



NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

CULTIVATING TALENT FOR THE REGION

This report was made to inform employers
of opportunities in work-based learning.

OBJECTIVE

The aim of this work-based learning (WBL) toolkit is to provide a framework for employers throughout Southwestern Virginia on types of work-based learning and on practices for simple and successful WBL program implementation.

GOALS

- Showcase the different types of work-based learning programs and their benefits to employees and employers.
- Describe what an employer needs to develop and manage a WBL program.
- Provide a roadmap for employers to set up WBL programs in the New River | Mount Rogers region.



WORK-BASED LEARNING

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What is Work-Based Learning (WBL)?

Work-based learning (WBL) offers opportunities for jobseekers to obtain many of the skills and experiences needed to be successful in an increasingly competitive global economy. WBL opportunities can be tailored to fit specific industry needs as well, developing local talent to be a great fit for your company.



Work-based learning (WBL) is an educational approach that provides people with real-life work experiences where they can apply their knowledge and skills to develop and increase their employability. It also serves as an opportunity for employers to be able to hire talent after the WBL experience.

Work-based learning can strengthen regional talent pipelines and better position employers to meet current and future needs.





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WBL BENEFITS FOR EMPLOYERS

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- **Attracting Value-Added Participant Contributions:** Participants engaged in WBL can offer fresh perspectives and contribute meaningfully to projects, providing value to the employer even before formal employment.
- **Streamlining Recruitment:** WBL programs serve as a pipeline for identifying and connecting with potential candidates for future employment, streamlining the recruitment process.
- **Creating a Prepared Workforce:** Employers help cultivate a pool of motivated and well-prepared potential employees, significantly reducing the learning curve upon employment.
- **Improving Retention and Morale:** Employees sourced through WBL programs tend to have higher retention rates and greater job satisfaction, as they start their positions with a clear understanding of their roles and a stronger commitment to the company.
- **Gaining Valuable Insights into Emerging Talent:** Employers gain firsthand insight into the skills and knowledge bases of entrants into the labor market, allowing them to adapt recruitment and training strategies accordingly.



WBL BENEFITS FOR PARTICIPANTS

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- **Creating Workplace Insight:** It is difficult to teach participants how to successfully operate in a workplace without putting them into that environment. WBL programs provide participants the opportunity to gain insight on workplace culture.
- **Developing General Skills:** By working in a professional setting participants learn any of the soft skills that mainly develop while working. Some of these soft skills include time management, team collaboration, written & verbal professional communication, and public speaking.
- **Developing Sector-Specific Skills:** WBL participants also receive training in industry skills.
- **Building Professional Relationships:** WBL participants are able to create relationships with employers. These relationships result in a higher likelihood of employment thanks to experience gained through the program.
- **Earning Higher Wages Over Time:** Participants in WBL programs typically have higher earnings over time, having obtained skills that make them more competitive than others in the early workforce.



TYPES OF WORK BASED LEARNING

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Mentorships allow for the development of meaningful relationships between WBL participants and experienced individuals in a particular field or occupation.



Mentoring

Mentorship, essential to WBL, allows for the development of meaningful relationships between WBL participants and experienced individuals in a particular field or occupation. This provides WBL participants with a direct contact within their field of interest who can answer questions and offer guidance regarding career prospects. Mentorships can foster both personal and professional growth and expand WBL participants' networks.

Job Shadowing

Job shadowing provides WBL participants with opportunities to interact with and observe workers in a specific career or field. Job shadowing allows for participants to learn about education and training requirements, possible career paths, and make industry connections. This does not require any previous experience, can be either in-person or virtual, and can be done in larger groups over the span of a few hours.

Internship

Internships provide WBL program participants with hands-on work experience either in a particular role, or on a rotating basis through different departments and functions. Internships can be either paid or unpaid depending on previous experience and expertise. Most internship positions are short-term, ranging from one to three months.

TYPES OF WORK BASED LEARNING

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Apprenticeship

Apprenticeships are like internships in that they also provide opportunities for hands-on learning. However, they tend to be more structured and focused on providing participants with a specific skill through individualized training. This form of WBL are paid and usually longer range; around one to three years. Apprenticeships are designed for employees to participate in technical instruction with on-the-job training (see below) that prepares them for a skilled job.

