





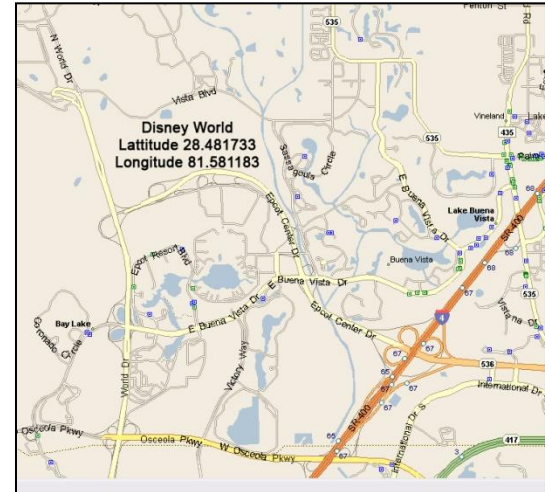
# Assessment Driven Transition Planning and Job Placement

- Assessment driven career planning & tracking
- Helps students develop career goals and transition from school to the post secondary school & the real working world.
- Middle Schools, High Schools, Adults
- General populations, Individuals with disabilities
- Helps compliance with state and federal transition requirements



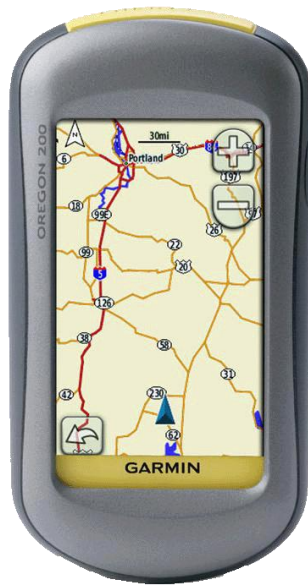
# What is a Waypoint?

- A Waypoint is a Location or Destination on a Map.
- Usually a series of numbers indicating a specific location.





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- **TAI's** Waypoint Program functions just like Waypoints used in GPS technology.
- For the **TAI** Waypoint Program to function properly, it needs to know exactly where one is currently located, and needs to establish the destination or career, then it can plot the course of travel to reach the destination.





# Assessments

- The assessment portion of the WAYPOINT system gives you that needed starting point.
- Age appropriate, transition assessments
  1. **TAP – Functional Skills**
  2. **PIC – Work Interest**
  3. **VIP – Work Personality**
  4. *PAES - Work Development (Optional)*
- All assessments can work for non-readers



# TAP – Functional Aptitude Work Skill Assessment

Visualization & Retention • Fine, Color & Tactile Discrimination • Dexterity

- 10 Functional Aptitude tests designed to measure the potential for work using one's functional skills
- TAP requires no reading and can be used by most exceptional students as well as all regular education students.
- TAP is Nondiscriminatory and provides Fair Evaluation for all



2 ½ Hour Assessment  
8 Higher Functioning Students at a Time  
1-3 Lower Functioning Students at a Time





# PIC – Career/Work Interest Assessment

What Type of Jobs am I Most Interested in?

- PIC is an affective domain interest inventory
- No reading required to take PIC
- PIC pinpoints an individual's feelings and interest about different types of work
- Correlates to Department of Labor Job Clusters



20 minute Assessment  
1 or 100 Students at a Time



# VIP – Vocational Implications of Personality

What Job Suits my Personality?

- VIP Identifies Distinct Personality Type to Determine the Best Lifetime Career Path
- VIP is based on Karl Jung's work with personality types
- VIP helps individuals distinguish between vocational and a-vocational interest.

Adult or Student Versions  
Spanish Version Available  
20 minute Assessment  
1 or 100 Students at a Time







# Assessment Driven Job Searches

- Assessment results are loaded to Waypoint Program
- Access DOL job descriptions & career planning tools Based on Assessment Results
- Real time data - most up to date & accurate Local/Nat'l Job Information available



**Administrator Setup**

- Log out
- Customize
- Settings
- Manage Announcements
- Manage Accounts
- Import Courses
- Import Students
- Exit the Program

**Administrator Functions**

- New Student
- List Students
- Open Student File
- Close Student File
- Student Search
- Assign Students/Instructors
- Assign Student Grades
- Job Search
- View Announcements
- Print Report

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8

Welcome Biographical & Overview Instructors Cluster Info Choices Requirements Checklists Class Student Available Courses 6 - 8

Academic Summary Available Courses 9 - 12 Academic Planner Testing Information Experience Links Notes Attachments Photo Gallery Job Search Jobs

## Heidi Johnson (Admin) Administrator

Settings Open Full Program School Search Occupations Find Open Jobs

Search Criteria Search Results

Save Criteria Load Criteria TAP Conversion Info PIC Conversion Info

**TAP Score Search**

Import Adjust  Auto-expand

**Work Traits Search**

Adjust  Specific Vocational Preparation

Adjust  Educational Skills (GED)

