

## What is Pre-ETS?

At BFAIR's Pre-Employment Transition Services our goal is to support you in developing the skills needed to obtain and maintain employment. During the program, you will learn the fundamental skills needed for work by participating in interactive classes, hands-on work examples, and a paid internship in the community! This program is funded by the Massachusetts Rehabilitation Commission (MRC) and comes at no cost to participants.

Eligibility Requirements: An individual must be between the ages of 14 and 22, enrolled in high school or post-secondary education, and have a documented disability.

## What Support Will Students Receive?

- Support staff will coordinate internship details with each student.
- On-site supports are used to assist students in learning internship responsibilities with the end goal of a student working independently.
- Students will be provided with feedback on strengths and areas in need of improvement.
- Monthly updates will be sent to students' MRC counselors, school contacts, and/or parents and guardians.
- Updates will include a summary of students' activities and feedback from staff.

For more information about the program, or to enroll a student, please contact:

Nina Benvenuto  
Employment & Training  
Coordinator  
(413) 664-9382 x 173  
NBenvenuto@bfair.org

Classes and workshops are held at:

BFAIR LEARNING LAB  
1000 Massachusetts Ave.  
North Adams, MA 01247

BFAIR PITTSFIELD OFFICE  
39 Willis Ave  
Pittsfield MA 01201

Virtual learning also available.



# Pre-ETS Components

## Job Exploration

Students will identify and explore career interests that will aid in making an informed decision about their vocational future. Students will review materials such as job descriptions, educational requirements, and labor statistics, as well as participate in informational interviewing and shadowing with professionals.

## Work-Based Learning Experience

Students who show that they are committed, respectful, and willing to learn may participate in a paid internship in the community. A paid internship allows students to experience work in a real-world, supported setting. Locations and work will be individualized to ensure a meaningful experience that meets the needs of both the student and employer. This will include commuter training led by the Berkshire Regional Transit Authority.

## Counseling on Postsecondary Enrollment Options

Students will receive guidance on what postsecondary options are available to them. Representatives from local colleges, vocational programs, and universities will join classes throughout the program to explain more about what each of their campuses has to offer. This will include exploring the Institute for Community Inclusion website, ThinkCollege.

## Workplace Readiness

Through an interactive classroom setting, group work, videos, and virtual activities, students will learn the expectations, foundations, and etiquette needed to obtain and maintain successful employment. Topics include workplace expectations and culture, hygiene and dress, teamwork, workplace safety, soft and social skills, adaptability, time management, interviewing skills, cover letter and resume writing, stress management and conflict resolution.

## Introduction to Self-Advocacy

Students will learn the importance of self-advocacy and what their rights are as employees with disabilities. The program will cover disclosure, reasonable accommodation, and an overview of the Americans with Disabilities Act. This component will also include financial literacy training led by Greylock Federal Credit Union.