On-the-Job Training

On-the-Job Training [OJT] is a method of training new employees at your worksite, using the company's skilled employees as instructors. OJT provides a unique opportunity for employers to hire and save money on training at the same time. This process can take several weeks to months.

Incumbent Worker Training or Upskilling

Upskilling is a method of training current employees at your worksite, using the company's skilled employees or external experts as instructors. This approach strengthens the existing workforce, allowing them to learn new skills and improve their performance. Upskilling allows employers to invest in their staff and save money on recruitment at the same time, as it reduces the need to hire new talent for advanced roles. This process can take several weeks to months, depending on the complexity of the new skills being taught and the current proficiency of the employees.

SETTING UP A WBL PROGRAM

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Setting Up a WBL Program

The primary difference between programs is the level of commitment required by the employer and participant. While there are many types of work-based learning programs, they generally follow the same implementation steps.



WHAT A WBL PROGRAM NEEDS

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When determining what your work-based learning program will need to be successful, ask the following questions:

- What is your goal for the program?
- Who will be the mentors and instructors? How will they be trained and supported?
- How will the training plan be developed and who will oversee its quality?
- What resources are needed to support the WBL experience itself?
- How will the program be assessed and evaluated?
- How will feedback be collected from participants, and how will it be used to improve the program?

Answers to these questions will ultimately determine the structure and format of the WBL program. Staff capacity, project needs, and time available for planning and supervising the program may impact the type of WBL program you are able to implement, but you can tailor a WBL program to fit your needs.

After deciding the type of program you would like to implement, your company will need to set up an internal structure.



WHAT A WBL PROGRAM NEEDS

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As an employer, you should clearly define roles and appoint supervisor/mentors within the organization to guide the WBL participants through their experience. This section will focus on defining those roles.

Participant

The participant is typically an individual engaging in work-based learning (WBL) to gain practical experience and develop skills relevant to their career path. Participants should be proactive, eager to learn, and open to feedback. Their primary role is to learn skills and contribute to projects or tasks as assigned.

Supervisor

The supervisor is responsible for overseeing the participant's daily activities and ensuring they are aligned with WBL training plan and goals. Supervisors provide clear instructions, monitor progress, and offer constructive criticism to help participants improve. This role requires more capacity and time to support the WBL participant, as they will most likely need hands-on support.

Mentor

The mentor serves as a more experienced advisor and role model who supports the participant's professional and personal development. Mentors provide guidance, share insights from their own experiences, and help participants navigate challenges they may encounter. This role is less time-intensive.



RECRUITMENT

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Posting a work-based learning opportunity is crucial in attracting talent. You will need to create appealing postings while accurately representing the work involved. Ideally, opportunities should be advertised to attract talent. Although internships typically recruit in late summer/early fall and early spring, not all work-based learning opportunities fit this timeline. Most have flexible timelines, and you can recruit participants whenever best suits your company's needs.

Key components of a WBL posting include:

- Position Title
 - Craft a specific title that reflects the job's scope.
 - Clearly state the type of work-based learning opportunity.
- Position Overview
 - Write a clear and engaging work-based learning description that describes the role.
 - Offer an organization overview to applicants.

For more details, including templates, on creating effective job descriptions for WBL postings, refer to the following page.



CREATING A JOB DESCRIPTION

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Your job description should also include: an overview of the position, any necessary qualifications, job responsibilities, timeframe, and salary range.

(See Appendix, pg. 20, for a job description template.)

To determine what qualifications or responsibilities might be required of a work-based learning participant, **visit O*NET Online or My Next Move** for more information on the position you would like to train the participant for. For example, if you are hiring a manufacturing intern, for what job position/s in your organization might they be a good fit after the experience? Using that position, determine appropriate responsibilities for the intern to grow their skills.

(See Appendix, pg. 16-18, for an example of My Next Move.)

You can utilize recommended skills, abilities, duties, and even personality traits as a way to define what you are looking for in a work-based learning participant and how you should structure their work-based learning opportunity.

