

ALABAMA WORKFORCE INVESTMENT SYSTEM

Department of Commerce
Workforce Development Division
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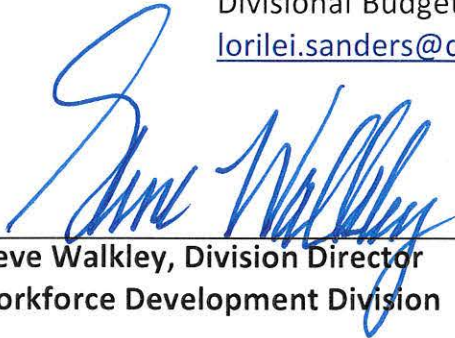
GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2017-03

SUBJECT: Work-Based Learning Guidance

- 1. Purpose.** The purpose of this Directive is to announce the availability of a WIOA Desk Reference concerning Work-Based Learning.
- 2. Discussion.** *The WIOA Desk Reference: Work-Based Learning Overview* gives an overview of various kinds of Work-Based Learning including Registered Apprenticeship, Pre-Apprenticeship Programs, Work Experiences and Internships, Transitional Jobs, On-The-Job Training (OJT), Customized Training, and Incumbent Worker Training. A description of the training and target populations are provided. This resource is available on the WorkforceGPS website at <https://ion.workforcegps.org/resources/2017/07/14/09/08/Work-Based-Learning-Desk-Reference>. These types of services can provide participants with valuable work experiences and opportunities for advancement as well as provide assistance to business to improve their workforce.
- 3. Action.** A copy of the *WIOA Desk Reference: Work-Based Learning Overview* is attached for reference. Local areas should review this resource and make the services discussed available to business and individual customers as appropriate. Local areas should offer as many of these services as possible.

4. Contact.

Questions or comments concerning this Directive should be referred to Lorilei Sanders, State Programs, Planning and Divisional Budget Management Section at (334) 353-1632 or lorilei.sanders@commerce.alabama.gov.



Steve Walkley, Division Director
Workforce Development Division



Date

Attachment

WIOA Desk Reference: Work-Based Learning Overview

WIOA Desk Reference

Work-Based Learning Overview

Types of Work-Based Learning

REGISTERED APPRENTICESHIP

Registered Apprenticeship is an employer-driven, “learn while you earn” model that combines on-the-job training with job-related instruction in curricula tied to the attainment of industry-recognized skills standards. The OJT is provided by the employer who hires the apprentice, although some employers also provide the job-related instruction. WIOA funds may be used to support placing participants in both the classroom and OJT portions of the program. WIOA funds can also be used to provide supportive services to participants that help an individual succeed in a Registered Apprenticeship program.

Target Populations – Youth, adults and dislocated workers, veterans in receipt of the GI Bill, unemployed workers (including long-term unemployed), underemployed workers, and incumbent workers.

PRE-APPRENTICESHIP PROGRAMS

A pre-apprenticeship is a program designed to prepare individuals to enter and succeed in a registered apprenticeship program, which includes:

- ◆ Training and curriculum that aligns with the skill needs of employers in the economy of the State or region
 - ◆ Access to educational and career counseling, and other supportive services
 - ◆ Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, understanding how skills acquired through coursework can be applied to a future career
 - ◆ Opportunities to attain at least one industry-recognized credential; and
 - ◆ A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship into a registered apprenticeship program
- ✓ **Target Populations** – Youth and adults with barriers to employment who are identified to need certain skills or credentials in order to successfully enter into a registered apprenticeship program, dislocated workers transitioning to new industries or occupations in need of new skills, other eligible individuals identified by case managers as likely to succeed and have an interest in registered apprenticeship programs.

WORK EXPERIENCES AND INTERNSHIPS

A work experience or internship is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences or internships may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. A work experience or internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector.

For youth, work experiences may also include:

- ◆ Pre-apprenticeship programs;
- ◆ Summer employment and other employment activities available throughout the school year;
- ◆ Internships and job shadowing; and
- ◆ On-the-job training (OJT)



WIOA Desk Reference

- ✓ **Target Populations** – Youth/adults with barriers to employment who have limited labor market experience, dislocated workers needing exposure to new industries/occupations, unemployed workers, underemployed workers, long-term unemployed workers, and other populations determined appropriate by case manager.

TRANSITIONAL JOBS

Transitional jobs are a type of work-experience local boards may provide under WIOA, and are considered an individualized career service. Transitional jobs are time-limited and wage-paid work experiences that can be subsidized up to 100 percent. These jobs are in the public, private, or nonprofit sectors.

- ✓ **Target Populations** – Adults and dislocated workers with barriers to employment who are chronically unemployed or have an inconsistent work history.

ON-THE-JOB TRAINING (OJT)

OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training for newly hired employees and the lost production of current employees providing the training (including management staff). OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50% reimbursement of the wage rate (in certain circumstances up to 75%) of OJT trainees to help defray personnel training costs. Under some programs, such as those funded by H-1B fees, OJT reimbursement may be as high as 90%, depending on employer size.

- ✓ **Target Populations** – Adults and dislocated workers in need of new employer-based skills, individuals with barriers to employment including: unemployed workers (including long-term unemployed), underemployed workers, and older/out-school-youth.

CUSTOMIZED TRAINING

Customized training is designed to meet the specific requirements of an employer or group of employers with the commitment that the business or businesses employ an individual(s) upon successful completion of the training. In most instances, the business must pay for a significant portion of the cost of training, as determined by the Local Workforce Development Board (WDB).

- ✓ **Target Populations** – Adults and dislocated workers with barriers to employment needing industry or occupational skills, unemployed workers (including long-term unemployed), underemployed workers, and employed workers.

INCUMBENT WORKER TRAINING

Incumbent Worker training is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. Incumbent Worker training can be used to either:

- ◆ Help avert potential layoffs of employees; or
- ◆ Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for new or less-skilled employees.

Unlike other trainings, employers, instead of individuals, must meet the local eligibility criteria to receive funds for training their workforce. In most circumstances, incumbent workers being trained must have been employed with the company for at least six months. Employers who receive these funds are required to meet requirements for providing the non-federal share of the cost of the training.

Target Populations – Businesses and employers who meet local eligibility criteria to receive incumbent worker training funds and who need to provide training to their current workforce to meet new or changing business needs.

