




Work Based Learning Fact Sheet Packet






WORK-BASED LEARNING



Work Experience (WE)


<p><i>Who needs it</i></p>  <p><i>Why</i> Job Seeker lacks experience</p>	<p><i>Employer agrees to</i></p> <p>Provide a structured learning experience on a worksite</p>  <p><i>Stipulations</i> County/WBC is employer of record. No time limit for unpaid. No Cap. For youth other requirements apply</p>	<p><i>The Plan</i></p> <p>Contract with employer who agrees to give monthly reports on experience progress</p> <p>This is an Internship. Transitional Jobs refer to a specific paid type of WE; Youth may also use Job Shadowing, Pre-Apprenticeship or OJT</p>	<p><i>Funding</i> Youth, AD/DW, EF</p>  <p><i>WBC SME</i> Bret</p>
--	--	--	---


Subsidized Employment (SE)

<p><i>Who needs it</i></p>  <p><i>Why</i> Job Seeker lacks experience</p>	<p><i>Employer agrees to</i></p> <p>Provide a structured learning experience on a worksite</p>  <p><i>Stipulations</i> The employer pays the participant and is reimbursed. Length and program caps apply</p>	<p><i>The Plan</i></p> <p>Contract with employer who agrees to give monthly reports on experience progress</p> <p>Employer is reimbursed for the experience through detailed time cards</p>	<p><i>Funding</i> TANF</p>  <p><i>WBC SME</i> Cristine? (NEW)</p>
--	--	---	--


On-the-Job Training (OJT)




<i>Who needs it</i>	
<i>Why</i>	Employer can't find skilled labor


<i>Employer agrees to</i>	Accept lower qualifications and provide additional training
	
<i>Stipulations</i>	Job seeker is hired up front, agrees to training plan and OJT contract

<i>The Plan</i>	Employer identifies candidate through WBC screening or reverse referral and a Training Plan is signed prior to hire
	Employer is reimbursed for the training through detailed time cards


<i>Funding</i>	WIOA AD/DW, Youth, TANF, EF
	
<i>WBC SME</i>	Jeanette

Registered Apprenticeship (RA)

<i>Who needs it</i>	
<i>Why</i>	Industry needs the occupation and the Job Seeker greatly benefits from industry recognized training




<i>Employer agrees to</i>	Use OJT, Related Technical Instruction (RTI) or Supportive Services
	
<i>Stipulations</i>	USDOL Approval

<i>The Plan</i>	Plans will vary as the WBC has flexibility within the three training aspects
	Automaticly qualifies for ETPL, Some grants have specific critria

<i>Funding</i>	WIOA AD/DW, Youth, TANF, EF
	
<i>WBC SME</i>	Jeanette/Bret

Incumbent Worker Training (IWT)



<p>Who needs it</p> 	<p>Employer needs to fill an upper level position.</p>
<p>Employer agrees to</p> 	<p>Upskill current employee using OJT, or RTI. Backfill position with WBC assistance</p>
<p>Stipulations</p>	<p>Possibly a Layoff Averson Plan</p>
<p>The Plan</p>	<p>Contract with the employer to pay for upskilling with agreed upon advancement. Use candidate sourcing to backfill the vacated position</p>
<p>Funding</p> 	<p>WIOA AD/DW</p>
<p>WBC SME</p>	<p>Rebecca/Noelle? (NEW)</p>

Job Readiness
Stability

Employer Engagement

Self Sustaining Retention

Fact Sheet

Work Experience



Work Experience also known as an Internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. The intention of a work experience is to enable participants to explore career options and gain exposure to the working world and its requirements, and not to benefit the employer, although the employer may, to a limited extent, benefit from the activities performed by the participant.

Wages

The participant is placed on regular payrolls for paid work experiences are compensated according to minimum wage standards, and are paid the prevailing wage of employees with similar training, experience and skills for a similar occupation, as set by the employer. However, since work experiences are intended as trainee positions, wages do not typically exceed those for entry level employees.

Employment Plan

During the work experience period the employer provides monthly feedback in the form of scaled ratings of the participant's growth in job knowledge, work quality, attendance, dependability and communication/listening skills. In addition an employment plan is developed based on the employment goals of the participant. The activities of the work experience help a participant gain abilities and confidence related to their employment goal.

