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**Work-based Learning**

**Dislocated Worker, Adult & Youth Programs**

**Policy**

**Purpose**

The purpose of the Work-Based Training policy in the WIOA Title I Adult, Dislocated Worker and Youth programs is to provide procedures for implementing and managing training agreements/contracts for Work-Based Training, including On-the-Job Training, Registered Apprenticeship training, Transitional Jobs, Customized Training, Work Experience, Pre-Apprenticeship Training, and Job Shadowing.

**Background**

Various Work-Based Training activities are available for Adults, Dislocated Workers and Youth under the Workforce Innovation and Opportunity Act. Activities identified as Work-Based Training and addressed in this policy include On-the-Job Training, Registered Apprenticeship training, Transitional Jobs, paid or unpaid Work Experiences, Pre-Apprenticeship training, and Job Shadowing.

**Action**

Effective 7/1/2017, regional managers, workforce coordinators, and other service provider staff must implement this policy.

**Definitions**

On-the-Job Training –The term ‘‘on-the-job training’’ means training by an employer that is provided to a paid participant while engaged in productive work in a job that—

1. Provides knowledge or skills essential to the full and adequate performance of the job;
2. Is made available through a program that provides reimbursement to the employer of up to 75 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.[[1]](#footnote-1)

Registered Apprenticeship – Registered Apprenticeship is an "Earn and Learn" training model, providing a unique combination of structured learning with on-the-job training from an assigned mentor. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community colleges, and/or institutions employing distance and computer-based learning approaches. The goal is to provide workers with advanced skillsets that meet the specific needs of employers. Upon completion of a Registered Apprenticeship program, participants receive an industry issued, nationally recognized credential that certifies occupational proficiency and is portable.

Transitional jobs – Transitional jobs are defined as time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace.

Customized Training – The term ‘‘customized training’’ means training—

1. that is designed to meet the specific requirements of an employer (including a group of employers);
2. that is conducted with a commitment by the employer to employ an individual upon successful completion of the training; and
3. for which the employer pays—
   1. a significant portion of the cost of training, as determined by the local board involved, taking into account the size of the employer and such other factors as the local board determines to be appropriate, which may include the number of employees participating in training, wage and benefit levels of those employees (at present and anticipated upon completion of the training), relation of the training to the competitiveness of a participant, and other employer-provided training and advancement opportunities; and
   2. in the case of customized training involving an employer located in multiple local areas in the State, a significant portion of the cost of the training, as determined by the Governor of the State, taking into account the size of the employer and such other factors as the Governor determines appropriate. [[2]](#footnote-2)

Work Experience – Paid (subsidized) or unpaid work experience is a planned, structured learning experience in a workplace for a limited period of time that provide participants with opportunities for career exploration and skill development.[[3]](#footnote-3)

Pre-Apprenticeship – Pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter and succeed in registered apprenticeship programs and has a documented partnership with at least one, if not more, registered apprenticeship programs(s).[[4]](#footnote-4)

Job Shadowing – A work experience option where youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.[[5]](#footnote-5)

**Policy**

General Requirements for Participant Eligibility

* Work-based training opportunities must be identified as an appropriate activity for program participants on the IEP or ISS.
* IEPs or ISSs and/or case notes will specify goals of the Work-Based Training activity by –
  + Identifying purpose of the activity and
  + Outcomes expected.

Work Experience and Transitional Jobs

1. Work experience and transitional jobs may be in the private-for-profit sector, the non-profit sector or in the public sector, for participants whose assessment and employment development plan / individual service strategy indicate that work experience and/or transitional jobs are appropriate. Work experiences may be paid or unpaid.
2. Work experiences and transitional jobs will be in positions that are entry-level.
3. For paid work experiences and transitional jobs, WIOA will pay the participants’ wages. Wages are set at the Nebraska’s minimum wage.
4. Participants in work experience and transitional jobs can work up 40 hours or less a week. The duration of the work experience and transitional job will be determined based upon the expected outcomes; however, duration of a work experience or transitional job assignment will not exceed 500 hours. Overtime is not approved. WIOA Youth program participants must include an academic and occupational education.