Once you have determined the skills your WBL participant should develop, create a training plan using the template located in the Appendix. This will help keep the WBL opportunity focused and aid job evaluation.

(See Appendix, pg. 19.)



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During the hiring process, think creatively about potential candidates who align with the job description criteria. WBL opportunities offer a chance to explore how individuals from diverse backgrounds can contribute uniquely to your business.

For effective onboarding of WBL participants, create a tailored plan similar to that of regular employees but customized for the WBL experience:

- Set clear goals and expectations based on the job description and timeframe. **(See OJT Training Plan in Appendix, pg. 19.)**
- Develop a FAQ guide, including information regarding commonly used acronyms, dress code, contact list, etc.
- Consider providing access to professional development resources such as workshops and training sessions. This not only enhances their skills and knowledge but also demonstrates commitment to their growth and success.

The WBL participant should collaborate with their supervisor and/or mentor to establish expectations, seek clarification when needed, and familiarize themselves with the organization and its roles.

You should also encourage other employees to engage and connect with the WBL participant. This can foster a sense of community and belonging, which is essential for a positive WBL experience.



MONITORING & EVALUATION

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Throughout the WBL program, it is important to continually monitor the participant's progress and assess how well they are performing in their role. At the start of the WBL experience, create a system for measuring outcomes using your training plan. Is the participant consistently meeting these outcomes over the course of the WBL experience? Regularly check-in with the WBL participant to evaluate their progress and provide constructive feedback. **(See Progress Report in Appendix, pg. 26., for a helpful monitoring and evaluation form.)**

During these regular check-ins, be open to dialogue with the participant about the position. They may need additional support to succeed in the role. Mentors can be especially helpful in providing this support as needed.

You should also schedule an exit interview with the participant to collect feedback before the WBL experience concludes. Include specific questions that will help you improve the WBL program for the next participant(s), such as:

- What new skills or knowledge did you acquire during the WBL program?
- Did you receive regular and constructive feedback throughout your WBL experience?
- How would you rate the quality and availability of your supervisor or mentor?



CONTINUING SUPPORT

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One of the many benefits of a WBL program is that it acts as a talent pipeline, streamlining the recruitment process. You have the opportunity to connect with and train potential candidates for future employment in a low-risk setting. Consider hiring a successful WBL participant after the WBL program concludes if the participant is already not part of your company.

The WBL participant has an advantage on other potential job applicants as they better understand the culture of the organization and job responsibilities due to their WBL experience. Employees that undergo WBL learning programs are also more likely to experience higher morale and retention rates.

As an employer, you gain substantial advantages by actively developing a workforce that is both skilled and invested.

If you do hire a WBL participant, consider utilizing them as a mentor for future WBL participants to develop a long-lasting and impactful mentorship program.



CONCLUSION

In conclusion, this WBL toolkit aims to equip employers in Southwestern Virginia with a comprehensive framework for understanding and implementing various types of work-based learning (WBL) programs. By showcasing different WBL programs and their benefits to both employees and employers, we strive to highlight the value of these initiatives in enhancing workforce skills and business success.

The toolkit also details the essential steps and resources needed for employers to develop and manage effective WBL programs. Additionally, it provides a clear roadmap for setting up WBL programs specifically tailored for the New River | Mount Rogers region, ensuring that local employers have the guidance and tools necessary for successful implementation.

APPENDIX - CREATING A JOB DESCRIPTION

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Manufacturing Engineers

Also called: Manufacturing Engineer, Plant Engineer, Process Engineer, Process Improvement Engineer

What they do:

Design, integrate, or improve manufacturing systems or related processes. May work with commercial or industrial designers to refine product designs to increase producibility and decrease costs.

On the job, you would:

- Troubleshoot new or existing product problems involving designs, materials, or processes.
- Investigate or resolve operational problems, such as material use variances or bottlenecks.
- Identify opportunities or implement changes to improve manufacturing processes or products or to reduce costs, using knowledge of fabrication processes, tooling and production equipment, assembly methods, quality control standards, or product design, materials and parts.

