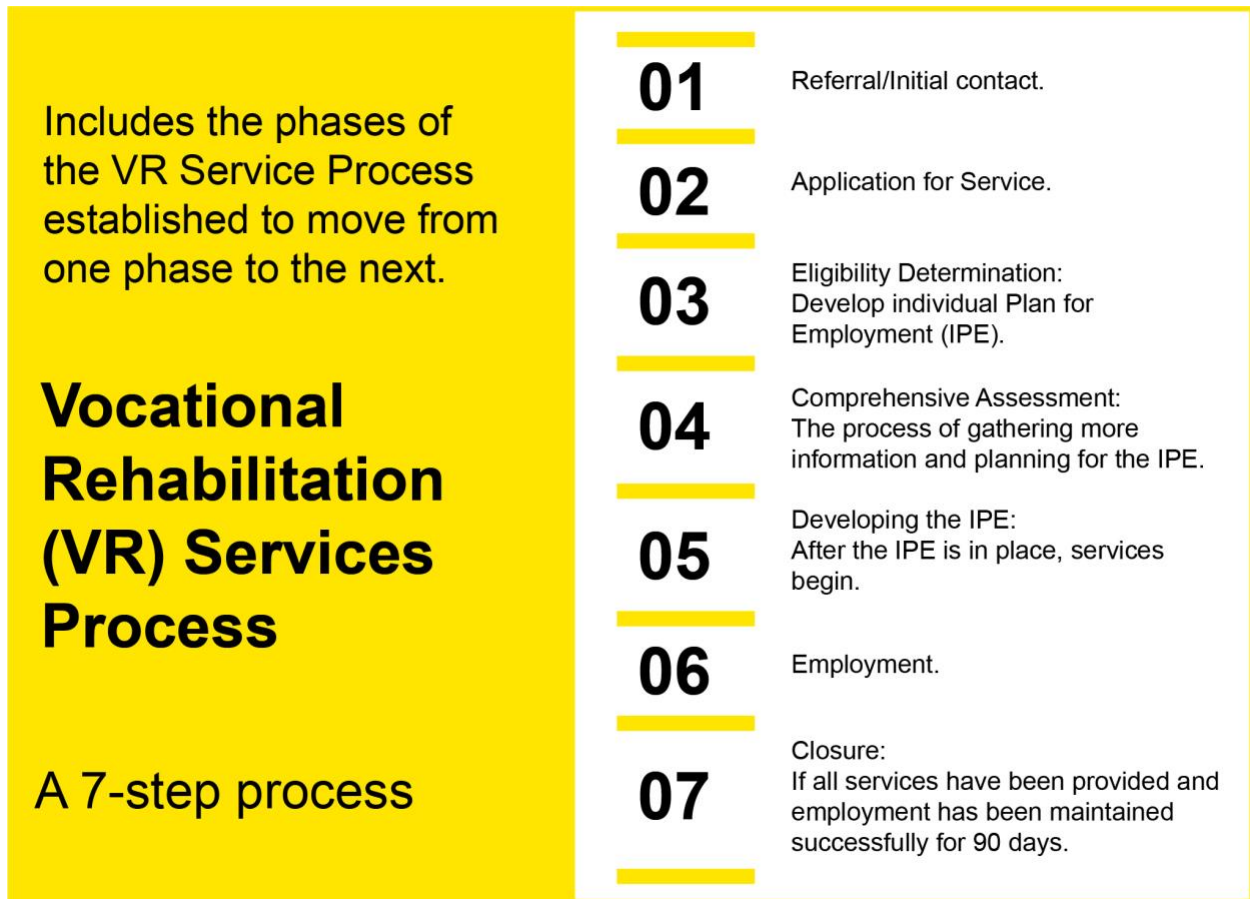
Texas Workforce Commission

The purpose of the Vocational Rehabilitation (VR) program is to provide services to eligible individuals with disabilities to help them prepare for and engage in employment. Employment placements are consistent with the individual's unique strengths and interests. VR programs provide individuals with disabilities the services they need to prepare for and obtain employment.

While the student is attending school, they might qualify for VR services with the Texas Workforce Commission (TWC). Generally during this phase of life, students are engaged in Pre-ETS to help them learn work-related skills and prepare for work and independence beyond high school. Referrals to TWC are most often coordinated through relationships with the schools and, ultimately, it is the students' and parents' decision whether to apply for VR services. (Please visit the [Vocational Rehabilitation – Youth and Students Information](#) link for more information. Please see Figure 1 concerning the timeline connected to receiving services from TWC VR Services.