Adjust  Strength

Adjust  Physical Demands

Adjust  Environmental Conditions

**Occupational Groups Search**

Adjust  GOE - Guide for Occupational E

Adjust  O\*NET - Occupational Informa

Adjust  Census - Census 2000

Search Criteria Search Results

Add to Jobs Page Show Job Information

TAP Search (1953 Jobs) Traits Search (2566 Jobs) Groups Search (539 Jobs) Se

DOT Code	DOT Title	Industry
001.261-010	Drafter, Architectural	Professional and Kindred
001.261-014	Drafter, Landscape	Professional and Kindred
005.261-014	Civil Engineering Technician	Professional and Kindred
005.281-010	Drafter, Civil	Professional and Kindred
007.161-010	Die Designer	Machine Shop
007.161-014	Die-Designer Apprentice	Machine Shop
007.267-010	Drawings Checker, Engineering	Professional and Kindred
010.261-014	Observer, Electrical Prospecting	Petroleum and Natural Gas
010.261-026	Test-Engine Evaluator	Petroleum Refining
011.261-010	Metallurgical Technician	Professional and Kindred
011.361-010	Tester	Professional and Kindred
015.261-010	Chemical-Radiation Technician	Government Services
015.362-018	Hot-Cell Technician	Professional and Kindred
015.362-022	Radioisotope-Production Operator	Professional and Kindred
017.261-018	Detailer	Professional and Kindred
017.261-022	Detailer, Furniture	Professional and Kindred



# Sophisticated Job Searches

- Sophisticated searches based on assessment results, work traits, occupational listings, & more.
- Narrows down to show only appropriate jobs & training plans for your student



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Search Criteria Search Results

Save Criteria Load Criteria TAP Conversion Info PIC Conversion Info

**TAP Score Search**

Import Adjust  Auto-expand job search **Student TAP data retrieved.** Search

**Work Traits Search**

Adjust  Specific Vocational Preparation (SVP) Adjust  Aptitudes (use TAP score search) Search

Adjust  Educational Skills (GED) Adjust  Temperaments Reset Cri

Adjust  Strength Adjust  Additional Aptitudes

Adjust  Physical Demands

Adjust  Environmental Conditions

**Occupational Groups Search**

Adjust  GOE - Guide for Occupational Exploration Adjust  CIP - Classification of Instructional Programs Search

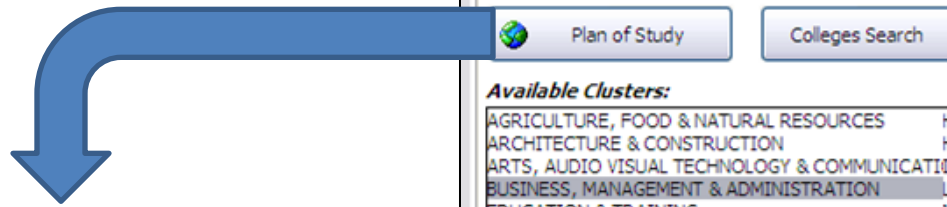
Adjust  O\*NET - Occupational Information Network Adjust  SOC - Standard Occupational Classification Reset Cri

Adjust  Census - Census 2000



# Plan of Study

- Once you have appropriate jobs or cluster matches, an outline of suggested classes, knowledge and skills needed is automatically displayed.



## Available Clusters:

AGRICULTURE, FOOD & NATURAL RESOURCES	HOSPITALITY & TOURISM
ARCHITECTURE & CONSTRUCTION	HUMAN SERVICES
ARTS, AUDIO VISUAL TECHNOLOGY & COMMUNICATIONS	INFORMATION TECHNOLOGY
BUSINESS, MANAGEMENT & ADMINISTRATION	LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY
EDUCATION & TRAINING	MANUFACTURING
FINANCE	MARKETING, SALES & SERVICES
	SCIENCE, TECHNOLOGY, ENGINEERING & MATH
	TRANSPORTATION, DISTRIBUTION & LOGISTICS

## Business, Management and Administration: Administrative and Information Support Career Pathway Plan of Study for ▶ Learners ▶ Parents ▶ Counselors ▶ Teachers/Faculty

This Career Pathway Plan of Study (based on the Administrative and Information Support Pathway of the Business, Management and Administration Career Cluster) can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. \*This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school or graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Administrative and Information Support Pathway	SAMPLE Occupations Relating to This Pathway
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### Interest Inventory Administered and Plan of Study Initiated for all Learners

