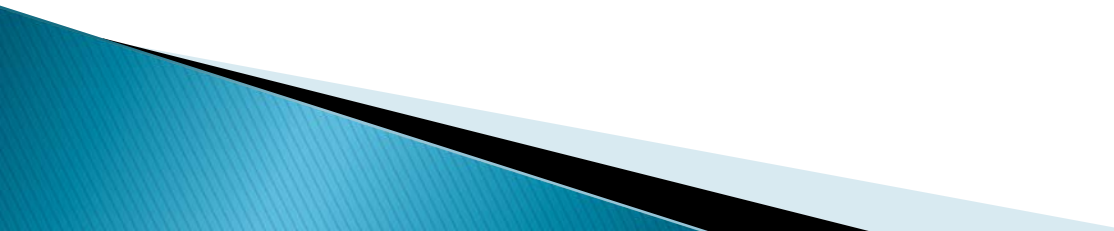


# Accessing On-the-Job Training Dollars

*Presented by Tamara Jackson, Program Manager  
South Los Angeles WorkSource Center/AJCC  
Managed by UAW-Labor Employment and Training Corporation*

# What is On-the-Job Training (OJT)?

- ▶ OJT is one of the services offered to employers under the Workforce Investment Act of 1998 (WIA).
  - ▶ Under this federally-funded program, an employer hires a WIA-eligible applicant and is reimbursed a portion of the employee's wages while in training.
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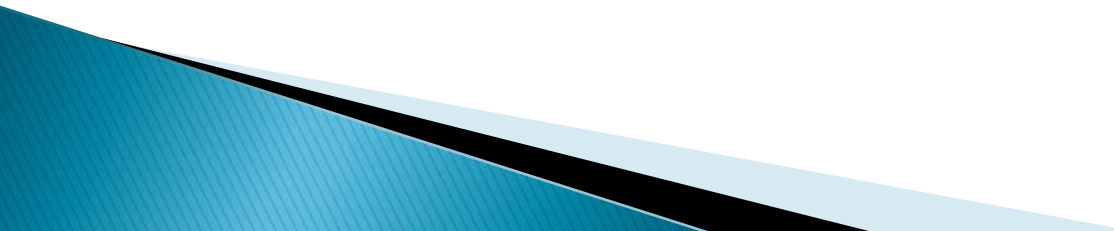
# What is OJT?

- ▶ OJT provides the employee with knowledge or skills essential to the full and adequate performance of the job, and gives the employer an opportunity to train the new employee “their way”.

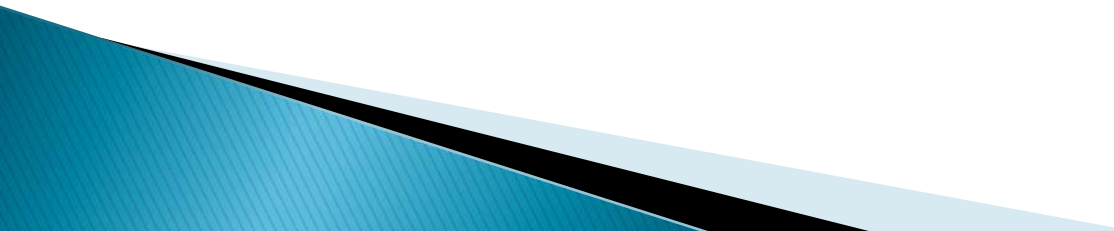
# What is OJT?

- ▶ For the extraordinary costs of providing the training and increased supervision related to the training, the employer is reimbursed up to 50% of the individual's wages.

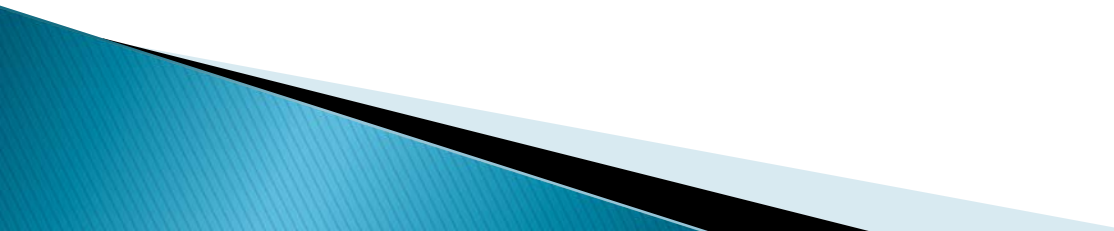
# Why OJT?