KNOWLEDGE

Engineering and Technology

- product and service development
- mechanical

Manufactured or Agricultural Goods

- manufacture and distribution of products

Math and Science

- arithmetic, algebra, geometry, calculus, or statistics
- physics

Arts and Humanities

- English language

SKILLS

Basic Skills

- reading work related information
- using math to solve problems

Problem Solving

- noticing a problem and figuring out the best way to solve it

People and Technology Systems

CREATING A JOB DESCRIPTION

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- thinking about the pros and cons of different options and picking the best one
- figuring out how a system should work and how changes in the future will affect it

ABILITIES

Ideas and Logic

- group things in different ways
- make general rules or come up with answers from lots of detailed information

Verbal

- listen and understand what people say
- communicate by speaking

Math

- add, subtract, multiply, or divide
- choose the right type of math to solve a problem

Visual Understanding

- see hidden patterns

PERSONALITY

People interested in this work like activities that include **practical, hands-on** problems and solutions.

They do well at jobs that need:

- **Attention to Detail**
- **Integrity**
- **Analytical Thinking**
- **Dependability**
- **Cooperation**
- **Initiative**

TECHNOLOGY

You might use software like this on the job:

Computer aided design CAD software

- Autodesk AutoCAD 🔥📈
- Dassault Systemes SolidWorks 🔥📈

Desktop communications software

- Eko

Electronic mail software

- IBM Notes
- Microsoft Outlook 🔥

CREATING A JOB DESCRIPTION

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EDUCATION



bachelor's degree or
associate's degree
usually needed

JOB OUTLOOK

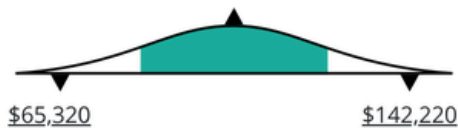


Bright

New job opportunities are **very likely** in the future.

SALARY:

\$99,380



Using this position as an example, employers can utilize recommended skills, abilities, personality, and duties as a way to define what they should be looking for in a work-based learning participant and how they should structure their work-based learning opportunity to be beneficial to both the participant and the employer.



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NEW RIVER | MOUNT ROGERS REGION

OJT TRAINING PLAN

[illegible]

CREATING A JOB DESCRIPTION

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Below is a sample job description that may be helpful when creating your job description using guidance from this section.

Job Description - Company name

Job title: Insert job title
Location: Where is job located? Any travel etc?
Terms: Perm/contract? Hours? Full/part time?
Salary/rate: Include remuneration if possible
Requirements: Any special requirements such as weekend work

About us: Brief description of your organisation, such as what markets they operate in, products and services offered, mission statement, culture and values etc.

About the role: High level summary of the role including an overview of the job's main purpose, who the job holder will report to and how the job contributes to the organisation's success. In larger firms, some information about the department the role sits within would be helpful.

Responsibilities:

- Bullet pointed list of the job holder's main responsibilities
- Focus more on broad responsibilities than specific tasks
- Who will they work with? What will they do?
- What work or results will they be accountable for?
- Aim for 6 – 10 concise bullet points in this section

Candidate requirements:

- Bullet pointed list of skills, experience and qualifications successful candidates will need
- Be specific as possible, using numbers where possible (e.g. experience managing 5 projects or more)
- Don't ask for anything that discriminates against personal traits such as age or sex

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ON THE JOB TRAINING (OJT) CONTRACT

CONTRACT DETAILS

Agreement between: New River/Mt Rogers Workforce Development Board AND

Provider (Grant):

Address:

City/State/Zip:

Case Manager

Phone:

Email:

Employer Name:

Federal ID Number:

Address:

City/State/Zip:

Employer Contact:

Phone:

Email:

Training Supervisor:

Trainee:

Job Title:

Occupation ONET Code:

Starting Wage:

Wage Upon Completion:

Training Start Date:

Training End Date:

OJT Reimbursement Details	
Reimbursement Rate:	
Maximum Amount:	
Maximum Hours:	
Average Hours/Week:	
Shift Work?	☐ Yes ☐ No
Shift Hours	

Tools, Uniforms & Supplies Needed for OJT	
Item Description	Cost

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ON THE JOB TRAINING (OJT) CONTRACT

OJT GENERAL TERMS AND CONDITIONS

PURPOSE OF OJT MASTER AGREEMENT

The purpose of this agreement is to establish the general terms and conditions under which LWDA may refer individual grant funded participants to the employer named in this OJT Contract ("Employer") to enable the participant ("Participant") to take part in the On-the-Job Training (OJT) program as that term is defined under the WIOA legislation.

