



## EnterTech Training Program Referral Form

A multimedia job skills training program preparing learners through simulated work experience in a virtual technology manufacturing company.

Student name: \_\_\_\_\_ Date of Referral: \_\_\_\_\_

Referring Agency: \_\_\_\_\_ Interviewed by: \_\_\_\_\_

### *Prerequisite Skills Screening*

Please indicate scoring on at least one of the following three.  
Scores must fall within minimum standards indicated in parenthesis.

TABE score (Level D locator) \_\_\_\_\_

CASAS score (Level C on ABS or 224 reading/205 math) \_\_\_\_\_

TAAS score (Proficiency in 6th grade math, 6th grade reading) \_\_\_\_\_

### *Interest Screening*

Please complete the following areas with the student.

Stated employment goal:

Skill/interest inventories result:

Related work or hobby experiences:

### *Motivation Screening*

Upon full explanation of the EnterTech Project, including instructional goals, format, schedule, and prerequisite requirements, please complete the following with the student:

YES

NO

☐☐

I am NOT interested in the EnterTech Project.

☐☐

I agree to attend the EnterTech Project training program.

☐☐

I have or can make arrangements for transportation.

☐☐

I need help with transportation or childcare to be able to attend.  
(please describe possible solutions here)

☐☐

I need other types of support as well. (please indicate needs here  
i.e. counseling, substance abuse treatment, legal assistance, etc.)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Instructions for completing EnterTech Training Program Referral Form

To ensure a proper match of student to instruction, the Referral Form provides check points for:

- 1) student prerequisite skills necessary to successfully engage in the curriculum;
- 2) student interest in the program's subject matter and learning goals; and
- 3) student preparedness and motivation to complete the training program.

### *Prerequisite Skills Screening*

Students should be reading on an 6<sup>th</sup> grade level and mathematically computing at a 6<sup>th</sup> grade level as evidenced by scores on standardized achievement tests. Competency levels were determined by the reading and math requirements of entry jobs in high-tech manufacturing.

### *Interest Screening*

A match between student interests and personal goals with program topics and learning objectives also ensures a good "fit" into the EnterTech Training Program. If your organization provides career counseling, please record the results of skill/interest inventories, career maps, or individual vocational plans here. Please note the instruments used if applicable. Otherwise, provide an informal interview with the student to discover their employment goals and interests, and briefly note outcomes.

#### *Note about Interest Screening*

Many career counseling instruments require a level of self-knowledge and exposure to occupational options that your student may not have experienced. Manufacturing jobs might seem out of reach or a nontraditional choice. Inquire about hobbies, abilities to fix and repair things around the house, use of gardening or carpentry tools. Describe potential jobs, wage levels, career advancement pathways and benefit packages. Differentiate possible futures related to job choices by describing the work environment, typical tasks and training requirements for continued career advancement.

### *Motivation Screening*

Students may be unprepared for training and work due to inexperience, life issues and support needs. Therefore it is recommended that a personal interview accompanied with biographical information gathering be used in screening potential learners. Directed questions should assess the following indicators:

- ability to attend program schedule
- arrangements for transportation and childcare
- situational barriers in meeting basic needs (financial, housing, etc.)
- emotional issues that may affect participation (coping skills, depression, etc.)
- preferences for other training/employment options.

#### *Note about Motivation Screening*

The questions are not meant to dissuade or deselect program participants, but to help learners prepare for the requirements to successfully manage their lives while in training and then transitioning to employment or other options.

### *Student Signature*

The student signature is intended as a contract of individual commitment to complete the program.