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Administrative and Information Support Pathway	SAMPLE Occupations Relating to This Pathway
SECONDARY	9	English/ Language Arts I	Algebra I or Geometry	Earth or Life or Physical Science or Biology	State History Geography	All plans of study should meet local and state high school graduation requirements and college entrance requirements. Certain local student organization activities are also important including public speaking, record keeping and work-based experiences.	- Business Essentials - Business Technology Applications	▶ Administrative Assistant ▶ Communications Equipment Operator ▶ Computer Operator ▶ Court Reporter ▶ Customer Service Assistant ▶ Data Entry Specialist ▶ Desktop Publisher ▶ Dispatcher ▶ Executive Assistant ▶ Information Assistant ▶ Legal Secretary ▶ Library Assistant and Order Processor
	10	English/ Language Arts II	Geometry or Algebra II	Biology or Chemistry	U.S. History		- Business Communications - Advance Business Technology Applications	
	11	English/ Language Arts III	Pre-Calculus or Algebra II	Chemistry or Physics	World History Psychology		- Principles of Management - Business Finance	
College Placement Assessments/Academic/Career Assessment Provided								
SECONDARY	12	English/ Language Arts IV	Pre-Calculus or Calculus or Trigonometry or Statistics	Physics or other science course	Government Economics		- Computer Systems Operations - Accounting	

### Articulation/Dual Credit: Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes.

EDUCATION LEVELS	YEAR	English	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	*Career and Technical Courses and/or Degree Major Courses for Administrative and Information Support Pathway	SAMPLE Occupations Relating to This Pathway	
POSTSECONDARY	Year 13	English Composition English Literature	Algebra or Calculus	Lab Science	Economics Psychology	All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include.	- Advanced Business Communications - Records Management	▶ Medical Front Office Assistant ▶ Medical Transcriptionist ▶ Office Manager ▶ Paralegal ▶ Receptionist ▶ Records Processing Assistant ▶ Shipping and Receiving Clerk ▶ Stenographer ▶ Typist ▶ Word Processor	
	Year 14	Speech/ Oral Communication Technical Writing			Sociology Public Policy Business Law		- Project Management		
	Year 15	Continue courses in the area of specialization.					- Continue Courses in the Area of Specialization		
	Year 16						- Complete Administrative and Information Support Major (4-year degree program)		

ITION

| SCC | Grade | R/E\* | Classification | PS Option

Accountant
Adjuster
Auditor
Bookkeeper
Billing Supervisor
Price Analyst
Chief Financial Officer
Accounts Payable Clerk
Financial Accountant



# Transition Planning & Execution

- Waypoint then offers a flexible frame work for the planning and execution
- Includes a comprehensive academic planner
- Includes customizable checklists
- Ability to download your specific school courses & student documents
- Can be used as early as first grade through graduation & transition years

Waypoint Roadmap

**ROADMAP**

Academic Summary | Available Courses 9 - 12 | Academic Planner | Testing Information | Experience | Links | Notes | Attachments | Photo Gallery | Job Search | Jobs

Welcome | Biographical & Overview | Instructors | Cluster Info | Choices | Requirements | Checklists | Class | Student | Available Courses 6 - 8

**Heidi Johnson** (Admin) Administrator

6th Grade | 7th Grade | 8th Grade | 9th Grade | **10th Grade** | 11th Grade | 12th Grade

PS1 | PS2 | PS3 | PS4

### 10th Grade Check List

Check off each item as you complete it...

**Fall**

- Continue taking appropriate academic and career courses related to your Career Cluster.
- Check credits to make sure you are on a schedule for graduation requirements.
- Check with your Counselor to make sure your courses meet college or other Post Secondary schools entrance requirements.
- Maintain good grades.
- Register to take the PSAT - you are strongly encouraged to take or have completed geometry. Review for the test.
- Take the PSAT. On the test form, check the box which will put you on the mailing list for college and Post Secondary information.
- Visit your Counselor/Career Specialist about researching: Careers, Program of Studies, Interests, Schools, etc.

**Spring**

- Evaluate the success of academic courses relating to your Program of Studies and Career Cluster.
- Complete the 10th Grade Career Portfolio sections in your Planner.
- Make any adjustments and plan 11th Grade academic and career courses in your Career Cluster.
- Complete the 11th Grade block in the Academic\_Career Program of Study.
- Complete the 1st and 2nd year Post Secondary courses in the 11th Grade. (List required academic courses and selected career courses of interest.)

**Throughout the Year**

- Check the job bulletin board if available for career related job opportunities.
- Gather and review information about your Career Cluster Options.

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# Transition Monitoring & Data Management

- Waypoint meets the requirements of Indicator 13, and state and federal transition planning, by utilizing the yearly checklists to monitor, plan & document student's transition progress.
- An automated transition summary and due process transition checklist is also included and can also be stored within the Waypoint document management system.