ON-THE-JOB TRAINING DEFINED

In accordance with the WIOA legislation Section 3 (44), the term On-the-Job Training will be understood in this Agreement to mean: "Training by an employer that is provided to a paid participant while engaged in productive work in a job that —

- (A) Provides knowledge or skills essential to the full and adequate performance of the job;
- (B) Is made available through a program that provides reimbursement to the employer of up to 50% of the wage rate of the participant, except as provided in Section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- (C) Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

STATEMENT OF TRAINING

Employer agrees to employ the Participant and provide such OJT services as are set forth in this OJT Contract. Although several participants may train for a common type of position, the OJT recognizes each Participant as a unique individual with different skill levels and/or deficiencies that will require differing lengths of training time and training focus.

EMPLOYER OF RECORD

As set forth in WIOA, the Employer must hire and maintain the Participant as a regular member of the Employer's workforce, subject to the same conditions of employment as the Employer's other regular employees. The expectation is that the Employer will retain the Participant in unsubsidized employment after the Participant's OJT ends at a wage no less than the wage in place at the termination of the OJT.

In addition to being the Participant's employer of record and placing the Participant on the Employer's regular payroll, the Employer hereby represents and warrants that the Participant will receive the same wage and benefits and be subject to the same terms and conditions of employment generally as Employer's other employees performing the same or similar work, will be provided clothing or equipment if such is provided to other employees performing the same or similar work, and will be provided supervision and training in the occupation for which he/she is hired in order to attain full competency in the targeted occupation.

Conditions of employment and training will be in full accordance with all applicable federal, state and local laws (including but not limited to health and safety laws), and be appropriate and reasonable with regard to the type of work undertaken and the proficiency of the Participant.

EMPLOYER'S COMPENSATION

In consideration for the extraordinary costs of training to be provided by the Employer to the Participant during the term of this OJT Contract, the Employer will receive the wage reimbursement rate set forth in this OJT Contract for every hour paid to the Participant in accordance with the Employer's personnel policies, not to exceed the maximum amount set forth in this OJT Contract. NRMR WDB will pay said compensation monthly upon receipt and verification of payroll records submitted by the Employer. Failure to submit requests for reimbursement within 90 days of the incurred cost may result in the forfeiture of the reimbursement. The Employer understands that OJT wage reimbursement payments will not be based upon overtime, shift differential, premium pay and other non-regular wages, nor will the payments be based on such periods of time as illness, holidays, plant downtime, or other events in which no training occurs.

Any payments to the Employer that have been obligated by this agreement but are as yet unearned may be suspended or terminated in the event that the Employer refuses to accept any added conditions imposed by the United States Congress, the United States Department of Labor, the Commonwealth of Virginia, or any other governmental body that has authority over OJT

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ON THE JOB TRAINING (OJT) CONTRACT

laws, regulations, or policies.

OJT MODIFICATION/CANCELLATION PAYMENT POLICY

In the event that a Participant does not complete the number of scheduled hours of training authorized under this OJT Contract, the Employer shall assist the LWDA in determining the actual number of hours the participant worked. Case files will be documented as to the reasons for an early termination.

NO DISPLACEMENT

The Employer certifies that the Participant will not displace any regular employee of the Employer and certifies that no person was displaced because of relocation of the current business in the previous 120 days of signing this OJT Contract.

LAYOFF STATUS

Employer certifies that no position being considered for an OJT is being made available due to an employee being laid off from the same position without being offered a recall to their former job.

ELIGIBLE EMPLOYEE

Employer certifies that each Participant enrolled in the OJT is eligible in one of the following ways:

- Employee is not at the time of the signing of this OJT Contract, a current employee of Employer; OR
- Employee is an employed worker who is not earning a self-sufficient wage and this OJT relates to the introduction of new technologies, new production or service procedures, or a new job that requires additional literacy and numeracy or occupational and technical skills.