NOTE: WIOA Youth program participants might participate in more than one work experience assignment over the duration of their program participation – i.e. summer employment, job shadowing, pre-apprenticeship programs.

1. No participant will work in any subsidized work experience position or transitional job when the same or substantially equivalent position is vacant due to a hiring freeze.
2. The worksite supervisor is expected to provide supervision and training for participants, as well as monitor progress and application of job readiness skills. The ratio of trainee to supervisor will not exceed 5 to 1.
3. Work Experience and Transitional Jobs participants are considered trainees. Therefore staff developing such training opportunities must ensure adequate supervision at the worksites. A supervisor must be on-site at all times during the trainee’s work hours.
4. The number of work experience or transitional jobs participants assigned per work site will not be greater than 51% of total employees at the worksite. Exceptions must be presented to the Administrative Entity with justification of adequate training.
5. Future work experience or transitional jobs requests from worksites will be denied if those worksites have not honored the requirements set forth in previous worksite agreements.
6. On site monitoring of worksites or follow-up with host employer via phone or email will take place monthly.
7. Work Experiences must have academic and occupational educations components.

On-the-Job Training (OJT) – See policy 16, On-the-Job Training

Customized Training

1. Customized training is designed to meet the special requirements of an employer or group of employers.
2. The employer(s) must pay not less than 50 percent of the cost of the training.
3. Employer matching costs must be in cash, or in-kind, must be documented, and are subject to audit.
4. Customized training may be provided to WIOA program participants eligible for training services.
5. The employer (or group of employers) must commit to hire individuals who successfully complete the customized training program and trainees must agree to accept employment offers from the employer.
6. The employer groups will assist WIOA staff in identifying appropriate training providers. As appropriate, local procurement of training providers will occur.
7. An agreement between WIOA, the training provider and the employer (or group of employers) will be finalized and signed prior to the start of training.
8. A customized training contract may also be written to train a customer who is already working for the employer (or group of employers) for which the customized training is being provided, when the employee is not earning a self-sufficient wage. In this situation, customized training provided to a previously employed worker must elevate the employee to reach at least a self-sufficient wage through skill upgrade training that relates to either:
   1. The introduction by the employer of new technologies;
   2. The introduction to new production or service procedures; or
   3. Upgrading to new jobs that require additional skills/workplace literacy.

Registered Apprenticeship

1. Registered Apprenticeship is an important component of potential training and employment services that are based on an “Earn and Learn” model. Registered Apprenticeship can be funded through several mechanisms. Registered Apprenticeship program sponsors can be Eligible Training Providers.
   1. Some Employers who provide related instructions with Registered Apprenticeship programs can provide formal in-house instructions as well as the on the job training at the worksite.
   2. Some Employers will use an outside educational provider for the classroom instruction. Employers can use two- or four-year post-secondary institutions, technical training schools or on-line courses for related instructions. The employer is the Eligible Training Provider and must identify its instructional provider.
   3. For multiple year apprenticeships, funding to cover the costs of related training will be negotiated and obligated by quarter.
2. On-the-Job Training Agreements and procedures will be utilized for the on the job training hours of the apprenticeship.

**Disclaimer**

This policy is based on Greater Nebraska’s reading of the applicable statutes, regulations, rules and guidance released by the U.S. Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

1. WIOA Sec. 3 (44) [↑](#footnote-ref-1)
2. WIOA Sec. 3 (14)(A)(B)(C) and 680.760 [↑](#footnote-ref-2)
3. 681.600 (a) [↑](#footnote-ref-3)
4. 681.600 (c)(2) [↑](#footnote-ref-4)
5. 681.600 (c)(3) [↑](#footnote-ref-5)