



## Instructions for Using the NEDP Sample Competency

CASAS has provided a sample competency “Home Hazards” for use with prospective NEDP clients to simulate completion of competencies during Generalized Assessment. Advisors/Assessors may use the sample competency before the client enters the NEDP during an Orientation session and when determining the “Best Fit” pathway to acquire a high school diploma. The sample competency assesses the prospective client’s ability to complete work on his or her own time and prepare for a proctored In-Office Check. Use of the sample competency is optional and is not a requirement by CASAS/NEDP.

The sample competency is a short representation of the following components of the NEDP process:

- Activity A
- Activity B
- Resources: R1, R2, and R3
- In-Office Check
- Evaluation Criteria

Agencies may administer the sample competency with prospective clients as a printed hard copy or fillable PDF. Agencies have flexibility in how to administer the sample competency. Listed below are three methods for administration:

- Clients complete the activities in a non-proctored and untimed setting and perform the In-Office Check in a proctored setting, just as they would in the Generalized Assessment phase of the NEDP process. To complete the simulated experience of Generalized Assessment, the NEDP staff may wish to conduct an In-Office Check before evaluating the prospective client’s responses and providing feedback.
- Clients complete the Activities with Resources and the In-Office Check and hand or email them to the adviser/assessor to evaluate with feedback.
- Clients complete the entire sample competency on their own as a self-check packet, including the evaluation criteria.

NEDP agencies may also use the sample competency packet for additional benefits:

- Implement as a practice activity during the Diagnostic Phase (using any of the described methods above) in preparation for Generalized Assessment.
- Assist staff members and potential partners in better understanding the process of the Generalized Assessment phase.
- Distribute to workforce and other agency partners for marketing purposes.

All of the materials for the sample competency may be copied and distributed, but may not be altered, published, used for commercial purposes, or considered as preparation for the NEDP.