Comprehensive Strategy

Work experience opportunities are offered to participants when a comprehensive assessment or individual service strategy (ISS or IEP) identifies that the participant would benefit from this activity. They can also help to determine other specific needs, including the need for additional training. Public sector employers, private non-profit and for-profit employers are all considered acceptable for work experience placements.

Agreement

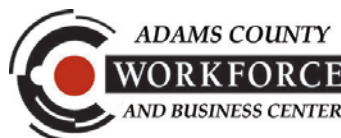
- The Adams County WBC contracts with employers to provide the internship opportunities
- The Adams County WBC provides support for the participant and the employer
- The Adams County WBC pays the wage to the participant based on program timesheets
- The Adams County WBC supports the participant to market their new skills following the work experience period.

An Internship is a great way for a participant to learn new foundational employment skills

Reimbursement amounts vary depending on grant funding and program variables.
Contact a Business Services representative to find out about the most recent grant opportunities.

Email: acbusssvc@adcogov.org

Call: 720-523-6890



Fact Sheet



Subsidized Employment, also known as an Internship, is a planned, structured learning experience that takes place in a workplace for a limited period of time. This is a version of a work experience program designed to support TANF participants. The intention of subsidized employment is to enable participants to explore career options and gain exposure to the working world and its requirements, and not to benefit the employer, although the employer may, to a limited extent, benefit from the activities performed by the participant.

Wages

The participant is placed on regular payrolls for paid work experiences are compensated according to minimum wage standards, and are paid the prevailing wage of employees with similar training, experience and skills for a similar occupation, as set by the employer. However, since supported employment is intended for trainee positions, wages do not typically exceed those for entry level employees.

Employment Plan

During the subsidized employment period the employer provides monthly feedback in the form of scaled ratings of the participant's growth in job knowledge, work quality, attendance, dependability and communication/listening skills. In addition an employment plan is developed based on the employment goals of the participant. The activities of subsidized employment help a participant gain abilities and confidence related to their employment goal.

Comprehensive Strategy

Subsidized employment opportunities are offered to participants when a comprehensive assessment or individual service strategy (ISS or IEP) identifies that the participant would benefit from this activity. They can also help to determine other specific needs, including the need for additional training. Public sector employers, private non-profit and for-profit employers are all considered acceptable for subsidized employment placements.

Agreement

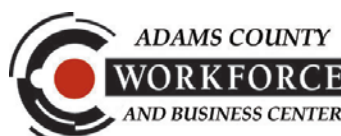
- The Adams County WBC contracts with employers to provide the internship opportunities
- The Adams County WBC provides support for the participant and the employer
- The Employer pays the wage to the participant and Adams County WBC reimburses the employer 100% of the hourly wage for the training hours.
- The Adams County WBC supports the participant to market their new skills following the work experience period.

An Supported Employment placement is a great way for a TANF participant to learn new foundational employment skills

Reimbursement amounts vary depending on grant funding and program variables.
Contact a Business Services representative to find out about the most recent grant opportunities.

Email: acbusssvc@adcogov.org

Call: 720-523-6890





Fact Sheet

On-The-Job Training (OJT) is a wage reimbursement program to help employers offset the cost of training a new employee. OJTs are full time positions where the employer has control over the recruitment, interviewing and selection of candidates. The Adams County Workforce & Business Center will reimburse 50% of the hourly wage during the crucial training stage.

OJT Goal

There are two goals of any successful OJT. The primary goal is to help employers who are struggling to find the perfect match for a particular position. An OJT provides them with no-cost screening and assessment as well as paying for a portion of the wages during the training phase of hiring. The secondary goal is to help a job seeker overcome a skill gap that is keeping them from becoming marketable. Often times a job seeker has adequate education, skills, and knowledge, but lacks specific experience that can only be acquired through training provided by an employer.

Job Seeker Eligibility

For a job seeker to be eligible for an OJT, they must be registered in Connecting Colorado. This will allow the Work-Based Learning Coordinator to understand the occupational goals and capabilities of the job seeker. An OJT Match form may be used to help identify the skills gap. The Business Services team will compare the skills and abilities to the requirements identified in various job descriptions that are submitted by employers. There may be additional screening or assessment tools requested by an employer that must be completed to qualify for an OJT for certain employers. The participant may have other eligibility requirements based on available grants.

