

Strategies for Effective On-the-Job Training (OJT) Implementation

Overview of the Refreshed OJT Toolkit



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U.S. DOL's ETA's Training Hub for Workforce Grantees and Partners

- Equitable Economic Recovery
- WIOA Implementation
- Fiscal, Administrative, Programmatic and Operational Strategies
- Sector Partnerships and Employer Engagement
- Performance and Results



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Agenda

- Welcome and Introductions
- OJT Contracting Overview
- Refreshed OJT Toolkit
 - New Components
 - Refreshed Components
- Voices From the Field
 - Oregon Employment Department
 - CareerSource Suncoast
- Q&A
- Wrap Up





OJT Contracting Overview



What Does OJT Contracting Really Mean?

- OJT is a powerful work-based learning tool
- In times of worker shortage, OJTs mean developing a talent pipeline for employers
- OJT has the flexibility to be a retention tool



OJT Contracting Basics

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer, typically up to 50 percent of the wage rate of the participant
- Limited in duration
- TAA funded OJTs are limited to 50 percent of wage reimbursement; however, when co-funded with WIOA, WIOA will cover an additional 25 percent for a total of 75 percent reimbursement.
 - Since many of the requirements of TAA OJT and WIOA OJT are identical, states/local areas could devise a policy that incorporates the identical provisions of the two and include the TAA- and WIOA-specific elements where applicable. The policy must ensure that the benefits (and requirements) for each program are included.





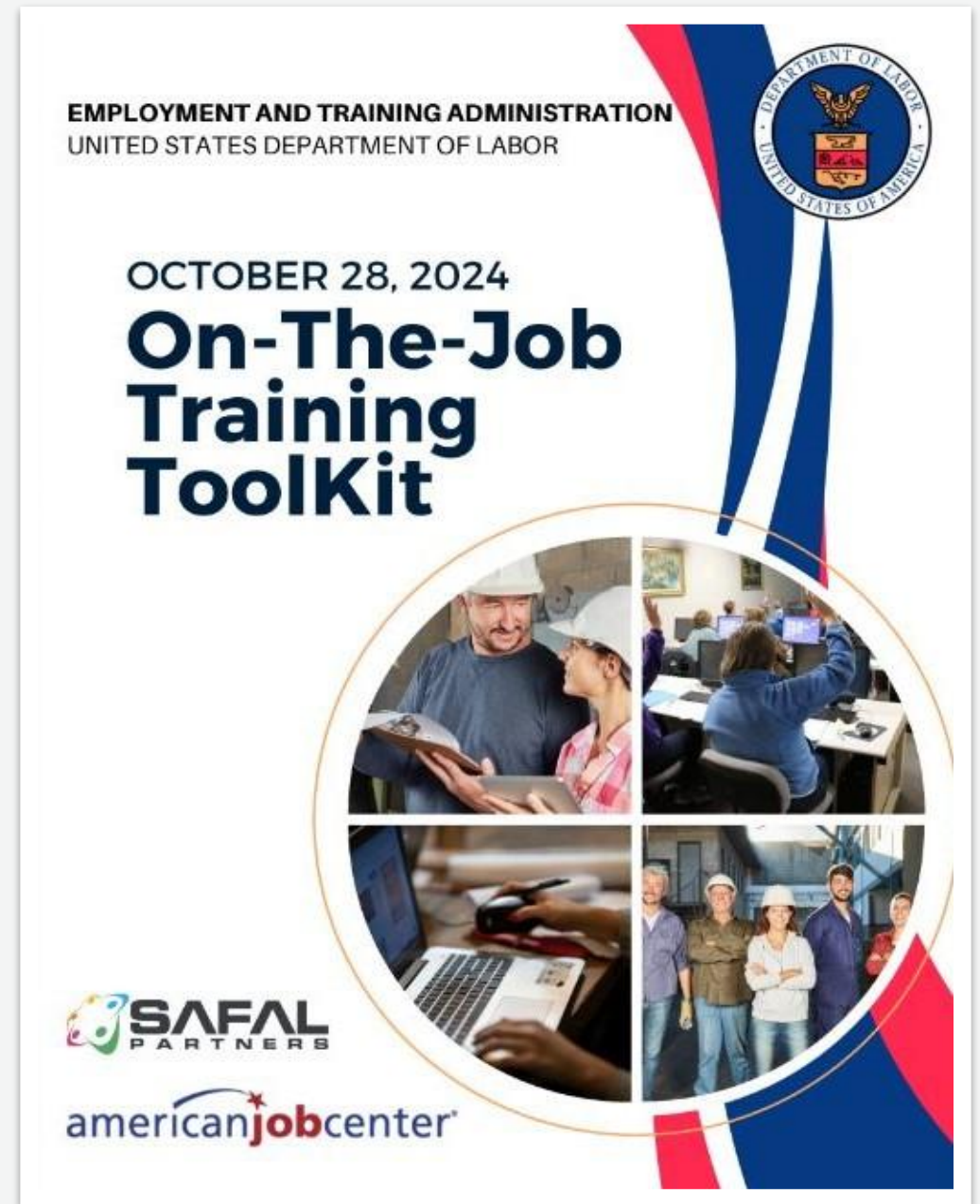
UPDATE...