Figure 1: Vocational Rehabilitation (VR) Services Timeline:



*This VR process timeline is established by federal law for VR agencies. Depending on individual circumstances, the process may take more or less time.

**For more information on the application process see the [Resource page](#).


Pre-ETS: Planning and Implementation

Pre-Employment Transition Services (Pre-ETS) are activities designed for students with disabilities. Pre-ETS support the career development process to increase the success of students with disabilities in obtaining employment after graduation from high school. These services can start as early as fourteen (14) years of age and up to age twenty-two (22). The VR Counselor provides counseling and guidance throughout the process. They also work together with educators and other people supporting the student in the schools. See Figure 2 outlining the five Pre-ETS categories.


Figure 2. Five Pre-ETS Services

FIVE PRE-ETS SERVICES


Pre-Employment Transition Services

- **1 CAREER EXPLORATION COUNSELING**


Assist students in becoming aware of their own interests and abilities; and career opportunities in their local area through exposure that increases their motivation in preparing to work.

* Examples: Texas OnCourse Tool; O'Net tool; Labor Market and Career Information (LMCI); Jobs Yall website; Person-Centered Employment Planning
- **2 WORK-BASED LEARNING EXPERIENCES**


Take place in a work environment setting using an educational instructional design to assist students with disabilities in obtaining knowledge and skills for future job opportunities.

* Examples: Informational Interviews, Job Shadowing, Internships, Work-based Tours/Internships.
- **3 SELF-ADVOCACY INSTRUCTION**

Direct students with disabilities in identifying their interests and desires and effectively communicating their wants, needs, and desires in school, at social/community events, or on the job. It teaches students about their rights, responsibilities, how to request accommodations or services, and supports transition planning.

* Examples: Self Advocacy Curriculum, Job Accommodation Network (JAN).
- **4 COUNSELING ON POSTSECONDARY OPPORTUNITIES**

Provides information on the variety of options available to students after graduation including colleges, universities, and training opportunities. This service may take place in a group setting and/or per individual.

* Examples: Assist students in completing federal aid paperwork, budgeting for college classes, explore college programs.
- **5 WORKPLACE READINESS TRAINING**

Offers students with disabilities an opportunity to obtain skills and behaviors that can be used in any job. Job readiness skills may include soft skills, employability skills, and job preparation skills.

* Examples: Job club, mock interviews, transportation training, resume writing, support in completing job applications.

Pre-Employment Transition Services (Pre-ETS)

Overview

The Workforce Innovation and Opportunities Act (WIOA) requires that state vocational rehabilitation agencies set aside and spend fifteen percent of their federal funding on Pre-ETS for eligible and potentially eligible students with disabilities. Services provided with Pre-ETS funding are intended to enhance job readiness, present opportunities for skill development, and increase the employment and post-secondary education success rates of students with disabilities ages 14-22.

The services provide increased exposure to work and post-secondary exploration and experiences in order to increase the numbers of students with disabilities who leave high school and/or postsecondary education prepared for the adult world. Pre-ETS supports are focused in five primary areas: career exploration, work-based learning, counseling on post-secondary education programs, work readiness, and self-advocacy. Social skills and independent living skills training topics are imbedded within the five areas.

Pre-ETS Services Categories

The Pre-ETS five categories, as well as the corresponding sub-categories, are displayed in Figure 1.

Tables 1 through 5 below provide descriptions, examples of activities, possible benefits to the student, and possible benefits to the employer for each of the five required Pre-ETS categories. Resources for each of these categories can be found on the Resource page provided at the end of this document.

