

## **GRWDB Work-Based Training Policy**

**Purpose:** A Work-Based Training Policy, required under Workforce Innovation and Opportunity Act (WIOA) Title I programs, as per NJWIN 13-15, was approved at the Oct. 6, 2022, board meeting of the Greater Raritan Workforce Development Board (GRWDB).

**Background:** WIOA Sections 680.700 through 680.850 and Section 134 detail requirements for each Local Area workforce development to have a policy for the implementation of Work-Based Training agreements / contracts, including On-the-Job Training, Incumbent Worker Training, Registered Apprenticeship training, Transitional Jobs, Customized Training, paid or unpaid Work Experience, Pre-Apprenticeship Training, and Job Shadowing.

Following are the definitions for Work-Based Training initiatives:

**On-the-Job Training** – Training by an employer that is provided to a paid participant while engaged in productive work in a job that—

- a) Provides knowledge or skills essential to the full and adequate performance of the job;
- b) Is made available through a program that provides reimbursement to the employer of up to 75 percent of the wage rate of the participant, except as provided in section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- c) 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.

**Registered Apprenticeship** – An "Earn and Learn" training model, providing a 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** – 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.

**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. WIOA Youth program participants will participate in work experience with integrated education and training activities occurring concurrently and contextually with the work-based training. (WIOA sec. 129 (c)(2)(E).

**Incumbent Worker Training** - Section 134 (d) (4) of WIOA permits local areas, with board approval, to reserve and not use more than 20 percent of allocated Adult and Dislocated Worker funds to pay for the training costs of Incumbent Workers. NJWIN WD-PY21-4 issued by the New Jersey Department of Labor and Workforce Development on Dec. 16, 2021, offers further guidance for local boards on Incumbent Working Training.

**Pre-Apprenticeship** – 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).

**Policy:** For Greater Raritan job-seeker customers, Work-Based Training opportunities must be identified as an appropriate activity for program participants on the Individual Employment (IEP).

GRWDB staff will disseminate the following to Career Services partners who will work with GRWDB staff to develop Work-Based Training agreements on behalf of the GRWDB – this may include business service employees, placement staff, career planners and other staff responsible for budgeting, vouchering and accounting.

### **Work Experience and Transitional Jobs**

- 1) Work experience, transitional jobs, and Incumbent Worker Training 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) Greater Raritan [Incumbent Worker Training Program Policy and procedures](#) were approved by the GRWDB board on Jan. 20, 2022.
- 4) For paid work experiences and transitional jobs, WIOA will pay the participants’ wages and related benefits. 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 New Jersey current minimum wage.
- 5) 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 upon the expected outcomes and will not exceed 360 hours. WIOA Youth program Work Experiences must include academic and occupational education. In addition, 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).
- 6) 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.
  - 7) 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.
  - 8) 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. Staff is required to monitor worksites.
  - 9) The number of work experience or transitional job participants assigned per work site will not be greater than 51 percent of total employees at the worksite.
  - 10) 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.

### **On-the-Job Training (OJT)**

The implementation of Greater Raritan On-the-Job Training programs will follow the [On-The Job Training Policy and procedures](#) adopted by the GRWDB Board at its Jan. 20, 2022, meeting.

GRWDB staff may initiate the negotiation of OJT Contracts, working with the provider(s) of WIOA Career Service programs. Parties also will work with state Business Services Representatives and state OJT contract writers to understand other options employers may utilize and all will work collaboratively to develop the most effective employer-focused solutions.

### **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: the introduction by the employer of new technologies; the introduction to new production or service procedures; or Upgrading to new jobs that require additional skills/workplace literacy.

### **Registered Apprenticeship**

- 1) Registered Apprenticeship are based on an “Earn and Learn” model. Registered Apprenticeship program sponsors can be Eligible Training Providers.

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. Employers can 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. 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.

- 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 1,040 hours.