

G.R.A.C.E. Transition Education Services Orientation of Services Offered

Pre-Employment Transition Services (Pre-ETS) provided to transitioning individuals ages 14-22 that are currently enrolled in high school and qualify for services as a student with Section 504 or Special Education Services.

The ultimate goals of the pre-employment program are to aide students to find and retain employment. Through classroom training, field trips, guest speakers and work-based learning students will be ready and experienced to transition to adult life at post-secondary education or full-time employment.

Employment Services offered include Environmental Work Assessment, Job Placement, Job Skills Training, Vocational Adjustment Training, Work Experience Training, Work Experience Placement and Monitoring.

GRACE Expectations for Consumers

1. Conduct yourself in a professional manner. Be enthusiastic, friendly and professional in appearance. Dress in the manner indicated in the work site dress code.
2. Be on time for your scheduled training or work experience assignment. If you need to call in please notify your Pre-ETS trainer as soon as possible. Be prepared to reschedule your training when you call.
3. Maintain good communication with fellow consumers, trainers and work site co-workers.
4. Maintain confidentiality: what you hear in training about others stays in training.
5. Perform duties (classroom or worksite) as assigned.
6. Follow all policies and procedures including GRACE, VISD and worksite. Follow all rules for safety.
7. Stay organized and keep a documentation folder that will hold your certificates earned in training, FAFSA, college applications and letters.
8. Attend all required training. You have committed to the GRACE TES program and are committed to completing the training program including work experience training hours.

GRACE Pre-Transition Education Services Orientation Checklist

Please initial each line.

Consumer initials: Authorized Representative:

(if applicable)

_____ - Consumer has signed consent for release of information. _____

_____ - Consumer acknowledges the review of services offered by GRACE TES.

_____ - Consumer acknowledges the review of the 5 areas of training offered. _____

_____ - Consumer acknowledges that the TWC/VR Counselor determines the services for which the consumer will receive. _____

_____ - Consumer acknowledges that the participation in GRACE TES does not guarantee consumers aid employment and/or chosen place of employment. _____

_____ - Consumer acknowledges that work experience may include paid or non-paid work experience as preparation for future gainful employment. _____

_____ - Consumer acknowledges the review of consumer expectations, rules and expected outcomes of services. _____

_____ - GRACE TES has developed and will adhere to policies and procedures to protect customers, customer interests, visitors, and the contractor's staff. Customers and/or authorized representatives acknowledge that they have reviewed and received GRACE policies and procedures. _____

Consumer Signature Date

Authorized Representative Signature (if applicable)

