

WORK EXPLORATION PROGRAM IMPLEMENTATION MANUAL

Work-Based Learning is one of the five primary Pre-Employment Transition Service (PRE-ETS) goals for students with disabilities in West Virginia. PRE-ETS target the shared actions where the Division of Rehabilitation Services and West Virginia Department of Education can partner to develop powerful supports for youth experiencing extraordinary challenges in attaining adult success. Pathways for post-secondary opportunities for students with cognitive and/or developmental disabilities need to be strengthened through community-based work exploration.

The Work Exploration Program goals include development of skills in the following areas:

- Career Exploration
- Informed Choice Making
- Communication Skills
- Social Skills
- Job Specific Skills
- Job Seeking and Job Keeping Skills
- Career Decision Making
- Self-Determination and Self-Advocacy

The *Work Exploration Program Implementation Manual* includes:

- **GENERAL GUIDANCE** describes the development of, requirements for, and includes a sample timeline for initiating a work exploration program.
- **STUDENT EVALUATION, GRADING, AND FORMS** provides samples of student interest inventories, work exploration evaluation forms, and a job inventory/safety checklist.
- **LOCAL EDUCATION AGENCY INFORMATION/TASK ANALYSIS** presents job site/coach contact information forms and sample job task analyses.

The Implementation Manual can be used to provide direction to school districts and practitioners implementing Work Exploration Programs (WEPs).

- **SCHOOL DISTRICT** – Focuses on establishing Community-Based Work Exploration sites which will provide job training experiences for students with disabilities.
- **SCHOOL STAFF** – Offers tools for teachers, coaches, aides, and bus drivers to use in the WEP.