- ▶ The objective of the OJT program is to provide an incentive to employers in order to encourage hiring individuals they would not otherwise hire – generally because applicants do not meet all the requirements for the job.
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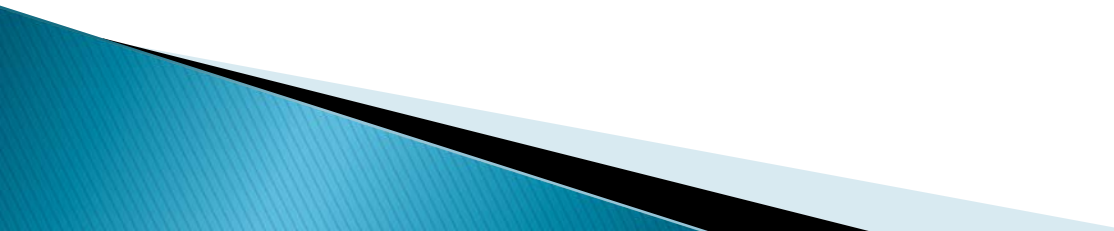
# Advantages of OJT

- ▶ Participants receive hands-on training designed by employers.
  - ▶ Employers have the opportunity to train employees in new technologies, service procedures, or workplace skills.
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# How Does OJT Work?

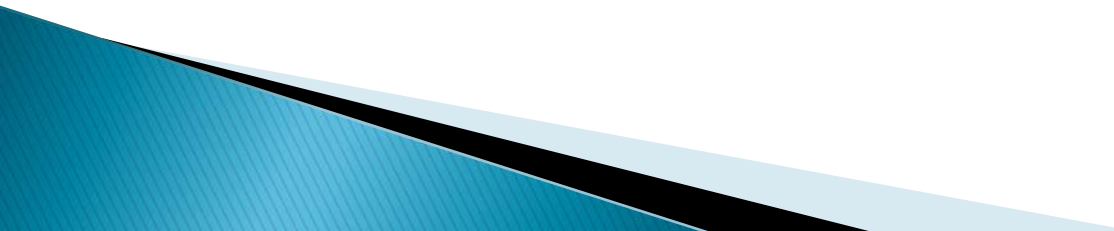
- ▶ WSC/AJCC Business Services staff help employers find eligible candidates for open positions, and match qualified candidates with approved job openings.
  - ▶ Staff assist employers in developing training plans to meet their unique business needs.
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# How Does OJT Work?

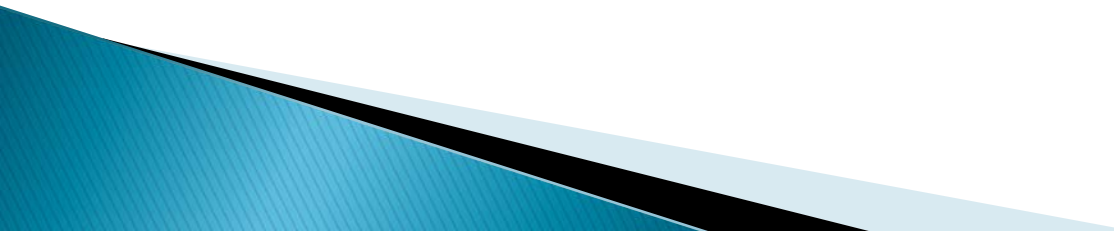
- ▶ OJTs are planned and organized prior to hiring participants.
  - ▶ The training is conducted at the employer's worksite.
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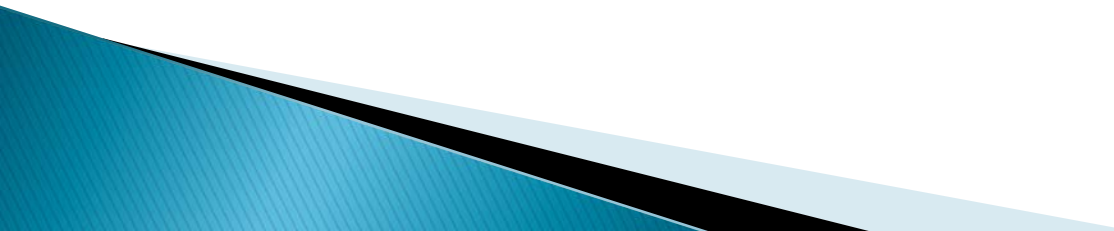
# How Does OJT Work?