OJT Toolkit



OJT Toolkit continued

- Provide an overview of OJT;
- Encourage the use of OJT as a strategy that has a proven track record of helping unemployed workers gain new skills and to find and retain employment;
- Provide minimum standards and suggestions for operating federally funded OJT programs;
- Provide tools and resources to grantees to facilitate development of consistent and effective OJT protocols and processes across workforce areas and programs.



New Components

- Trade Adjustment Assistance (TAA) Components
- OJT Across Funding Streams Chart
- All-in-One Resource

Features of OJT Across Funding Streams

FEATURES	WIOA (ALL PROGRAMS)		TRADE ADJUSTMENT ASSISTANCE
	ADULT, DW	RAPID RESPONSE	
Reimbursement Amount	Up to 75% reimbursement to employers	Up to 75% reimbursement to employers	Up to 50% reimbursement to employers*
Assessment	IEP can be developed to show OJT is needed	Incumbent Workers can be assessed for eligibility **	OJT supports goals of IEP
Training Duration	Determined by state or local area	Determined by state or local area	Not to exceed two years
Participant Requirements	WIOA eligibility determined before employment	Review of pre-layoff wages and skills ***	Must meet six criteria for approvable training
Training Plans	Business Service Rep seeks input from employer	Business Service Rep seeks input from new employer	Business Service Rep seeks input from employer
Who Sets the OJT Structure?	Board Policy	Board Policy	State
Allow Employed Worker OJTs?	Yes	Yes	No

*For OJT approved training for a co-enrolled TAA participant, WIOA may reimburse employers up to an additional 25 percent, bringing the total reimbursement to employers up to 75 percent.

** Must be tied to layoff aversion strategies for a threat of layoff.

*** Rapid Response can be provided before the employee has fully separated from the employer. A review of the employee's pre-layoff wages needs to occur, in addition to the employee's skill set to justify the need for additional training.



Components



careersourcebrevard.com

Attachment 5: On-the-Job Training (OJT) Job Seeker Letter Example

To Whom It May Concern:

Date:

CareerSource Brevard facilitates and is the catalyst for workforce development services that are responsive to the employment needs of Brevard County. CareerSource Brevard offers a training reimbursement grant to employers who hire eligible job seekers requiring training when entering a new position. Employers may recoup up to 50 percent of training wages for an established training period through the on-the-job training (OJT) incentive offered through this grant. **Name of participant** is potentially eligible for employer-based training, where **the employer can be reimbursed up to 50 percent of their training wages**. This letter is **valid for 90 days**, so please act now if you are considering this candidate for employment and would like more information about the program.

If you are considering **name of participant** for employment, please contact Business Liaison Supervisor **name of Business Services Team Supervisor**, for CareerSource Brevard. The OJT process and how your company can benefit from available job training dollars will be explained. To qualify for the training reimbursement, it is important that you contact me **prior** to offering employment to **name of participant** to ensure that the proper documents are completed **before** the employee begins work. Please contact me for more information regarding the OJT program and how it can benefit employers in Brevard County.

