**SUPPORTING MEANINGFUL EMPLOYMENT CERTIFICATE TRAINING**

**Cover Sheet – Fieldwork Assignment - Vocational Assessment & Employment Planning**

1. Complete and submit fieldwork activities as indicated in this cover sheet.
2. **Fieldwork Packet is due by:** *(See directions on reverse side of the Cover Sheet.)*
3. A submitted Fieldwork Packet (5 documents) must include a completed: *Cover Sheet with Student/Supervisor Sign-off, Career Profile, Employment Plan & 30 Day Employment Action Plan and ALL Summary Reflection Sheet* questions answered.
4. The Fieldwork Packet must be reviewed and signed off by your supervisor. *See reverse side of Coversheet Supervisor/SME Student Sign-off.*
5. If you need help or have questions, call Vicki Ferrara (Work: 456-8092, e-mail: vferrara@ric.edu).

SME Student Name: Agency:

Mailing Address:

Phone: Email:

|  |  |
| --- | --- |
| **Summary of Activity:** | **SME Evaluator Comments** |
| **Complete a person-centered vocational assessment based on an individual’s preferences, skills, abilities and desires.** Step 1: **Choose a job seeker** that will work with you to complete all aspects of this assignment. Step 2: **Complete Career Profile** with information obtained from records, information from the job seeker and stakeholders, MAP, Assessment Activities & Community Observation.Step 3: **Conduct a MAP session**. Bring together people invested in the job seeker’s success. Step 4: **Arrange to observe and/or gather information** of the job seeker’s experience in three (3) different integrated settings – e.g., home, community, work or volunteer site. Gather and seek out vocational relevant information to support an employment goal.Step 5: **Develop an employment plan and action steps** with job seeker and others as needed. |  |
| **Sherlock Center SMEReviewer Rating** | **Required Assignments and Documentation** |
| **Yes** | **No** |
|  |  | 1. **Conduct a Career Profile**. Document vocationally relevant information gathered in Steps 2 – 4 (above) using the **Career Profile and Plans** form.
 |
|  |  | 1. **Develop a written Employment Plan** based on the Career Profile.
 |
|  |  | 1. **Outline needs/tasks and responsibilities** towards the employment goal in a written **30 Day Employment Action Plan**.
 |
|  |  | 1. Summarize your experience in the **Career Assessment and Employment Plan Summary Sheet**. Document how you went about completing Steps 1 – 4 as outlined above and how the information gathered influenced the planning process.
 |
|  |  | 1. Document that your supervisor has reviewed this assignment using the **Supervisor/Student Sign off Sheet** (see reverse side)
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| **SME Instructor Evaluation Key** | **Yes** | The activity was completed and documented with sufficient detail.  |
| **No** | The activity was not completed and/or documentation lacks detail, structure or required elements are missing. |

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**Supported Meaningful Employment Certificate Training**

**SME Student / Supervisor Sign-Off Sheet – Vocational Assessment**

***SME Student Sign off:*** I have completed the following assignments and confirm that it is my own work.

Please initial each assignment and sign below.

 **Completed the Career Profile** from Information gathered through Vocational Assessment (check all)

 \_\_\_Record Review, \_\_\_Stakeholder Interviews, \_\_\_ Formal or informal assessments \_\_Technology \_\_\_Disclosure

 \_\_\_ Community based observations: \_\_ Home, \_\_\_\_Community/social, \_\_ Work ,

\_\_\_\_\_ Facilitated **Person Centered Planning Meeting** – MAP or Other

 \_\_\_\_ **Developed a written Employment Plan** consistent with the Career Profile AND

\_\_\_\_ Outlined steps and responsibilities in a written **30 Day Employment Action Plan.**

 Completed Reflection Summary: **Career Assessment and Employment Plan**. (all sub questions complete)

***SME Student Name:***

***Signature:***    ***Date:*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Supervisor Sign off:*** I have reviewed the following assignments and confirm that all work was completed by the SME student for a job seeker supported by the organization.

Please initial each assignment and sign below.

 **\_\_\_Career Profile** from information obtained through vocational assessment activities (Record Review, interviews, Person Centered Planning Meeting, at least 3 Community based observations-as noted above), and computer/paper pencil tools if appropriate, etc.).

 **\_\_\_Facilitated Person Centered Planning Meeting** MAP or Other

 **\_\_\_Completed Employment Plan** AND \_\_\_\_\_\_\_3**0 Day Employment Action Plan**

 \_\_\_Completed **Reflection Summary**. (All Sub questions complete)

***Supervisor’s Name****:*

***Signature****:* ***Date:***

***Email:*** ***Phone #:***

**FIELDWORK SUBMISSION DIRECTIONS:**

Please submit a completed Fieldwork Packet by the due date indicated for your course. You may U. S. Mail, or electronically upload your completed packet.

**Upload at:**  <http://www.ric.edu/sherlockcenter/smetraining.html>, follow the links for SME Fieldwork Assignments.
**OR**

**Mail to:** SME Fieldwork , Sherlock Center/RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908