Employer Eligibility

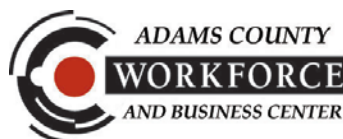
For an employer to be eligible, the company must be hiring for a full time position, pay into unemployment insurance and workers compensation, and have had no layoffs within the last twelve months. An OJT contract must be agreed upon before the new hire starts. The employer agrees to help identify what training will be conducted and submit updates on the progress. The occupation must also pay a wage that is commensurate to the occupation, industry, and region. The employer must follow all labor law and equal opportunity standards. Once an employer is eligible the OJT opportunity will be posted on Connecting Colorado.

An OJT is a great way for an employer to develop skilled labor when adequate candidates are not readily available

Reimbursement amounts vary depending on grant funding and program variables.
Contact a Business Services representative to find out about the most recent grant opportunities.

Email: acbusvc@adcogov.org

Call: 720-523-6890





Fact Sheet

Registered Apprenticeships (RA) are innovative work-based earn-and-learn models. Features of an RA, include flexibility, opportunity for immediate wages, and an emphasis on partnerships, make it an effective strategy for the workforce system. A Registered Apprenticeship meets federal criteria, and has been accepted and approved by the USDOL Office of Apprenticeship. There are over 1,500 occupations served by registered apprenticeships.

Registered Apprenticeship Core Components

1. **Business Involvement** - Businesses must play an active role in building RA programs and be involved in every step of their design and execution.
2. ***On-the-Job Training** - Companies hire apprentices and provide hands-on training from an experienced mentor.
3. ***Related Technical Instruction** - Apprentices receive instruction or classroom style training that complements an OJT and helps refine the technical and academic skills.
4. **Rewards for Skill Gain** - Apprentices receive pay increases as their skills and knowledge increase.
5. **National Occupational Credential** - Every graduate of a RA program receives a Certificate of Completion from USDOL.

**The workforce may be able to help pay for these items.*

Job Seeker Eligibility

Job seekers must meet the eligible criteria established by the RA sponsor. For funding assistance through the Workforce Innovation and Opportunity Act (WIOA) program, the individual must complete an eligibility intake before the training begins. WIOA may be able to assist with OJT, related technical instruction or supportive services depending on funding availability and other program criteria.

Apprenticeship Industries Include

Healthcare

Energy

Advanced Manufacturing

Information Technology

Hospitality

Geospatial

Biotechnology

Aerospace

Transportation

Finance

Agriculture

And of course many in the Trades

Apprenticeship Types

1. **Time-Based programs** - Skill competencies will be developed over a specific time period.
2. **Competency-Based programs** - Skill competencies are developed and *demonstrated* without a time restriction.
3. **Hybrid** - any combination of time-based and competency-based that meet the needs of the RA industry.

RA in Colorado

Colorado currently has over 5,000 registered apprentices enrolled in over 200 RA programs. Colorado also has a large number of apprenticeship programs that are not registered, including an estimated 20,000 individuals who are enrolled in a non-registered plumbing or electrical apprenticeship programs. Taken together, the total number of apprenticeships, both registered and non-registered, demonstrates the value that this form of work-based training has for both Colorado employers and workers.

An RA is a great way for a job seeker to obtain industry recognized training while earning a self sustaining wage.

Funding amounts vary depending on grant availability and program variables.
Contact a Business Services representative to look at a list of RA trainings that may interest you.

Email: acbusssvc@adcogov.org

Call: 720-523-6890





Fact Sheet

Incumbent Worker Training (IWT) is work based and/or classroom training provided to individuals currently working that increases the competitiveness of the employee and the employer, based on the definition of competitiveness identified in local policy. A participant acquires new skills allowing him or her to move to a higher skilled and higher paid job within the company, thus permitting the company to hire a job seeker to backfill the incumbent worker's pre-training position.

