

The Workforce Connection, Inc.

Policy Title: Work-Based Training

Policy Number: 2016-500-01, Change 4

Status: Active

Effective: March 19, 2024

Purpose:

The purpose of the Work-Based Training policy is to maintain compliance with WIOA Title I Adult, Dislocated Worker and Youth programs and all other associated grants that utilize 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.

References:

- Illinois Department of Commerce and Economic Opportunity (DCEO) e-policy Chapter 7, All Sections and all Policy/References, Notices and Technical Assistance Resources attached to the ePolicy.

Background:

One of the types of Training Services available to WIOA customers is work-based learning (WBL) which allows them the potential to earn an income while gaining critical job skills. They benefit employers by meeting their demand for "work ready" skills (assessed on the job) as well as tailored technical skills. Not all educational experiences available to WIOA participants are classified as Training Services or occur under conditions similar to those outlined in the Training section of the policy manual. Work Experience can be used by the Customer to successfully complete their training goals. Various Work-Based Learning activities are available for Adults, Dislocated Workers and Youth under the Workforce Innovation and Opportunity Act. Activities identified as Work-Based Learning 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.

Local 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.

Work Experience and Transitional Jobs

1. For paid work experiences and transitional jobs, WIOA will pay the participants' wages, related payroll taxes, worker's compensation, liability and benefits provided under the Illinois Department of Labor Paid Leave for All Workers Act 820 ILCS 192 and the Federal Fair Labor Standards Act..

<https://www.dol.gov/agencies/whd/flsa> Wages will be paid at the same entry-level rate that paid trainees or employees in the same or similar positions at the worksite. No position will be paid less than the State of Illinois established minimum wage.

2. Participants in work experience and transitional jobs will work 30 hours or less a week. The duration of the work experience and transitional job will be determined based on the expected outcomes; the Duration of a work experience or transitional job assignment will not exceed 360 hours. WIOA Youth program includes:
 - Work Experiences must include academic and occupational education.
 - WIOA Youth 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 (681.600) and may not exceed 360 hours per program participation.
3. The worksite supervisor is expected to provide supervision and training for participants, as well as monitor the progress and application of job readiness skills. The ratio of trainee to supervisor will not exceed 5 to 1.
4. Work Experience and Transitional Job 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.
5. **Worksite Approval and Monitoring:** Staff will pre-approve and monitor all worksites. They will visit the site at least 2 times during the Work Experience or Transitional Job. All visits will be documented on the evaluation forms as well as provide documentation on supervision and any issues or concerns.
6. The number of work experience or transitional job participants assigned per work site will not be greater than 51% of total employees at the worksite.
7. Future work experience or transitional job requests from worksites will be denied if those worksites have not honored the requirements set forth in previous worksite agreements.
8. Work Experience activity cannot directly promote or support political, religious or anti-religious activities nor may the participant support sectarian instruction or direct operations for religious worship. The contract or training agreements will confirm or indicate that "the responsibilities will not directly support sectarian instruction or direct operations for religious worship."
9. Programs will utilize the Work Experience Agreement and training plan established by the Illinois Department of Commerce and Economic Opportunity (Attachment A), in accordance with e-policy Chapter 7 Section 2.2.

On-the-Job Training (OJT)*

1. Representatives Authorized to Negotiate OJT Contracts:
The Business Service Representatives of the provider of WIOA Individualized Career Services for WIOA Title I in LWIA 3 are authorized to negotiate OJT contracts on behalf of TWC, the Local Workforce Board.
2. Contract Period:
The training program will generally not exceed a total of 1,040 full-time hours of actual training (the equivalent of full-time training for 6 months).
 - a) Training may exceed six (6) months if there are extenuating circumstances such as lengthy

illness, plant shutdown, holidays, etc. but total training hours will generally not exceed 1040. Any exceptions will be reviewed and approved by the TWC Board.

- b) An employee in OJT may work overtime hours, but overtime hours are not eligible for reimbursement.

Individuals selected for an OJT contract will not be placed in an occupation in which they have had prior experience unless some of the skills required are in a new area for which technology and skills have changed significantly enough to warrant additional training.

Reasonable tools, equipment, and clothing not provided by the employer on all OJT contracts may be provided by WIOA funds, based on the participant's need. The cost of tools, equipment, and clothing is pursuant to the Supportive Service policy. A reasonable attempt will be made to retrieve tools and equipment over if the participant has completed less than 4 weeks of OJT training. The participant will complete the form acknowledging receipt of the items and agree to return any and all tools and equipment.

3. Reimbursement for Training:

During the negotiation of an OJT contract, the training costs of the employer should be estimated by the LWIA and used as a basis for negotiating the percentage of the wage to be reimbursed during the training period.

The size of the business is determined by the location where the training will take place, or (in instances where training may occur offsite) the location to which the trainee reports.

When determining the negotiated reimbursement, the LWIA should consider the overall size of the company and its ability to pay for training without WIOA support, the total available funds for OJT programs, the number of employers interested in OJT programs, and other factors in order to maximize the impact of OJT funds

Employers must submit required documents on a monthly basis to the fiscal office and will be reimbursed for the regular hours a trainee actually worked up to 40 hours per week.

4. Evaluation:

OJT Employer Evaluation form, contract, and all monitoring documents are kept in the participant file.

OJT Agreements will be developed in accordance with IL DCEO e-policy Chapter 7 Section 2.2, utilizing the forms established by DCEO.

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 based on the cost of the training and available funds.
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:
 - a. The introduction by the employer of new technologies;
 - b. The introduction to new production or service procedures; or
 - c. Upgrading to new jobs that require additional skills/workplace literacy.

Registered Apprenticeship

1. Registered Apprenticeships are based on an “Earn and Learn” model. Registered Apprenticeship program sponsors can be Eligible Training Providers.
 - a. Employers who provide related instructions with Registered Apprenticeship programs can provide formal in-house instructions as well as on-the-job training at the worksite.
 - b. Employers can use an outside educational provider for classroom instruction. Employers can use two- or four-year post-secondary institutions, technical training schools or online courses for related instructions. The employer is the Eligible Training Provider and must identify its instructional provider.
 - c. For multiple-year apprenticeships, funding to cover the costs of related training will be negotiated and obligated by semester or applicable certification, but not more than six months at a time. Classroom training will not exceed the ITA cap..
2. On-the-job training Agreements and procedures will be utilized for the on-the-job training hours of the apprenticeship. For multiple-year apprenticeships, the total hours for reimbursement will be negotiated. Most OJT agreements will not exceed 1040 hours.

Action Required: This information should be disseminated to all WIOA One-Stop Operator program directors/staff responsible for developing Work-Based Training agreements on behalf of The Workforce Connection, such as business service employees, placement staff, career planners and other staff responsible for budgeting, vouchering and accounting.

Responsible Party:

Staff responsible for WIOA funded Work-Based Training opportunities and/or processes for enrolled participants must ensure all policies are followed.

Inquiries: Questions regarding this policy should be directed to The Workforce Connection Executive Director

Effective Date: Immediately