Table 1. Job (Career) Exploration Counseling

Job Exploration (Career) Counseling (Pre-ETS)	
Description	<p>Career exploration counseling is primarily an activity that helps students with disabilities obtain information on careers of interest to them. The objective is to assist students in becoming aware of their own interests and abilities and career opportunities in their local area through exposure that increases their motivation in preparing to work.</p>
Examples of Activities	<p>Utilize:</p> <ul style="list-style-type: none"> • Texas OnCourse as a tool for developing a plan starting in middle school through and beyond high school. • O’Net as an assessment and for self-directed career exploration. After taking the assessment, the student should be able to identify areas of strength and explore occupations in relation to strengths revealed in the results of the assessment. Within the career exploration, the student will find what skills, knowledge, and abilities are required for specific occupations. • Tools from Labor Market and Career Information (LMCI) for additional career exploration in the local area. • Use Jobs Y’all to research growing industries with careers that pay well in the local area and throughout the state. • Virtual career fairs to interact with employers and learn about different career fields. <p>*These activities can be executed/initiated by the VR counselor and/or delivered in conjunction with community resource providers</p>
Benefits to Student	Click to view benefits
Resources for Job (Career) Exploration Counseling	Click to view resources

Table 2: Work-Based Learning Experiences

Work-Based Learning Experiences	
Description	Work-based learning (WBL) experiences take place in a real work environment to assist students with disabilities in obtaining knowledge and skills for future job opportunities through real world observation and work experiences.
Examples of Activities	<ul style="list-style-type: none"> • Job Shadowing • Career Mentorship • Career Related Competitions • Informational Interviews • Paid and Non-paid Internships • Practicum • Paid and Non-Paid Work Experiences • Volunteering • Workplace Tours/Field Trips
Benefits to Student	Click to view benefits
Benefits to Employer	Click to view benefits
Resources for Work-Based Learning Experiences	Click to view resources

Table 3. Counseling on Opportunities for Enrollment in Comprehensive Transition or Postsecondary Educational (PSE) Programs

Counseling on Opportunities for Enrollment in Comprehensive Transition or Postsecondary Educational Programs	
Description	Counseling on opportunities for post-secondary education provides information on the variety of options available to students after graduation including colleges, universities, and other training opportunities.
Examples of Activities	<ul style="list-style-type: none"> • Provide information on community colleges, universities, and trade/technical schools base on student degree/career choice. • Provide information on college applications, admission, and college entrance exams. • Share information with student on preparation and

	<p>accommodations for college entrance exams (e.g. Texas Success Initiative (TSI), SAT, ACT).</p> <ul style="list-style-type: none"> • Discuss differences between accommodations services in K-12 and accommodations services at the higher educational level. • Participation in “College Days” on local university/college campuses. • Assist students and families in completing the Free Application for Federal Student Aid (FAFSA). • Work with students on how to research financial aid opportunities such as Pell grants, scholarships, Achieving a Better Life Experience (ABLE) accounts, Plan to Achieve Self-Support (PASS) plans. • Provide students with information on college resources for additional support such as Disability Services. • Explore Job Corps options and plan visits to local campuses. • Explore military options.
Benefits to Student	Click to view benefits
Resources for Counseling on Opportunities for Enrollment in Comprehensive Transition or Postsecondary Educational (PSE) Programs	Click to view resources

Table 4. Workplace Readiness Training

Workplace Readiness Training	
Description	Workplace readiness training offers students with disabilities an opportunity to obtain skills and behaviors that can be used in any job. Job readiness skills may include soft skills, employability skills, and job preparation skills. Workplace readiness helps students understand interpersonal expectations in the workplace.
Examples of Activities/Curriculum Topics	<p>Specific Social/interpersonal Skill Development Activities Include Activities In:</p> <ul style="list-style-type: none"> • Communication • Positive attitude

	<ul style="list-style-type: none"> • Teamwork • Problem solving • Talking/Writing • Cooperation • Active Listening • Decision Making • Conflict Resolution • Body Language • Empathy • Professionalism • Good Manners • Supporting Others <p>Independent Living Skill Development Activities Include Activities In:</p> <ul style="list-style-type: none"> • Good Hygiene • Time Management • Healthy Lifestyle • Using a Cell Phone • Using Transportation • Money Management • Nutrition/Meal Preparation • Accessing Community Services and Supports • Community Participation • Civic Responsibility • Community Safety • Developing Friendships • Appropriate Dress • Appropriate Behavior
Benefits to Student	Click to view benefits
Benefits to Employer	Click to view benefits
Resources for Work Readiness Training	Click to view resources