IWT Goal

IWT is designed to meet the special requirements of an employer or group of employers to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. They are conducted with a commitment by the employer to avert the layoff of the incumbent worker(s) trained, or otherwise retain the worker(s); and may include apprenticeship training

Job Seeker Eligibility

For an individual to be eligible for an IWT, he or she must be employed, meeting the Fair Labor Standards Act requirements for an employer-employee relationship; Have an established employment history with the employer for 6 months or more, with the following exception: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must meet the 6 month requirement. However, at least 51% of the workers must meet this requirement; and meet additional qualifications that may be set by the local board. The participant must also meet the State of Colorado Lawful Presence requirements.

Employer Eligibility

For an employer to be eligible for IWT the establishment must provide a sustainable wage as determined by The Colorado Center on Law and Policy self sufficiency standard. The employer must pay into workers compensation and Unemployment Insurance. They must not have had a lay off in the department any time in the last two years. The Local board may take other factors in account such as the number of employees participating in the training, benefit levels, or the relationship of the training to the market competitiveness of the employer and the employee. The employer must agree to pay a portion of the training costs. They must also agree to make available attendance and payroll records and cooperate with state and local monitoring of the program.

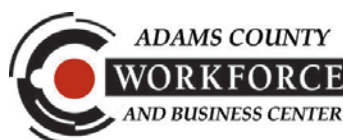
IWTs are developed through an agreement between the local workforce center and the employer. The agreement must provide a structured training opportunity to gain skills and competencies necessary to be successful in the occupation.

An IWT is a great way for an employer to advance the skills of its current workforce

Reimbursement amounts vary depending on grant funding and program variables.
Contact a Business Services representative to find out about the most recent grant opportunities.

Email: acbusssvc@adcogov.org

Call: 720-523-6890



Types of Registered Apprenticeship Program Standards

Fact Sheet

National Guideline Standards

These Registered Apprenticeship (RA) standards are certified by the Office of Apprenticeship National Office as conforming to federal regulations (Title 29 CFR Part 29.5). Guideline standards are altered and customized by the local affiliates to both accurately reflect how the local program will operate, and to meet the requirements of the State registration agency and any applicable state or local regulations. For instance, the IBEW (Internal Brotherhood of Electrical Workers) has National Guideline Standards. These are *guidelines* for local program standards to be developed. CVS is another example of a program sponsor with National Guideline Standards, although programs are registered locally.

National Program Standards

These program standards are developed *and registered* for multi-state programs. These programs are administered by the Office of Apprenticeship National Office. For instance, the USMAP program is a national program. It is our Military Apprenticeship Program where everything is handled by the National Office (e.g., apprentices are registered into national program standards). Another example is UPS; they have a national program but not all of their distribution centers participate in the program.

Local Program Standards

1. Individual Non-Joint Program Standards – RA program standards for one employer that is not involved in a collective bargaining agreement.
2. Individual Joint Program Standards – RA program standards for one employer that is involved in a collective bargaining agreement.
3. Group Non-Joint Program Standards – RA program standards for a group of employers that are not involved in a collective bargaining agreement.
4. Group Joint Program Standards – RA program standards for a group of employers that are involved in a collective bargaining agreement.