- ▶ During the period of training, a WorkSource Center representative will visit the employer on a regular basis to ensure that the participant is performing in a satisfactory manner and/or to deal with any problems or issues that may arise.
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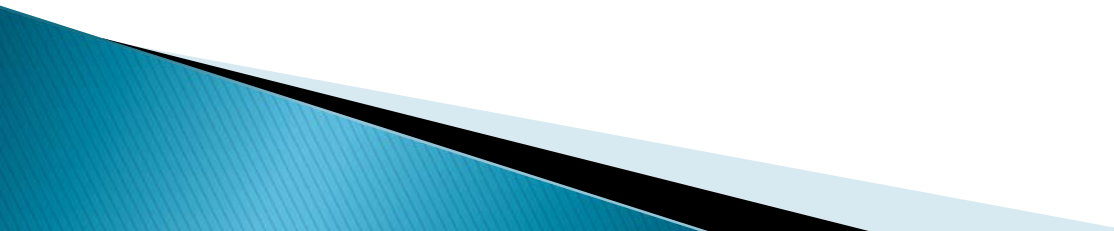
# How Does It Work?

- ▶ After the completion of training, the program expects that the employer will keep the employee as a regular member of the company. However, employers are not obligated to retain the trainee; they will still be reimbursed for training costs only.
- 

# OJT Guidelines

- ▶ According to WIA regulations, “A participant in a program authorized under WIA must not fully or partially displace any currently employed employee.” In addition, the participant may not be assigned to a job that was made vacant with the intention of using an OJT participant.
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# How Long Is an OJT Contract?

- ▶ An OJT contract is limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided.
  - ▶ Length of the contract is determined by the skill requirements of the occupation, the skill level of the participant, and prior work experience.
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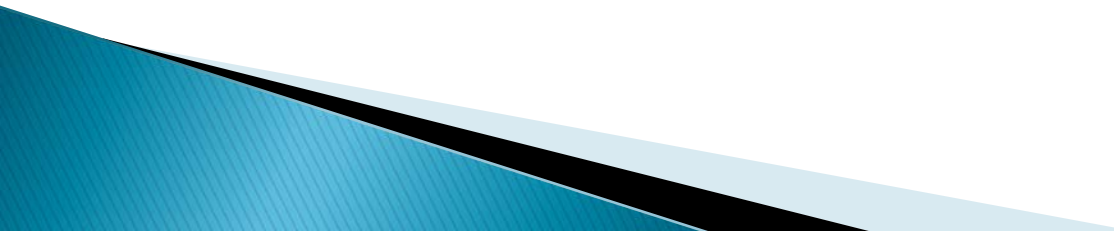
# How Long Is an OJT Contract?

- ▶ A minimum of 25 hours is required for an OJT contract, but most contracts vary from 100 hours to the maximum of 240 hours.

# What Are the Employer's Responsibilities?

- ▶ First, the employer completes a brief worksheet describing:
  - the position for which the participant will be training
  - five skills to be acquired during training
  - projected length of the OJT contract
  - participant's wage per hour

# What Are the Employer's Responsibilities?

- ▶ The employer keeps a daily time sheet showing the number of hours the trainee worked.
  - ▶ Finally, the employer conducts a monthly evaluation reflecting the participant's satisfactory progress on all five skills to be acquired.
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# How Is the OJT Reimbursement Paid?

- ▶ Upon completion of On-the-Job Training, time sheets, copies of payroll records or check stubs, and a signed copy of the OJT invoice are submitted to our Corporate office for payment.



# Questions and Answers

