**SUPPORTING MEANINGFUL EMPLOYMENT CERTIFICATE TRAINING**

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

1. **Fieldwork is due by:** *(Review directions and checklist on the reverse side of the Cover Sheet.)*
2. A submitted Fieldwork Packet (5 documents) must include a completed: *Cover Sheet with Student/Supervisor Sign-off, Career Profile, Technology Assessment, Employment Plan & 30 Day Employment Action Plan and ALL Summary Reflection Sheet* questions answered.
3. The Fieldwork mentor and SME Student must review and sign off on the fieldwork activities. *See reverse side of Coversheet Supervisor/SME Student Sign-off.*
4. If you need help or have questions, call SME Coordinator, Vicki Ferrara, 456-8092 or [vferrara@ric.edu](mailto:vferrara@ric.edu).

SME Student Name: Agency:

Mailing Address:

Phone: Email:

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| **Sherlock Center SME Evaluator Review** | | | **SME Evaluator Comments** |
| **Yes** | **No** |  |  |
|  |  | 1. Developed a vocational assessment plan including record review, formal and informal assessment activities, community observations. Employment PCP meeting, etc. Documented in career profile coversheet and Sec. 23 |
|  |  | 1. Completed a Technology for Services and Benefits questions assessments (submitted forms) and determined disclosure preference (reviewed Disclosure to Get a Job with job seeker) |
|  |  | 1. Completed an employment focused person-centered planning (EPCP) meeting (included stakeholders) document in career profile |
|  |  | 1. **Completed a Career Profile**. Document vocationally relevant information gathered in Steps 2 – 3 (above) submit **Career Profile** form. |
|  |  | 1. **Documented an employment goal and a written Employment Plan** based on the Career Profile. Submit form) |
|  |  | 1. **Completed the 30 Day Employment Action Plan: Outlined needs/tasks and responsibilities** as identified in the career profile and employment plan. **(**Submit form) |
|  |  | 1. Summarized experience in the **Career Assessment and Employment Plan Summary Sheet**. Reflects on Steps 1 –6 above. Answered all questions with sufficient detail. |
|  |  | 1. Attested that work is individuals: **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 / Mentor Sign-Off Sheet – Vocational Assessment**

SME Student and an agency or SC mentor review the required activities below. Together set a deadline for submission (target 6 weeks - 3 months) and outline a plan to complete and document activities. All activities must be completed in the present time. An in-agency mentor has experience providing vocational assessment and career planning support and will guide and deliver feedback to support a meaningful learning experience. Contact the SME Coordinator if additional support is needed.

***SME Student and In agency mentor*** Please initial each activity. The mentor will also initial section 2 confirming activities were addressed. Review the sign-off statement and sign below.

|  |  |  |
| --- | --- | --- |
| **SME Student** | **In agency mentor** | **Activities** |
|  |  | 1. **Choose a job seeker** who will work with you to complete all aspects of this fieldwork in present time. |
|  |  | 1. **Complete the Career Profile** form (submit): Information gathered through Vocational Assessment Activities *(Mentor initial*) Document completed activities in the Career profile coversheet and Q 23 Voc Assess and Job Prep Action Steps   \_\_\_Record Review \_\_\_Stakeholder Interviews \_\_\_ Assessments Formal and/or informal \_\_\_Technology Assessment (submit) \_\_\_ Disclosure preferences \_\_Benefits Ques.(submit).  \_\_\_Community-based observations: Home, Community/Social, Work  \_\_\_ Identified employment preferences and support needs. |
|  |  | 1. Facilitate in present time an **Employment focused Person Centered Planning Meeting** – MAP or Other process, as practiced in class, I**nclude stakeholders.** |
|  |  | 1. **Develop a written Employment Plan** (submit)consistent with the Career Profile Include employment goal, preferences, services and supports and other needs. |
|  |  | 1. Outline steps and responsibilities in a written **30-day Employment Action Plan.** (submit) |
|  |  | 1. Complete Reflection Summary: **Career Assessment and Employment Plan**.  (all sub questions complete with detail) (submit) |

***SME Student Sign off:*** I have completed the above activities in present time and confirm that it is my own work.

***SME Student print Name:***

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

***Agency Mentor Sign off:*** I have guided the SME student, supervised the fieldwork activities, and confirm that all work was completed by the SME student, since receiving the course content, for a job seeker supported by the organization.

***Mentor Name****:*

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

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

**FIELDWORK SUBMISSION DIRECTIONS:**

Please submit a completed Fieldwork Packet by the due date indicated during the Orientation for your course. You may electronically upload (preferred) or US Postal mail your completed packet. Keep a copy of your fieldwork.

**Upload at:**  <https://sherlockcenter.ric.edu/events-education-training/supporting-meaningful-employment-sme-series> follow the links for SME Fieldwork Assignments.   
**OR Mail to:** SME Fieldwork , Sherlock Center/RI College, 600 Mt. Pleasant Avenue, Providence, RI 02908