

Client Name: _____

NEDP ID: _____

Transition to Postsecondary Portfolio Answer Form

Criteria for Acceptable Demonstration of the Transition to Postsecondary Competency Portfolio

1. Goal Setting and Planning, as demonstrated by the Transition to Postsecondary Essay

The essay submitted by the client includes evidence of writing skills, academic skills needed for successful completion of postsecondary coursework, and a feasibility analysis around the client's plans to attend a postsecondary program. The completion of one of three transition preparation activities is also required.

The essay is:

- Typed and contains at least 500 words
- Well written and does not contain major errors in spelling, grammar, punctuation, and usage

Assessors are encouraged to refer to the *NEDP Writing Style Guide* to assist in the evaluation of the essay.

The essay demonstrates the client's ability to present clearly and articulately the personal identification of future employment goals including: career pathway, specific job title and description, salary and benefit opportunities of the career goal, why it appeals to the client, and the training required, including time needed to complete the training program or course of study.

Assessor: ☐ D ☐ ND

Portfolio Reviewer: ☐ D ☐ ND

2. Feasibility Analysis

The submitted chart, graph, essay, or any combination (must be at least 250 words) demonstrates the client's awareness of, and planning for, the mechanics of postsecondary program attendance, including the following:

- The name of the institution being considered
- Requirements for admission
- Cost projections for a semester or year, including tuition, books, fees, parking, required uniforms or safety equipment (where applicable), etc.
- Information about the availability of financial aid for adults at the institution considered (or in general) and what aid the client might be eligible for (if any)
- Plans for how the client will handle at least two of the following issues: combined work and study, child care and study, transportation, perceived skill deficiencies, or any one other issue specific to the client's situation

All these written materials must be evaluated with the same standards as the essay.

Assessor: ☐ D ☐ ND

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3. Completion of one transition preparation activity (indicate selection below):

- ☐ Documentation of passing scores in all areas of the institutions entrance examination that indicate that remediation is not required
- ☐ Documentation of a meeting with the institution's intake counselor to investigate enrollment requirements for the selected course of study. A form is available on page 42 of this manual to assist with this effort or the client may have the counselor sign and date the appointment verification note, the institution brochure, enrollment requirements or course of study for the program being explored
- ☐ Submit a transcript from an accredited two-or four-year college showing satisfactory completion of any semester non-credit or credit course that is transferable to the selected institution in the client's transition plan. If the courses previously taken are not relative to the client's current employment goals but are accepted by the selected institution as proof of the prerequisite skills necessary for enrollment, the transcript should be accepted by the Assessor as satisfactory documentation

Assessor:

☐ D ☐ ND

Portfolio Reviewer:

☐ D ☐ ND

Indicate the documentation used to verify the completion of this activity.

To be demonstrated, the Transition to Postsecondary Portfolio must include the satisfactory demonstration of **all three** requirements above. Clients will submit these materials to the Assessor who will evaluate them according to the criteria and prepare a written report indicating which items need to be redone and resubmitted. A copy of that report will be sent to the client and a copy included in the client's portfolio.

All the items required must be demonstrated satisfactorily before credit for the *Transition to Postsecondary Competency* can be given. The client may work on items judged not demonstrated and resubmit them for evaluation according to the procedures established for non-demonstrated items in the evaluation criteria under the autobiographical essay.

While the satisfactory demonstration of the Transition to Postsecondary Competency fulfills the individualized assessment requirement for the NEDP, it does not guarantee admission to college. Each college establishes its own application procedures and admission criteria.