Table 5. Self-Advocacy Instruction

Self-Advocacy Instruction Training	
Description	Self-Advocacy skills direct students with disabilities in identifying their interests and desires, and effectively communicating their wants, needs, and desires in school, at social/community events, or on the job. Instruction on self-advocacy teaches students about their rights, responsibilities, how to request accommodations or services, and supports during transition planning. In addition to self-advocacy skills, self-determination skills contribute to the freedom to make decisions regarding students' own lives. Self-advocacy instructions can be with an individual or in a group.
Examples of Activities/Curriculum Topics	<p>Specific Self-Advocacy Skill Development Activities Include Activities In:</p> <ul style="list-style-type: none"> • Self-Awareness (i.e. understanding of disability, accommodation needs, strengths, weaknesses) • Disability Disclosure • Decision Making • Setting Goals • Evaluating Options • Requesting and Using Accommodations • Knowing Your Rights and Responsibilities • Self-Determination • Know How to Request and Accept Help • Intrinsic Motivation • Taking a Leadership Role • Assertiveness • Listening to Others' Opinions • Problem Solving • Monitoring Progress • Positive Self Talk
Benefits to Student	Click to view benefits
Benefits to Employer	Click to view benefits
Resources for Self-Advocacy Instruction	Click to view resources

Benefits to Students

Job Exploration (Career) Counseling (Pre-ETS)	
Benefits to Student	<p>Increased:</p> <ul style="list-style-type: none"> • Knowledge of career options • Understanding of individual interests, skills, and abilities • Understanding of skills needed for career(s) of choice

Work-Based Learning Experiences	
Benefits to Student	<ul style="list-style-type: none"> • Observation of individuals performing tasks on the job • Understanding of employer and employee expectations on the job • Opportunity to perform job tasks before possibly receiving a job offer • Development of desired work behaviors and attitudes on the job • Assess and identify areas of strengths and areas needing improvement • Build a network of contacts for future job opportunities. • Awareness of job opportunities after high school • Improve decision making skills for future job offers

Counseling on Opportunities for Enrollment in Comprehensive Transition or Postsecondary Educational Programs	
Benefits to Student	<p>Students will:</p> <ul style="list-style-type: none"> • Gain information about the variety of training options after high school in preparation for work • Be supported to identify postsecondary education institution based on career choice • Be supported to complete admission paperwork • Be better prepared and know what to expect before the first day of college classes • Know where to go (Disability Services) for additional help on campus and be more comfortable in asking for help when needed

Workplace Readiness Training	
Benefits to Student	<p>Students will:</p> <ul style="list-style-type: none"> • Learn skills and behaviors on how to interact with others in the workplace • Learn skills related to independent living • The importance of timeliness and job performance • Be able to use these skills in any work environment

Self-Advocacy Instruction Training	
Benefits to Student	<p>Students will:</p> <ul style="list-style-type: none"> • Learn effective communication to speak to specific needs, desires, and wants • Become more comfortable advocating for themselves as they become knowledgeable of self, legal rights, and responsibilities • Learn Self-Advocacy skills to provide an opportunity to have a voice in transition planning for their future • Gain increased knowledge of themselves, allowing them to pursue things of importance • Gain experience to afford themselves the same opportunities as other students transitioning from high school

Pre-ETS Benefits to Employers

- Increased number of skilled workers in the community
- Strengthen community partnerships through collaboration for students' success
- Leadership development
- Increase employee retention
- Employee with understanding of the workplace culture
- Lower training time and cost
- Expanded applicant pool with skills that improve employee performance
- Larger pool of applicants with the ability to advocate for accommodations on the job

Resources

Resources connected to applying for TWC VR Services

If you are a student with a disability, a parent/guardian of a student with a disability, or a professional supporting a student with a disability and wish to learn more about applying for services:

- Contact your nearest [Texas Workforce Solutions – Vocational Rehabilitation Services office](https://twc.texas.gov/offices/vr-general-services.html) by clicking the following link: <https://twc.texas.gov/offices/vr-general-services.html>
- Contact TWC Vocational Rehabilitation office:
 - Call: (512) 936-6400
 - Email: vr.office.locator@twc.state.tx.us. In your email, include your name, phone and address including city, state and ZIP code. Do not include your social security number or birthdate.

