



Independent Work Systems



PROJECT ACCESS

WHY DO WE NEED INDEPENDENT WORK SYSTEMS?

Functional tasks and work systems can teacher...

- Independence
- Communication
- Functional skills
- Vocational Skills
- Following Schedules and Routines
- Transitioning from one task to another

Functional tasks and work systems can also benefit the teacher and other students in the class.

- Allows time for the teacher to work with other students
- Provides structure and ready to use tasks that can be reused from day to day.



SETTING UP A WORK SYSTEM

Work systems can be flexible and do not have to be done any certain way, however, here are a few things to keep in mind that can help students be more successful and independent.

- Visual supports:
 - Visual schedule
 - Task analysis of how to complete task
 - Check in zone
- Accessibility:
 - Are your students going to get the tasks themselves? Will they go retrieve their own tasks?
- Storage:
 - Drawers
 - Bins
 - Picture boxes
- Work Space:
 - Will students have a particular work space for task boxes or will they take them back to their desks?



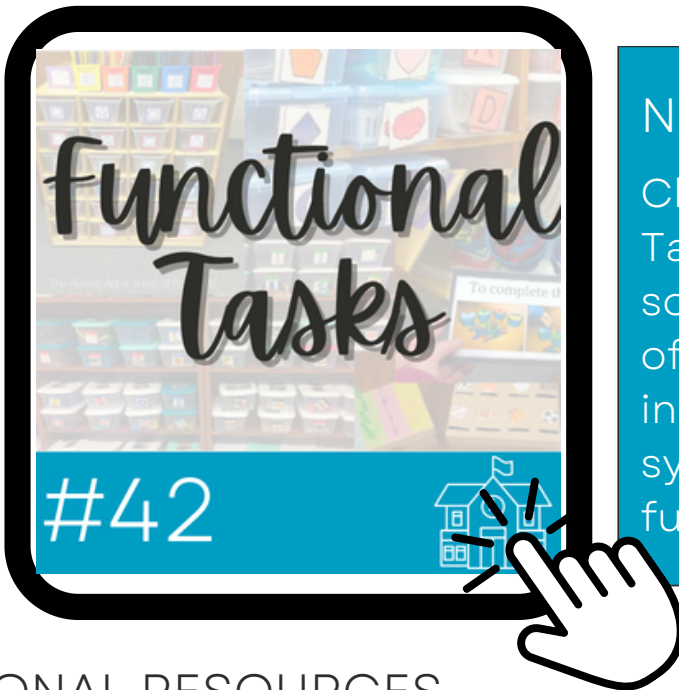
TEACH THE LEARNER

1. Introduce the schedule of tasks
2. Show learner where to retrieve tasks.
3. Prompt learner by standing behind or to the side
4. Be consistent using concise and relevant words, gestures, or images
5. Assist learner through steps of schedule
6. Model communication needed for help and finished
7. Provide positive praise and reinforcement as the complete the parts of the schedule.
8. Repeat steps as needed



REMINDERS

- These systems take time to develop and create
- The skill of using these systems must be TAUGHT
 - What to do when you need help or when you are finished
 - Where to start, obtain boxes, complete a visual schedule
- The work systems are intended to promote independent work



NEED HELP?

Check out our Functional Tasks fact sheet to get some ideas on what kinds of tasks to use in your independent work systems or in your functional skills classroom!

ADDITIONAL RESOURCES

- Project ACCESS can do an in-person training to assist with development of task box and independent work systems in your district! We look forward to working and learning with YOU!
- Project ACCESS Functional Classroom Tasks Workshop



GET CONNECTED!



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