GRIEVANCE PROCEDURE

Employer will use its own written grievance procedures to resolve non-NRMR WDB related problems that may arise between the Employer and the Participant.

ACCESS

Any entity identified by NRMR WDB as having fiscal or programmatic responsibility for an OJT established under this Contract (including but not limited to agents of the federal, state and local governments and NRMR WDB personnel), may always have access to the place of training and to the Participant to assure that the progress and quality of the training are in compliance with this Contract.

RECORDS/REPORTING

Employer will maintain accurate time/attendance, payroll and other employee records to support amounts reimbursed under this Contract and will make sure records available for inspection upon reasonable notice from NRMR WDB or such other entity identified by NRMR WDB as having fiscal or programmatic responsibility for OJTs (including but not limited to agents of the federal, state and local governments, and WIOA personnel). Such records shall be retained for no fewer than five years. Employer may also be asked to assist NRMR WDB personnel in collecting information relating to performance measures of the Participant up to one (1) year after the conclusion of the OJT.

COLLECTIVE BARGAINING

Employer certifies that this OJT will not impair existing agreements for services or collective agreements and that either it has the concurrence of the appropriate labor organization as to the design and conduct of the OJT program, or it has no collective bargaining agreement with a labor organization.

WORKERS' COMPENSATION

Employer must provide Workers' Compensation Insurance at Employer's sole cost and expense. Neither the Employer nor its carrier shall be entitled to recover any costs, settlements, or expenses of Workers' Compensation claims arising out of this Contract. Employer shall provide evidence of this insurance coverage to LWDA in the form of a Certificate of Insurance provided by the insurance carrier.

GENERAL LIABILITY INSURANCE

Employer must provide comprehensive general liability insurance protection to the Participant, and, if the Participant will operate a

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ON THE JOB TRAINING (OJT) CONTRACT

motor vehicle as part of her/his job responsibilities, Employer must provide comprehensive vehicle liability insurance as well.

INDEMNIFICATION

Employer agrees to indemnify and hold harmless the LWDA (NRMR WDB), their officers, directors, employees and agents from and against every expense, liability or payment by reason of injury (including death) to persons or damage to property, including any employment law claims, suffered through any act or omission of Employer, its officers, directors, employees, or agents arising from the performance of this Contract.

MODIFICATION AND TERMINATION

This Contract is subject to modification or termination due to actions taken by the federal, state, or local governments that result in a frustration of Contract purpose. Such actions include, but are not limited to withdrawal of funding by the United States Congress, or the failure by the United States Congress to reauthorize WIOA program activities.

Employer's failure to fulfill its obligations under this Contract will be cause for immediate termination of this Contract. Employer understands and agrees that such failure may, at the discretion of NRMR WDB, result in any training furnished being considered unauthorized under the terms of this Contract. Such a determination shall result in the disallowance of compensation for the training.

Either party for any reason upon five days' written notice to the other may terminate this Contract.

ASSIGNMENT AND AMENDMENT

This Contract is not assignable in whole or in part. Amendments or addenda to this Contract must be in writing and be made with the consent of both parties.

EMPLOYER ASSURANCES

Employer assures and certifies that:

- It will comply with the requirements of the WIOA, Public Law 105-220 as amended, regulations, policies, guidelines, circulars and field memorandum promulgated thereunder by the Department of Labor, the Commonwealth of Virginia, and such other body as may have authority over WIOA funds or programs.
- It is in compliance and will remain in compliance with Title VI and VII of the Civil Rights Act of 1964 and in accordance with those titles, no person in the United States shall on the ground of race, color, religion, sex, national origin, age, disability, or political affiliation or belief be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program activity for which the applicant receives Federal financial assistance.
- It will not utilize OJT funds obtained under this Contract, nor engage, nor cause its employees, to engage in the conduct of political activities that violate the Hatch Act.
- No program or funding by NRMR WDB will be used to assist, promote, or deter union organizing.
- No NRMR WDB funds will be used to reimburse Employer for the cost of contributions on behalf of any participant to retirement systems or plans.
- No person with responsibilities under a federally-funded program will discriminate with respect to any program participant on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief. NO person shall be discriminated against solely because of his or her status under this Contract.
- It is in compliance and will remain in compliance with Equal Opportunity (EO) requirements.
- Facilities meet physical accessibility requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. This may include providing reasonable accommodations for individuals with disabilities and providing appropriate aides or auxiliary services.

