WorkSource Advisory Bulletin 10-08

TO: Workforce Development Councils
   WorkSource Area Directors
   Workforce Training and Education Coordinating Board

FROM: Amy Smith-Rubeck, Deputy Assistant Commissioner

DATE: May 26, 2011


1. **Purpose:**

   This advisory provides information on Training and Employment Notice (TEN) 41-10, which introduces the U.S. Department of Labor’s new, on-line On-the-Job Training (OJT) toolkit.

2. **Action:**

   None

3. **Background:**

   One Employment and Training Administration (ETA) response to the national economic downturn was to emphasize training approaches that led to quicker re-employment. One strategy identified as having immediate benefits for both employers and jobseekers was OJT. OJT is a workplace-based training model that allows the employer to be reimbursed for the extraordinary costs of training an individual. OJT can incentivize hiring, training, and getting individuals back to work quickly. OJT also allows individuals to earn a paycheck while learning new skills and gaining work experience.

   OJT is experiencing a resurgence here in Washington. Starting with the allowability of OJT investment under its E2SSB 5809 and American Recovery and Reinvestment Act (ARRA) 10% programs, the state then successfully applied for an OJT National Emergency Grant (NEG) and subsequently directed WIA Governor’s 10% funds to OJT. The state also applied a focus on OJT under the auspices of Retooling Washington’s Workforce Effort #2, which targeted OJT and direct connect work.
As OJT activities unfold across Washington, the State recognizes that there are varying degrees of local area experience and expertise as it relates to OJT. As such, the State wanted to make system partners aware of the information, tools, and resources available in ETA’s on-line Building the Next Generation OJT Toolkit.

4. **Information:**

*Building the Next Generation OJT Toolkit* is a free, online resource developed by ETA for state workforce agencies, local workforce investment boards, and local OJT providers. The toolkit provides a number of tools, templates, and tutorials to help OJT providers develop, design, and administer OJT. The toolkit incorporates best practices and successes at the state and local level in implementing OJT as well as strategies for avoiding common obstacles and barriers.

The toolkit includes the following documents, forms, and templates:

- Policies and Procedures (OJT Manual, Checklist)
- Outreach (Brochures, Handouts, Fliers for Job Seekers, Employers and Community Organizations)
- Contracts and Modifications (Checklist, Contract and Modification Templates)
- Training Plans (Templates)
- Monitoring Tools (Templates, Federal Requirements)

Additional toolkit resources include:

- *On-the-Job Training (OJT): Keys to Implementation* — a web-based, self-paced tutorial that provides an overview of OJT as well as guidance for outreach, implementing, and monitoring OJT.
- *Quick Start Action Planner (QSAP)* — an interactive, self-paced assessment tool designed to assist states and locals in evaluating critical aspects of OJT planning, policy, operations, and oversight.
- *Establishing and Strengthening OJT Workshop* — a guide to facilitate a one-day training session in promising OJT practices.

The State encourages local OJT providers to take full advantage of the free information, tools, and resources available on-line through the *Building the Next Generation OJT Toolkit*. The state also wants to underscore the continued availability of one-on-one OJT-related technical assistance through the WorkSource Standards and Integration Division (WSID). WSID also continues to explore opportunities for statewide technical assistance based on local input.
5. **References:**


6. **Website:**


   https://ojttoolkit.workforce3one.org/

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