Resources connected to Job (Career) Exploration Counseling Pre-ETS category

- Labor market information (LMCI) <http://www.lmci.state.tx.us>
- O*net <https://www.onetonline.org/>
- Career One Stop <https://www.careeronestop.org>
- Texas Career Check www.texascareercheck.com
- Texas OnCourse www.texasoncourse.org
- Texas Reality Check www.texasrealitycheck.com
- Auto Coder <http://autocoder.lmci.state.tx.us:8080/jc/onetmatch>
- Texas CREWS www.thecb.state.tx.us/apps/txcrews
- Texas Skills To Work <https://texasskillstowork.com>
- Texas Wages www.texaswages.com
- Work-in-Texas <http://www.twc.state.tx.us/jobseekers/job-search>
- My Next Move <https://www.mynextmove.org>
- Occupational Outlook Handbook, US Department of Labor, Bureau of Labor Statistics <https://www.bls.gov/ooh>

- Opening Doors to Employment <https://dpi.wi.gov/sites/default/files/imce/sped/pdf/tranopndrs-employmt.pdf>
- Workforce Innovation Technical Assistance Center (WINTAC) <https://www.wintac.org/topic-areas/pre-employment-transition-services/overview/job-exploration-counseling>
- Get the job, keep the job https://youtu.be/GosoTn_D8nY
- Short term: Student Careers https://youtu.be/GosoTn_D8nY

Resources connected to Work-Based Learning Experiences Pre-ETS category

Programs:

- Explore Your Future: <https://www.rit.edu/ntid/eyf>
- Healthcare Careers Exploration Camp: <http://www.ntid.rit.edu/camps/healthcareers>
- Project LEAP at Texas A&M (Leadership, Employability, and Advocacy Project): <http://cdd.tamu.edu/project-leap>
- Summer Earn and Learn (SEAL) <https://dfwjobs.com/summer-earn-learn-program>
- Techgirlz: <https://www.rit.edu/NTID/techgirlz>
- Techboyz: <https://www.rit.edu/ntid/techboyz>
- Working with employers, workplace success quick reference guide: <http://ncwd-youth.info/quick-reference-guide/working-with-employers>

Resources connected to Counseling on Enrollment in Comprehensive Transition or PSE Programs Pre-ETS category

- College Scorecard <https://collegscorecard.ed.gov/>
- Community Colleges with campus housing:
 - TSTC - Waco: www.waco.tstc.edu
 - Hill College - Hillsboro: <https://www.hillcollege.edu>
 - Weatherford College: <https://www.wc.edu>
 - Navarro College: <http://www.navarrocollege.edu>
- Federal Student Aid: <https://fafsa.ed.gov>
- Information on Community Colleges, Universities (public/private): <https://apps.twc.state.tx.us/CSC/directory/search.do>
- College navigator: <https://nces.ed.gov/collegenavigator>
- College Fairs and College Tours: <https://www.campustours.com>
- Study skills: <http://howtostudy.org>
- Texas OnCourse (source for college and career preparation): <https://texasoncourse.org>
- ACT - Services for Students with Disabilities: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>
- SAT - <https://collegereadiness.collegeboard.org/sat>
- College for All Texans: TSI <http://www.collegeforalltexans.com/index.cfm?objectid=63176344-FFFA-217B-60C9A0E86629B3CA>
- Think College: <https://thinkcollege.net>

Resources connected to Workplace Readiness Training Pre-ETS category

- Soft Skills to Pay the Bills: <http://youth.gov/feature-article/soft-skills-pay-bills><https://www.dol.gov/odep/topics/youth/softskills/>
- Texas Skills To Work: <https://texasskillstowork.com>
- Social Security Red Book: <https://www.ssa.gov/redbook/>
- Easter Seals: <http://easterseals.com/esgw/our-programs/autism-asd-services/peer-connections.html>
- Workforce Recruitment Program sponsored by ODEP: <http://www.dol.gov/odep>

Resources connected to Self-Advocacy Pre-ETS category

- American with Disabilities Act (ADA) <https://www.ada.gov>
- I'm Determined <https://www.imdetermined.org>
- Job Accommodation Network <https://askjan.org>
- Paving the Way to Work: A Guide to Career-Focused Mentoring <http://www.ncwd-youth.info/paving-the-way-to-work>
- The 411 on Disability Disclosure: A Workbook for Youth with Disabilities http://www.ncwd-youth.info/wp-content/uploads/2016/10/The_411_On_Disability_Disclosure_for_Adults.pdf
- Youth in Action! Becoming a Stronger Self-Advocate <http://www.ncwd-youth.info/publications/youth-in-action-becoming-a-stronger-self-advocate>

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