Technical Assistance (TA) Guide – Work-based Learning

This TA Guide is to provide the program operator with additional guidance when sponsoring a participant in work-based learning (work experience and/or on-the-job training). This TA Guide is not meant to be all-inclusive. It is the responsibility of the program operator to review all applicable policies to ensure proper documentation and allowable expenditures.

Steps that should be followed when sponsoring work-based learning:

1. Youth Work Experience
    i. The participant must have completed Traitify, been counseled on the results, and the results scanned in NCWorks and case noted.
    ii. The placement (worksite) must match their Traitify results and the participant should have limited to no prior experience in the career field.
    iii. The participant must complete the industry tour and unpaid job shadow. Both activities are required to be recorded in NCWorks.
    iv. The Employer Thank You note must be scanned in NCWorks.
    v. The Participant Summary Statement must be scanned in NCWorks.
        1. This is meant to be reviewed by the Career Advisor to ensure the participant is ready to be placed on a work experience and should be case noted.
    vi. Orientation must be held with the participant and the worksite supervisor; form signed and scanned in NCWorks.
    vii. Work-Site Agreement must be completed and signed prior to the participant starting the work experience.
    viii. Work Plan must be completed and signed prior to the participant starting the work experience.
        1. Prevailing Wage: the Career Advisor should review the employer job description for any educational or experience requirements. Any requirements that the participant does not have will require the Local Area to calculate the wage.
    ix. Evaluations: are required regardless of the number of hours, we require a mid-point and a final evaluation. They should be scanned as “separate” documents.
    x. Timesheets: changes must be initialed and dated, no exceptions. Should be scanned timely, within 48 hours of pay period end date.
    xi. Modifications: must be completed for both the Worksite Agreement and Work Plan if anything changes; must be signed by all parties and scanned in NCWorks

xii. Tier 1 – no more than 320 hours AND no more than two (2) Tier 1 work experiences
xiii. Tier 2 – must have high school diploma or GED and must lead to a full-time job; employer is required to provide a letter of intent
xiv. Any hours that are disallowed still count towards total number of hours allotted/worked.
xv. Employer Service: is required to be recorded each time the Career Advisor completes paperwork directly related to the work experience, including the "initial" visit to set up the work experience.
xvi. Activity code: is required and should not be added until the participant has actually started their work experience. Start date must match first day of work on timesheet and start date on participant assignment page (worksite agreement) and end date must match last day of work on timesheet. Case notes must list dates.

2. Adult Work Experience
    i. The participant must have completed Traitify, been counseled on the results, and the results scanned in NCWorks and case noted.
    ii. The placement (worksite) must match their degree field and/or match their Traitify results and the participant should have little to no prior experience in the career field.
    iii. Orientation must be held with the participant and the worksite supervisor; form signed and scanned in NCWorks.
    iv. Work-Site Agreement must be completed and signed prior to the participant starting the work experience.
    v. Work Plan must be completed and signed prior to the participant starting the work experience.
        1. Prevailing Wage: the Career Advisor should review the employer job description for any educational or experience requirements. Any requirements that the participant does not have will require a waiver from the employer for the participant to earn the specified wage.
        2. Job descriptions and work plans must have prior approval of the Local Area.
    vi. Evaluations: are required regardless of the number of hours, we require a mid-point and a final evaluation. They should be scanned as "separate" documents.
    vii. Timesheets: changes must be initialed and dated, no exceptions. Should be scanned timely, within 48 hours of time ending.
    viii. Modifications: must be completed for both the Worksite Agreement and Work Plan if anything changes; must be signed by all parties and scanned in NCWorks
    ix. No more than 320 hours; Local Area has to approve first, may approve lower number of hours; must lead to a full-time job and employer is required to provide a letter of intent.

x. Any hours that are disallowed still count towards total number of hours allotted/worked.
xi. Employer Service: is required to be recorded each time the Career Advisor completes paperwork directly related to the work experience, including the “initial” visit to set up the work experience.
xii. Activity code: is required and should not be added until the participant has actually started their work experience. Start date must match first day of work on timesheet and start date on participant assignment page (worksite agreement) and end date must match last day of work on timesheet. Case notes must list dates.

3. On-the-Job Training (Adult, DW, and Youth)
    i. Pre-Award must include worker’s compensation information; no exceptions
    ii. Skills Gap Analysis form must include all information and when forwarded to the Local Area to calculate, must also send the employer job description and the participant resume
    iii. Participant cannot start work prior to paperwork being signed
    iv. Minimum hourly rate of $9.25 and must be a full-time job
    v. Employer Agreement is between the program operator and the employer for the specified time period (based on the hours calculated during the skill gap analysis)
    vi. Training Plan is between the participant, the program operator, and the employer; set hours based on skills gap analysis; tasks are directly from the employer’s job description
    vii. Evaluations: three are required: 30-day, mid-point, and final; all must be scanned separately
    viii. OJT initial case note: must include dates of OJT and justification from skills gap analysis
    ix. Monthly contact: State Policy requires the Career Advisor (not the BSR, not the Supervisor) but the Career Advisor to contact the participant each month to check progress and to document in a case note.
    x. IEP: required components, based on State policy; be sure to check the Local Area policy for components.
    xi. Invoices: must be scanned in NCWorks along with supporting documentation (pay stubs and timesheets/time punch cards).
    xii. Activity code: is required and should not be added until the participant has actually started their OJT. Start date and end date must match the dates on the OJT paperwork.
    xiii. Originals (pre-award, employer agreement, and training plan); must be maintained by the Local Area Board staff Compliance Manager, per State Policy

xiv. OJT Monitoring Tool: is required to be completed by the Career Advisor at least once during the OJT (again, not the role of the BSR or the Supervisor; this is the responsibility of the Career Advisor)

xv. Employer Service: is required to be recorded each time the Career Advisor completes paperwork directly related to the OJT

Applicable policies:

- Youth Work Experience
- Adult and Dislocated Worker Work Experience
- On-the-Job Training
- Supportive Services
- NCWorks Online Service Activity Codes and Definitions: Guidance on Case Notes and Exit Dates