



Work Based Learning Technical Assistance

August 16, 2023



Work Experience Definition

- ♦ A work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time.
- ♦ May be paid or unpaid, as appropriate.
- ♦ May take place in the private for-profit sector, non-profit sector, or public sector.
- ♦ Must include academic and occupational education.

Understanding the academic and occupational education components

- ♦ Work experiences must include academic and occupational education which:
 - ♦ Refers to contextual learning that accompanies a work experience;
 - ♦ May occur concurrently or sequentially with the work experience;
 - ♦ May occur inside or outside the work site;
 - ♦ Includes information needed to understand and work in specific industries or occupations; and
 - ♦ Can be provided by the employer or provided separately in the classroom or through other means.





Types of Work Experience

- ♦ Summer employment opportunities and other employment opportunities available throughout the year;
- ♦ Pre-apprenticeship programs;
- ♦ Internships and job shadowing; and
- ♦ On-the-job training opportunities.



Expenditure Requirement

- A minimum of 30 percent of local area Youth funds must be spent on work experience. Program expenditures on this program element may include more than just wages paid to youth.
- Allowable expenditures:
 - Wages or stipends paid for participation in a work experience.
 - Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop the work experience
 - Staff time spent evaluating the work experience;
 - Participant work experience orientation sessions;
 - Employer work experience orientation sessions;
 - Classroom training or the required academic education component directly related to the work experience;
 - Incentive payments directly tied to the completion of work experience; and
 - Employability skills or job readiness training to prepare youth for a work experience. (see TEGL 8-15 and TEGL 21-16, p.15 for more information)
- Work Experience wages are included in the 30 percent required expenditure for training for Adult and Dislocated funds, along with classroom training.

Assessment

- ◆ Assessment:
 - ◆ Determine need/readiness for work experience placement
 - ◆ Determine how the WEX is going to move the participant toward their career goal and unsubsidized employment
 - ◆ Determine what related academic and/or occupational training is offered to support their career goals
- ◆ This should all be documented in the IEP/ISS
 - ◆ Includes previous work history, basic skills, interest and aptitudes and supportive services needed



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Worksite Selection

- Employers committed to helping participants attain work experiences that will provide them with career pathway opportunities are optimal partners. When worksites match participants' interests and goals both the employers and youth benefit.
- A combination of public sector, private sector, and non-profit employers, as well as summer and year-round employment opportunities will help in meeting participants' needs.
- WEX activities cannot reduce current employees' work hours or displace current employees.

Length of Training and Prevailing Wage:



- Length of Training
 - Each participant is eligible for no more than 400 hours per job description, no more than 800 hours per program year and no more than 2,400 hours per enrollment
- Prevailing Wage:
 - Participants must be paid at the same rate as current employees who hold the same position with similar training, experience and skills. The rates cannot be lower than minimum wage.
 - If the employer does not have the position already established or the participant is being placed in a helper or trainee position, the Local Area will need to determine the appropriate wage.
- <http://riverseastwdb.org/wp-content/uploads/2021/08/Employer-Prevailing-Wage-Rate.docx>

Worksite Agreement

- ♦ The WEX Agreement must be completed and signed by all parties PRIOR to the start of work.
- ♦ A signed original of the Agreement should be on file at the worksite and a copy scanned into NCWorks. All WEX documents should be scanned into NCWorks and detailed case notes recorded.
- ♦ Prior to starting a WEX, both the participant and supervisor should be provided an Orientation using the handbooks provided. The completed signature pages from each document should be uploaded in NCWorks.
- ♦ <http://riverseastwdb.org/wp-content/uploads/2023/05/WEX-Agreement.beginning-May-2023.docx>
- ♦ <http://riverseastwdb.org/wp-content/uploads/2023/05/Revised.Work-Experience-Participant.Supervisor-Handbook.doc>



Work Plan

- ♦ The Work Plan should be developed with the employer to determine the “tasks” the participant will perform based on the employer job description
 - ♦ If the employer does not have a job description, then a ONET description should be used.
- ♦ Essential skills such as time management, communication, listening, etc should be addressed in work readiness and not on the work plan
- ♦ “Tasks to Obtain” are those being developed on the worksite. If the participant already possess the skill, it should not be listed.
- ♦ <http://riverseastwdb.org/wp-content/uploads/2023/05/Revised-WEX-Plan.beginning-May-2023.docx>

