

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