Sincerely,

Name
Business Liaison Supervisor
Phone
Email



Components – OJT Contract Overall

OJT Contract and Training Plan

Company:		Contract Number:	Funding Source: Adult <input type="checkbox"/> DW <input type="checkbox"/> DWG <input type="checkbox"/> TAA <input type="checkbox"/>	Contract Type: Standard OJT <input type="checkbox"/> Upgrade OJT* <input type="checkbox"/> *Upgrade <u>OJT's</u> are used as Incumbent Worker Training.
Business Liaison:		Staffing Specialist:		
Company Address / Phone		Company Point of Contact: Name, Email and Phone		



Components – OJT Contract Occupation and Participant info

1. Occupation And ONET Code:						
Starting Wage:	Training Hours: (not to exceed)	Total Amount (wage x training hours)	Total Contract Funding Allocation	Ending Wage	Wage Type/ Pay Period Salary /Hourly weekly/ bi-weekly/ semi-monthly	
\$		\$	\$	\$		
2. Trainee Name:				Available Start Date:		
Contact Information: Phone/Email						
3. The parties hereto agree that each of them may execute this Agreement on different dates, but hereby acknowledge that this Agreement shall begin on [date] and remain in full force and effect until its expiration on [date] . This Agreement may be modified at any time upon written mutual agreement of the parties and may be terminated at will and without cause by either of the parties via written notice to the other party in the event that the defined terms of this agreement are not met. If the expiration date falls after [date] , payment of allocated funds to the Company after that date shall be contingent upon the availability of funds in the new fiscal year and Company submitting an invoice and supporting documentation to Workforce Development Board within 30 days of the expiration of this Agreement.						Public agency
						Private For-Profit
						Private Non-Profit



Components – OJT Contract

Office Use Only

Business Size (Circle one)	< 50 employees	51-250 employees	> 250 employees
Training Plan Is Complete (skill requirements listed; skill gaps noted)	Yes	No	In Progress
Instructor has subject knowledge, ability to teach such knowledge, maintains good work habits that reflect the employer's standards, agrees to provide progress reports, and has the time away from regular duties to carry out the teaching for the participant to be successful	Yes	No	Unsure
Outside Training Provider will provide progress reports to employer and WDB representative	Yes	No	Not Applicable
Business has not exhibited a pattern of failing to provide OJT participants with continued employment	Yes	No	Unsure
Business verifies WIOA funds will not be used to relocate operations in whole or in part	Yes	No	
Business has operated at its current location for at least 120 days	Yes	No	
Business is not utilizing OJT participants to fill job openings <u>as a result of a labor dispute</u>	Yes	No	
OJT funds will not be used to directly or indirectly assist, promote, or deter union organizing	Yes	No	
The OJT will not result in the full or partial displacement of employed workers	Yes	No	



Components – OJT Contract Training Plan and Progress Report

*TO BE COMPLETED AND SUBMITTED BY EMPLOYER WITH EACH INVOICE *

Workforce Board OJT Evaluation

Company:

OJT Participant:

Total Training Hours:

OJT Start Date:

Training Areas:	Training Hours:	Status:	Comment(s):
1.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	
2.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	
3.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	
4.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	
5.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	
6.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	
7.		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Training has not started	



Components – OJT Contract Invoicing

(17) Required invoice attachments:

- Timesheet
- Pay stub
- Progress reports **or**
- Final training evaluation
- Other: _____



Reset Form

(18) Total contract authority:

(19) Previous invoice amounts total:

(20) Amount claimed invoice:

(21) Remaining contract balance:

(21=18-19+20)

Workforce Connections OJT Invoice Template



Components – Monitoring

Supervisor's Interview Sheet

Supervisor interviewed:

Supervisor job title:

Interview date: Interview location:

1. OJT Training Plan

- a. Do you have a copy of the OJT contract? Yes No
- b. Do you review the trainee's progress report with the trainee? Yes No
- c. Do the trainee's work assignments comply with the OJT Training Plan? Yes No
- d. Is the Training Plan being followed? Yes No
- e. How is the trainee's safety and well-being ensured?