Acronyms and Abbreviations

ABE	Adult Basic Education (CDE)	JVSG	Jobs for Veterans State Grant
ADA	Americans with Disabilities Act	LMI	Labor Market Information
AEFLA	Adult Education and Family Literacy Act (CDE)	LTU	Long Term Unemployed
AELA	Adult Education and Literacy Act of 2014 (CDE)	LWDB	Local Workforce Development Board
BEL	Business Experiential Learning Commission	MIS	Management Information System
BDR	Business Development Representative (CDLE)	MOU	Memorandum of Understanding
BLS	Bureau of Labor Statistics	NASWA	National Association of State Workforce Agencies
BOS	Business Outreach Specialists (CDLE/DVR)	NAWB	National Association of State Workforce Boards
CBO	Community Based Organization	NGA	National Governor's Association
CC	Connecting Colorado	OJT	On-the-Job Training (U.S. DOL)
CCCS	Colorado Community College System	O*NET	Occupational Information Network (U.S. DOL)
CCRS	College and Career Readiness Standards	PGL	Policy Guidance Letter (CDLE)
CDE	Colorado Department of Education	RA	Registered Apprenticeship(s)
CDHE	Colorado Department of Higher Education	RAPIDS	Registered Apprenticeship Partners Information Data System
CDHS	Colorado Department of Human Services	RR	Rapid Response (CDLE)
CDLE	Colorado Department of Labor and Employment	RTI	Related Technical Instruction (or Related Training Instruction)
CDOT	Colorado Department of Transportation	RVER	Regional Veterans Employment Representative (CDLE)
CFR	Code of Federal Regulations	SRC	State Rehabilitation Council (DVR)
CRWC	Colorado Rural Workforce Consortium (CDLE)	STEM	Science, Technology, Engineering, and Mathematics
CTE	Career and Technical Education	TA	Technical Assistance
CUWA	Colorado Urban Workforce Alliance	TEGL	Training and Employment Guidance Letter (U.S. DOL)
CWDC	Colorado Workforce Development Council	TEIN	Training and Employment Information Notice (U.S. DOL)
DOC	Department of Corrections	TEN	Training and Employment Notice (U.S. DOL)
DOLA	Department of Local Affairs (CO)	UI	Unemployment Insurance
DORA	Department of Regulatory Affairs	USDOL	United States Department of Labor (also DOL or U.S. DOL)
DVOP	Disabled Veterans Outreach Program (CDLE)	WBL	Work-Based Learning
DVR	Division of Vocational Rehabilitation (CDLE)	WDP	Workforce Development Programs (CDLE)
DW	Dislocated Worker	WE	Work Experience
ETA	Employment and Training Administration (U.S. DOL)	WFC	Workforce Center
ETPL	Eligible Training Provider List	WIA	Workforce Investment Act
FAFSA	Free Application For Student Aid	WIOA	Workforce Innovation and Opportunity Act
GSJH	Governor's Summer Job Hunt	WOTC	Work Opportunity Tax Credit
HSE	High School Equivalency	WP	Wagner-Peyser
IEP	Individual Employability Plan		
ISS	Individual Service Strategy		
ITA	Individual Training Account		
IW	Incumbent Worker		

Definitions

Apprentice – A worker at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation.

Career Pathways – A series of connected education and training programs, work experiences, and student support services that enable individuals to secure a job or advance in a demand industry or occupation. *for more information on Career Pathway System, Career Pathway Program, Career Pathway Map see Building Industry-Driven Career Pathway Systems in Colorado: A STEP-BY-STEP GUIDE*

Certificate of Completion – Nationally-recognized credential issued by the U.S. Department of Labor to a graduate of a RA program. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. *U.S. Department of Labor, TEGL13-16*

Internship – An internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. *20 CFR 680*

Job Shadowing – A temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Student learns about a job by walking through the work day as a shadow to a competent worker.

Pre-Apprenticeship Program – A program designed to prepare individuals to enter and succeed in an RA program. WIOA-funded pre-apprenticeship programs must be formally linked to one or more RA programs and have a strong record of enrolling their graduates into a RA program.

Registered Apprenticeship Program – A work-based training program that meets the federal criteria (29 CFR Part 29, section 5), and has been accepted and approved by the USDOL Office of Apprenticeship. All RA programs consist of the following five core components – direct business involvement, OJT, related instruction, rewards for skill gains, and a national occupational credential. *And U.S. Department of Labor, TEGL13-16*

Registered Apprenticeship Program Sponsor – Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Examples of program sponsors include employers, joint apprenticeship training programs, industry intermediaries, and community-based organizations.

Related Technical Instruction (or Related Training Instruction) (RTI) – Instruction or classroom style training that complements an RA OJT component and helps refine the technical and academic skills that apply to the job. RTI can be provided by a community college, technical school, apprenticeship training school, or by the employer.

Sector Partnership – An industry-specific regional partnership led by business in partnership with economic development, education, and workforce development. *Next Generation Sector Partnerships: Training Manual*

Virtual Job Shadowing – Individuals can “job shadow” an occupation of interest by watching professional career videos online, featuring professionals describing their job, work environment, education and training.

Work Experience – A work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. The intention of a work experience is to enable participants to explore career options and gain exposure to the working world and its requirements, and not to benefit the employer, although the employer may, to a limited extent, benefit from the activities performed by the participant.