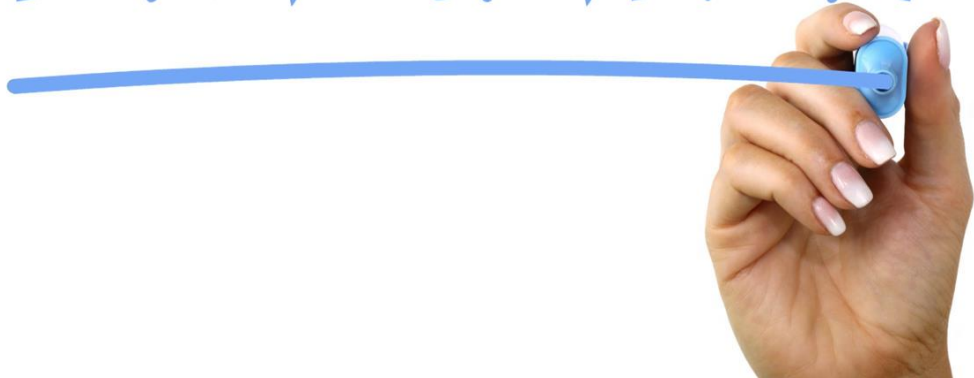
Timesheets

- ♦ Timesheets must be completed in blue or black ink.
- ♦ Participants should sign in and out each day and for any break more than 15 minutes.
- ♦ Any changes on the timesheet should be done with a single mark through and initialed by the participant and supervisor.
- ♦ All time should be recorded based on the quarter hour.
 - ♦ Ex: 8:15, 8:30, 8:45 or 9:00
- ♦ Participants should sign daily and at the end of the time period. The supervisor should sign at the end of the time period. No pre-signing of timesheets is allowed.
- ♦ All timesheets should be scanned into NCWorks once submitted for payment
- ♦ <http://riverseastwdb.org/wp-content/uploads/2022/06/WEX-Timesheet.Revised-June-2022.doc>



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EVALUATION



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Evaluations

- Evaluations are required, at a minimum, at the mid-point and completion of the WEX.
 - At the mid-point, the Career Advisor should review the tasks from the work plan to determine the need for the remaining hours.
 - Each evaluation should be reviewed and discussed with the participant and supervisor and signed by both.
 - If a WEX is ended early, the final evaluation should still be completed.
- <http://riverseastwdb.org/wp-content/uploads/2022/08/Revised-Youth-Evaluation.docx>

Worksite Folder and Monitoring

- ♦ A Worksite folder should be created and remain at the worksite as long as a participant is working there. It includes:
 - ♦ Monitoring Form
 - ♦ Original Work Site Agreement
 - ♦ Original Work Plan and Job Description
 - ♦ Evaluation Form
 - ♦ Timesheet(s)
 - ♦ Emergency Contact Form
 - ♦ Permission to Transport Form (if under 18)
 - ♦ Checklist
- ♦ Worksite monitoring should occur monthly, at a minimum
- ♦ At the completion of the WEX, the folder should be collected and all documents scanned into NCWorks within (5) business days before shredding.
- ♦ <http://riverseastwdb.org/wp-content/uploads/2020/07/WEX-Information-and-Monitoring-Form.doc>

WEX - Points to Remember

- Make sure the worksite matches the participant's 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)
- Participant cannot start work until all paperwork is in place
- 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 in NCWorks
- 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
- See riverseastwdb.org for forms
- <http://riverseastwdb.org/wp-content/uploads/2023/07/WEX-Monitoring-Checklist-for-Operators.docx>

Additional Information and Resources

- • Reinvesting in America's Youth: Lessons from the 2009 Recovery Act Summer Youth Employment Initiative at <https://wdr.doleta.gov/directives/attach/TEN/ten2009/ten33-09acc.pdf>. This document describes an evaluation of summer work experience activities in 20 local areas, identifying recruitment strategies, job matching and innovative practices; and
- • Youth Connections Community of Practice Work Experience Program Element page: <https://youth.workforcegps.org/resources/2017/01/19/14/27/Paid-and-Unpaid-Work-Experience>.
- • Youth Employment Compliance Assistance Toolkit: <https://www.dol.gov/whd/regs/compliance/cakits/youth.htm>. This toolkit developed by the Department of Labor's Wage and Hour Administration provides guidelines for employers on youth employment and Fair Labor Standard Youth Provisions laws.
- More information on work experiences can be found in the following Training and Employment Guidance Letters (TEGLs).
- • TEGL No. 23-14 provides information on the expansion of work experience, its designation as a critical component under the 14 program elements, and how to calculate expenditures to meet the requirement. https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4244.
- • TEGL No. 8-15 provides details on allowable expenditures for work experience activities. https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4244.
- • TEGL No. 21-16 further defines the work experience program element and elaborates on allowable expenditures for work experience activities. https://wdr.doleta.gov/directives/attach/TEGL/TEGL_21-16_Acc.pdf.



On-the-Job Training Definition

- ♦ On-the-Job Training (OJT) allows the participant to learn skills that will enhance retention in unsubsidized employment by providing reimbursement to employers for extraordinary costs incurred in hiring persons in need of training.