Explain:

Comment(s):

2. Time Records

- a. How are the trainee's work hours tracked? (Person monitoring should review current time card/sheets.)

Explain:

- b. How would you describe the trainee's attendance and punctuality?

Describe:

- c. What is the trainee's hourly rate of pay?

Comment(s):

3. General

- a. Is the trainee performing his/her work assignments satisfactorily? Yes No
- b. Do you have any concerns about the trainee? Yes No
- c. Do you have any concerns about the OJT contract? Yes No
- d. In general, are you satisfied with the OJT contract? Yes No

Comment(s):



NEW CONCEPTS

Voices From the Field



Oregon's Trade Adjustment Assistance (TAA) Programs' Approach to OJT Development:

- Simplify the Process
- Operate at the Speed of Business
- Develop More OJTs

Simplify the Process!



Operate at the Speed of Business



Develop More OJTs



NEW CONCEPTS

Voices from the Field



OJT Contracting: Why?



*“Reimbursing employers for training costs lowers the expenses associated with hiring and training new workers. This approach fosters long-term relationships between **AJCs** and the reemployment services they offer, **workers** and **employers.**”*

WIN, WIN, WIN....



OJT Contracting & Streamlining Processes



- Umbrella Contract (one year) – allows for multiple individual training plans
- Training Plan Development – O*Net Specific Vocational Preparation (SVP)
- Local Workforce Development Board (LWDB) approved Below Self Sufficiency Policy to aid in WIOA Adult eligibility after priority of service
- Standardized to 50% Wage Reimbursement
- New Hires only – exceptions given to Registered Apprentices (RAs)
- Employer Pre-screen for OJT as part of our contracts and employer account information
- Insuring Performance - targeted for high growth – in demand occupations



Utilization of WIOA OJT Contacts for RA Programs



- WIOA OJT is our primary method of funding for **existing** registered apprentices.
- Registered apprentices must also meet WIOA eligibility guidelines to be served with WIOA funds. PIRL 931 must be identified in the State MIS system.
- We require a copy of the *Apprenticeship Agreement*, signed by the Program Sponsor and the Apprentice. Must be included in the WIOA participant's files.
- Duration of the WIOA OJT will not be the entire length of the apprenticeship program, it will vary but on average is approx. 90 days.
- WIOA participants' training plans must *align* with the OJT apprenticeship in the RAP Standards and lead towards measurable skill gains (MSG), a wage increase and credential attainment (interim credential).



OJT Marketing/Outreach Methods

- Business Services Team – provides an overview of OJT to any employers they engage who hire demand occupations
- Ongoing email and social media marketing campaign that states, "We Pay, You Train"
- Online – employer and job seeker landing pages on the LWDB website that gives the specifics of OJT services; both allow for a request to be submitted for more information





Thoughts and Perspectives



What About You?



How are you using OJT as a part of your TAA, WIOA, or apprenticeship support work?

1. We don't do any OJTs
2. We only use OJTs for apprenticeship support
3. We use OJTs for WIOA but not for TAA
4. We use OJTs for both WIOA and TAA



Your Perspectives





Question and Answer

Let us know your question!



Resources

- [On-the-Job Training Toolkit 2024](#)

This is an all-in-one resource that includes necessary forms, links to resources, and downloadable files.

- [Pre-Apprenticeships: Building Strong Apprentices](#)

This can help you develop pre-apprenticeships that lead into Registered Apprenticeships.

- [Trade Adjustment Assistance Resources Page](#)

A variety of resources to assist you with TAA activities.

- [Work-Based Learning Community](#)

The National Work-Based Learning Community is a state-led, peer-to-peer group with a focus on discussing work-based learning strategies and best practices.



Contact Us!



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- Become a member of our Next Level Now Community of Practice!
- The Next Level Now Community of Practice can be found at www.nextlevelnow.workforcegps.org/
- Reach out to us to request technical assistance on today's topic or other workforce topics!



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Thank You!

We look forward to seeing you on WorkforceGPS.

Need Help? Email: Support@WorkforceGPS.org

