

YOUTH ADMINISTRATIVE BULLETIN NO. 11

TO: WIA YOUTH CONTRACTING AGENCIES

SUBJECT: WORKSITE TRAINING

EFFECTIVE: July 1, 2007

I. BACKGROUND:

The Workforce Investment Act of 1998 (WIA) Sec. 129 (c) (2) allows for the provision of Worksite Training for WIA Youth participants in various forms including paid and unpaid work experience, internships, and job shadowing.

Worksites may be in the private, for-profit sector; the non-profit sector; or the public sector (664.460)(a)(b). Worksite Training experiences are planned, structured learning experiences that occur in a workplace for a limited period of time.

II. GENERAL POLICY

Worksite Training experiences are designed to enable youth to gain exposure to the working world and its requirements. Worksite Training experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Worksite Training experiences may be subsidized or unsubsidized. Participation in Worksite Training shall be for a reasonable length of time, based on the needs of the participant, as documented in the Individual Service Strategy.

Worksite Training may include the following elements:

- (1) Instruction in employability skills or generic workplace skills such as those identified by the SCANS
- (2) Exposure to various aspects of an industry
- (3) Progressively more complex tasks

- (4) Internships and job shadowing
- (5) The integration of basic academic skills into work activities
- (6) Supported work, work adjustment, and other transition activities
- (7) Entrepreneurship
- (8) Other elements designed to achieve the goals of work experience

III. WORK EXPERIENCE PUBLIC (WEX) & WORK EXPERIENCE PRIVATE (PRX)

Work Experience shall be designed to promote the development of good work habits and basic work skills for individuals who have never worked, have limited work experience, or who have been out of the labor force for an extended period of time.

Participation in Work Experience shall be for a reasonable length of time, based on the needs of the participant, as documented in the Individual Service Strategy.

Work Experience may be accompanied, either concurrently or sequentially, by other services designed to increase the basic education and/or occupational skills of the participant, as documented in the ISS. Accompanying activities will be provided if determined as beneficial through the Objective Assessment/Individual Service Strategy.

Contractors shall assure that work experience assignments do not supplant the employer's workforce, and that work experience positions are in addition to existing positions.

For work experience placements where a collective bargaining unit exists and Union comment/concurrence is required, comment/concurrence must be obtained from an appropriate bargaining unit representative. A shop steward may not be considered as an appropriate signatory.

IV. INTERNSHIP (OIT)

An OIT is a Worksite Training assignment designed to enhance the career development and long-term employability of youth through on-site exposure to work and the requirements for successful job retention. Internships are situations where individuals work for an employer for a specified period of time to learn about a particular industry or occupation. The individual's work place activities may include special projects, a sampling of tasks from different jobs, or tasks from a single job. Participation in an Internship shall be based on the needs of the participant as documented in the Individual Service Strategy (ISS).

OIT's are intended to be a series of sequenced activities involving a number of different occupations, employers, and/or industries. The key to using an Internship is to expose an individual to a wide range of occupational choices. The internship should result in the participant gaining information to make an

informed occupational choice based on their exposure to different industries and/or occupations. Internships are limited to no more than 16 hours per employer and no more than four (4) employers per participant may be used. Internships should typically be used as an introductory activity.

Contractors shall assure that Internship assignments do not supplant the employer's workforce, and that Internship positions are in addition to existing positions.

For Internship placements where a collective bargaining unit exists and Union comment/concurrence is required, comment/concurrence must be obtained from an appropriate bargaining unit representative. A shop steward may not be considered as an appropriate signatory.

Compensation:

Funds under the Act may be used to pay wages and related benefits for work experiences and internships in the public; private; for-profit; or non-profit sectors.

Participants enrolled in work experiences and/or internships (WEX, PRX, and OIT) and receiving wages, shall be paid an hourly wage at the same rate as similarly situated employees or trainees, but not less than the higher of the minimum wage prescribed under the Fair Labor Standards Act, or applicable State or local minimum wage laws.

Participants enrolled in Classroom Training or Vocational Exploration, combined with work experience, may receive the hourly wage for work experience and internship hours only.

IV. VOCATIONAL EXPLORATION (VEP)

Vocational Exploration is a WIA Title I Youth training activity designed to introduce participants to the various types of jobs available in the private and public sector by connecting the participant with an employer for on-site job exposure. With observation as the primary method of learning, VEP activities may include worker shadowing, job performance instruction, and job/task rotation. The activity is designed to allow participants to learn about the characteristics, functional aspects, and operating conditions of different types of work.

VEP combines the instructional components of classroom training with employer interaction on a worksite. The employer provides the instruction and information to the participant. VEP is not an employment activity and an employment relationship may not exist between the participant and the worksite. In addition, all four of the following criteria must be met:

A. The training is for the benefit of the participant

- B. The participant may not displace regular employees, but only observes them performing their duties
- C. The employer providing the training will derive no immediate advantage or benefit from the activities of the participant, and on occasion may actually have operations impeded somewhat by the activities of the participant
- D. The participant is not entitled to a job at the conclusion of the training period.

Private sector firms are allowable as training sites in this activity only when the participant is not involved in any activity that contributes, or could be expected to contribute, to additional sales or profit or otherwise result in the subsidization of wages of a private-for-profit organization.

Participation in VEP shall be based on the needs of the participant as documented in the Individual Service Strategy. The length of any assignment in a VEP position shall not exceed **16** hours.

Needs Related Payments:

WIA participants are eligible to receive Needs Related Payments (NRP) for Vocational Exploration. Eligibility for NRP must be determined on a case-by-case basis. Time and attendance records must be maintained.

V. WORKSITE AGREEMENT

The appropriate Worksite Agreement (attached) is to be used for all work experience, Internship, and Vocational Exploration assignments. The agreement format may be revised provided the content is not altered and has been pre-approved by DET.

A Worksite Agreement may be written for group training with one employer, provided work conditions, job/training description, and wage rates are the same for all participants covered under the agreement.

- Attachment:
- 1. Work Experience Agreement
 - 2. Occupational Internship Training Agreement
 - 3. Vocational Exploration Training Agreement