TYPE OF CONTRACT

Any funds obligated under the terms of this Contract by the LWDA are to be paid according to applicable regulations governing On-the-Job Training Contracts. Although Contract performance may have been accepted and reimbursement of costs made, any cost disallowance subsequently discovered through audit, closeout, or any other process shall be reimbursed by the Employer to the

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ON THE JOB TRAINING (OJT) CONTRACT

LWDA within 30 calendar days of notice.

Provider Representative	
Provider Name:	
Signature:	
Printed Name:	
Title:	
Date:	

Employer Representative	
Employer Name:	
Signature:	
Printed Name:	
Title:	
Date:	

MONITORING & EVALUATION

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ON-THE-JOB TRAINING (OJT) PROGRESS REPORT

Participant Name: _____
Job Title: _____
Employer: _____
Employer's Address: _____
Supervisor's Name: _____
Phone: _____
Email: _____
Date of Report: _____
Period Covered: _____

	Excellent	Very Good	Good	Marginal	Unsatisfactory
Amount of Work Completed	☐	☐	☐	☐	☐
Knowledge of Job	☐	☐	☐	☐	☐
Overall Quality of Work	☐	☐	☐	☐	☐
Ability to Follow Directions	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐
Interest and Motivation	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Personal Appearance	☐	☐	☐	☐	☐
Communication	☐	☐	☐	☐	☐
Self-Control	☐	☐	☐	☐	☐
Gets Along with Others	☐	☐	☐	☐	☐

Supervisor's Comments and Recommendations:

Supervisor has spoken to Participant about any problems indicated above: ☐ Yes ☐ No
Results:

Signature (Supervisor)

Date

Reviewed by Case Manager: ☐ Yes ☐ No

ADDITIONAL FORMS

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Monthly OJT Reimbursement Invoice

Training Period: _____

Invoice Date: _____

Trainee Name: _____

Company Name: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

FEIN: _____

Time Sheet Information *(Please attach verifications of hours worked)*

***NOTE:** Reimbursable Weekly Hours Worked cannot include overtime hours as defined by the employer

From/To <i>(Week Start to End Dates)</i>	Sunday Hours	Monday Hours	Tuesday Hours	Wednesday Hours	Thursday Hours	Friday Hours	Saturday Hours	Week Total Hours
TO								
TO								
TO								
TO								
TO								
Total Reimbursable Hours Worked During the Period:								

OJT Reimbursement Information

a. GROSS PAID: <i>Starting Wage per Master Agreement X Total Reimbursable Hours Worked During Period</i> \$ x =
b. WAGE REIMBURSEMENT DUE EMPLOYER: <i>GROSS PAID (from line a) X 50%</i> \$ x 50% = OR Flat Training Fee of \$
c. TOOL REIMBURSEMENT: <i>Tool cost for the month X Negotiated % (tools include tools, equipment, uniforms)</i> \$ x % = <i>List tools:</i>
d. CLASSROOM TRAINING REIMBURSEMENT: <i>Classroom Training cost (tuition/books) X 100%</i> \$
TOTAL TRAINING REIMBURSEMENT DUE EMPLOYER: <i>b + c + d</i> \$

I hereby certify that the actual expenditures reported on this OJT Invoice are taken from the books/payroll of *(Company Name)*. Such expenditures have been valid and consistent with the terms of the OJT Master Agreement.

Signature (Employer)

Printed Name

Date

Office Use Only:

Reviewed for accuracy by case manager: ☐ yes ☐ no Case Manager Signature: _____ Date: _____

Total Reimbursement Amount:

- Amount: Funding Partner:
- Amount: Funding Partner:



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THANK YOU!



NEW RIVER/MOUNT ROGERS WORKFORCE DEVELOPMENT BOARD

CULTIVATING TALENT FOR THE REGION