Academic Planner | Testing Information | Experience | Links | Notes | Attachments | Photo Gallery | Job Search | Jobs | Academic Summary | Transition Summary

**Alan Tellam**

Short Term | Long Term | Ind 13 Long Term | Ind 13 Annual Goals

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Instructors - Mr. Epps, Professor Clayton, Ms. Rhodes

Academic Planner for Grade 11

Course Name	SCC	R/E*	Classification	Final Grade	Credit	Abs.
American History II		E			1	0
Driver's Ed		E			1	0
Economics		E			1	0
Geometry - Advanced		E			1	0
Literature II		E			1	0

Career Assessment Results

Assessment Name	Comments
Pictorial Inventory of Careers	Completed 9/15/2006
Vocational Implications of Personality	Completed 12/12/2009

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Top Career Choices

DOT Code	DOT Title	SVP	Str
529.687-042	Cigar Inspector	2	L
621.261-018	Flight Engineer	7	L
372.367-014	Jailer	4	L
379.687-014	Mosquito Sprayer	3	M
079.362-018	Tumor Registrar	7	S
372.267-010	Special Agent	5	L
410.161-018	Cattle Rancher	7	H
209.137-014	Meter Reader, Chief	6	S

Accommodations and Notes

**School**

Wheel Chair Accessible

Security Guarded

Video Monitoring

**Transportation**

School Bus OK

Private Driver

Limo Only

Private Car

Taxi

Bicycle

Tricycle

**After School Care**

One-On-One Program

Group Care of 5 Each

Instructor Notes:

Diabetic - Check sugar every 2 hours.  
Must watch when student leaves the school grounds.  
Outside is restricted.

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Top Employer Choices

Employer Name	Address	City	State	Zip	Contact Name	Phone	Email
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# Detailed Reporting Anytime

- The Waypoint offers detailed reporting at any time, and is used for IEPs, Transition Planning, Academic planning and is often used as the student's summary of performance (SOP) at graduation.

## WAYPOINT SUMMARY

EMILY BORDEN  
I.D. 1234  
12943 Riverplace Court  
Hometown, FL 12345

**Grades:**

9<sup>th</sup>  
10<sup>th</sup>  
11<sup>th</sup>  
12<sup>th</sup>



# Job and/or Training Placement

- Once the time comes for placement, Waypoint can locate employers and available real time job openings down to your local zip-code.
- School & military searches are also at your finger-tips.

Waypoint Roadmap

**ROADMAP**

Open Student Files: Heidi Johnson - 123456

Available Courses 6 - 8 | Available Courses 9 - 12 | Available Courses Extra 1 | Available Courses Extra 2 | Academic Planner | Testing Information | Experience | Links | Notes | Attachments

Welcome | Biographical & Overview | Instructors | Cluster Info | Choices | Requirements | Checklists | Additional Section 1 | Additional Section 2 | Additional Section 3 | Class | Student

Photo Gallery | Job Search | Jobs | Academic Summary

Heidi Johnson (Admin) Heidi

Settings | Open Full Program | Retrieve Search Results | School Search | Occupations | Find Open Jobs

Search Criteria | Search Results

Add to Jobs Page | Show Job Information

TAP Search (1953 Jobs) | Traits Search (1641 Jobs) | Groups Search (0 Jobs)

DOT Code	DOT Title	Industry
205.367-058	Traffic Checker	Government Services
207.685-014	Photocopying-Machine Operator	Clerical and Kindred
208.685-010	Collator Operator	Clerical and Kindred
208.685-014	Folding-Machine Operator	Clerical and Kindred
208.685-018	Inserting-Machine Operator	Clerical and Kindred
208.685-022	Microfilm Moulder	Clerical and Kindred
208.685-026	Sealing-and-Canceling-Machine ...	Clerical and Kindred
208.685-034	Wing-Mailer-Machine Operator	Printing and Publishing
209.587-010	Addresser	Clerical and Kindred
209.587-034	Marker	Retail Trade
209.667-014	Order Caller	Clerical and Kindred
214.587-010	Telegraph-Service Rater	Telephone and Telegraph
215.563-010	Caller	Railroad Transportation
221.587-010	Checker	Textile
221.587-018	Odd-Piece Checker	Knitting
221.587-022	Outsole Scheduler	Boot and Shoe
221.587-042	Weave-Defect-Charting Clerk	Textile
221.587-046	Wheel-Press Clerk	Railroad Equipment
221.587-050	Yardage-Control Clerk	Carpet and Rug
221.667-010	Work-Ticket Distributor	Knitting

**Find Open Jobs**

Job Site to Search

Job Central  Simply Hired  Indeed

Search Criteria

Title:

City:  State:

Zip:

OK Cancel

December 2010