Ineligible occupations

- ♦ The following are NOT allowable for OJT:
 - ♦ Occupations dependent on commission or gratuities
 - ♦ Seasonal jobs
 - ♦ Occupations requiring a license issued by the state of NC or other provider
 - ♦ Occupations requiring less than 240 hours of training
 - ♦ Occupations on the construction, operation or maintenance of any facility for sectarian institution or religious worship
 - ♦ Part-time occupations
 - ♦ Occupations historically experiencing a large turnover



Worksite Selection

- ♦ OJT is designed to encourage employers to hire and train individuals that they traditionally would not hire without the incentives provided by the program
- ♦ OJT offers wage reimbursement to the employer for costs incurred during training
- ♦ Positions must be permanent, full time positions.
- ♦ Private, public and non-profit employers are all eligible to participate
- ♦ Employer is required to provide worker's compensation coverage
- ♦ Employee will receive the same benefits, raises, holidays, leave etc as other employees
- ♦ Retention rate of 66% is expected over a three year period
- ♦ <http://riverseastwdb.org/wp-content/uploads/PY21UpdatedForms/OtherForms/OJT-Pre-Award-Analysis.docx>

Skill Gap Analysis

- ♦ The OJT contract cannot be less than 240 hours and no more than six calendar months, or 1040 hours.
- ♦ Length of training is based on the individuals Skills Gap Analysis, which is completed by the Local Area staff.
- ♦ The participant's IEP/ISS and training plan must include the documented skills gap.
- ♦ <http://riverseastwdb.org/wp-content/uploads/PY21UpdatedForms/OtherForms/OJT-Skills-Gap-Analysis-Worksheet.docx>

Employer Agreement

- ♦ The Employer Agreement must be signed and fully executed PRIOR to the employee starting work.
- ♦ Includes:
 - ♦ The maximum 50% wage reimbursement
 - ♦ Reimbursement monthly
 - ♦ Evaluation requirements (30 days, midpoint and final)
- ♦ <http://riverseastwdb.org/wp-content/uploads/2022/05/OJT-Employer-Agreement.Change-1.docx>

Training Plan



Developed based on the employer job description



Must take into account the participant's work history and previous skills



Each objective must be measurable and have an expected outcome



<http://riverseastwdb.org/wp-content/uploads/PY21UpdatedForms/OtherForms/OJT-Training-Plan.docx>

Evaluation & Monitoring

- ♦ Evaluations are required at 30 days, the mid-point and the end of the contract
- ♦ If the contract ends early, a final evaluation is still required.
- ♦ The Career Advisor will monitor in person at least once during the contract period using the Monitoring Tool along maintaining monthly contact

- ♦ <http://riverseastwdb.org/wp-content/uploads/PY21UpdatedForms/OtherForms/OJT-Evaluation-Form.docx>
- ♦ <http://riverseastwdb.org/wp-content/uploads/PY21UpdatedForms/OtherForms/OJT-Monitoring-Tool.doc>

Invoice Processing



INVOICES SHOULD BE PROCESSED MONTHLY, BASED ON THE EMPLOYER PAY SCHEDULE



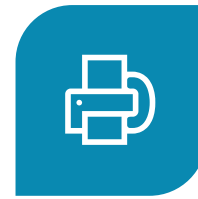
PAYMENT MUST BE MADE ONLY FOR HOURS WORKED. HOLIDAY OR LEAVE HOURS ARE NOT REIMBURSABLE.



OVERTIME CAN ONLY BE PAID AT THE NORMAL REIMBURSEMENT RATE.



TIME SHEETS AND PAY STUBS/PAY REGISTER MUST BE SUBMITTED AS BACK UP DOCUMENTATION WITH EACH INVOICE



INVOICES SHOULD BE SCANNED INTO NCWORKS MONTHLY, AS PROCESSED FOR PAYMENT



[HTTP://RIVERSEASTWDB.ORG/WP-CONTENT/UPLOADS/2021/10/OJT-INVOICE.OCT-2021.XLSX](http://riverseastwdb.org/wp-content/uploads/2021/10/OJT-INVOICE.OCT-2021.XLSX)

Document Retention

- ♦ The complete file should be scanned into NCWorks, including:
 - ♦ Pre-Award Analysis
 - ♦ Skills Gap Analysis Worksheet (including employer job description and resume)
 - ♦ Employer Agreement
 - ♦ Training Plan
 - ♦ OJT Monthly Invoices (including time sheets and pay stubs / pay register)
 - ♦ Trainee Evaluation (30 day, mid-point, and final)
 - ♦ Contract Modifications (if applicable)
- ♦ Original OJT package (the first 4 above) should be sent to the Compliance Manager

OJT- Points to Remember

- ♦ Pre-Award Analysis- ensure Worker's Comp information is recorded
- ♦ Skills Gap must be calculated by the Local Area
- ♦ Participant cannot start work until all paperwork is in place
- ♦ Must be full time, permanent
- ♦ Minimum hourly wage is \$9.25
- ♦ 3 Evaluations are required, along with monthly contact
- ♦ Documentation on the IEP and Record the Activity in NCWorks
- ♦ Have you recorded the Employer Service?
- ♦ OJT initial case notes (paragraph from Skill Gap worksheet)
- ♦ Invoices
- ♦ <http://riverseastwdb.org/wp-content/uploads/2023/07/OJT-Monitoring-Checklist-for-Operators.docx>

Work Based Learning Limitations



Employers with 100 or less employees can have up to (3) WBL contracts at a time (including WEX and OJT).



Employer with over 100 employees can have up to (6) WBL contracts at a time.



Limits set above are a combination from all three program areas and a combination of WEX and OJT.



Exceptions can be granted by the Local Area upon written request.



Questions?