

Technical Assistance (TA) Guide – Work-based Learning

This TA Guide is to provide the service provider 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 service provider to review all applicable policies to ensure proper documentation and allowable expenditures.

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

* Work Experience – all programs:
  + Make sure the worksite matches the participants chosen career field
  + Orientation is held and signature page scanned into NCWorks
  + All paperwork is completed and scanned into NCWorks (Worksite Agreement and Work Plan, with supporting documentation)
  + Evaluations are required, even if the WEX ends early
  + No white out on timesheets and all changes must be initialed and dated
  + Have you recorded the employer service or forwarded the information to the Center Manager to report?
  + Recorded the appropriate activity
  + All case notes entered
  + Remember, hours are based on job descriptions
  + Participants must sign their timesheets daily; no pre-dating and no electronic signatures; no initials for signature; this must be their “signed” first and last name
* On-the-Job Training (Adult, DW, and Youth)
  + Pre-Award; make sure the Worker’s Comp information is recorded
  + Skills Gap must be calculated by the Local Area prior to any additional paperwork being completed
  + Participant cannot start work until all paperwork is in place (Employer Agreement and Training Plan)
  + Must be full-time; nothing seasonal
  + Minimum hourly wage of $9.25
  + Three evaluations are required, along with monthly contact and an OJT Monitoring Tool
  + IEP: requires certain information to be added
  + Recorded the appropriate activity
  + Have you recorded the employer service?
  + OJT initial case note (paragraph from the Skills Gap Worksheet)
  + Invoices
    - Invoice
    - Pay stubs or pay register
    - Time cards or electronic printout
    - Cannot pay for holiday, sick leave, PTO, etc.
    - Can reimburse for overtime, but at the regular rate

Applicable policies:

* Youth Work Experience
* Adult and Dislocated Worker Work Experience
* On-the-Job Training
* Supportive Services
* NCWorks Service Activity Codes, Case Notes, and Exit Dates