

I. Purpose

This policy provides guidance and establishes procedures for all Southeast Tennessee Local Workforce Development Board (STLWDB) service providers on the provision of WIOA Title 1-B work-based learning services.

II. Background

The Workforce Innovation and Opportunity Act (WIOA) provides opportunities for work-based learning activities designed to support skill development and training for Adults, Dislocated Workers, and Youth. Work-based learning prepares individuals for long-term, unsubsidized employment leading to career advancement along a defined career pathway. These programs also allow employers to train employees while they are productive in the workforce. Work-based learning activities addressed in this policy include Work Experience (WEX), Transitional Jobs, Pre-Apprenticeship, Job Shadowing, On-The-Job Training (OJT), Incumbent Worker Training (IWT), Registered Apprenticeship, and Customized Training. Of these work-based learning activities, On-The-Job Training, Customized Training, Incumbent Worker Training, and Apprenticeships are also considered work-based training. Work-based training is employer-driven and supports the public workforce system's goals of employer engagement, sector strategies, and industry partnerships.

III. Participant Eligibility

Participants must meet WIOA program eligibility requirements (Adult, Dislocated Worker, Youth) and have an Individual Employment Plan (IEP) or Individual Service Strategy (ISS) that identifies work-based learning as an appropriate activity. Eligibility criteria must consider:

- **Work Readiness and Suitability:** Assessment of the participant's preparedness and suitability for specific work-based learning options (e.g., OJT vs. WEX).
- **Skill Gaps:** The participant must have a skill gap in the industry or job in which they seek placement.
- **Barriers to Employment:** For activities such as Transitional Jobs or Pre-Apprenticeships, participants should face barriers to employment that warrant these supportive services.
- **Career Goal Alignment:** The participant's career goals must align with labor market needs and available work-based learning opportunities.

All eligibility assessments must be documented in case notes and include the purpose and expected outcomes of the work-based learning activity.

IV. Employer Eligibility

Employers eligible to participate in work-based learning activities must:

- Be a for-profit, non-profit, or public-sector entity with a Tennessee presence for at least 120 days,
- Operate in compliance with all applicable federal, state, and local laws,
- Be registered with the IRS and have an active Unemployment Insurance (UI) account,
- Maintain workers' compensation insurance,
- Be current on all tax obligations,
- Have an established payroll system that tracks hours, gross pay, deductions, and net pay,
- Demonstrate a history of employee retention following training (measured through workforce turnover rates),
- Not listed on any federal suspension or debarment list, and

- Agree to cooperate with all required monitoring processes.

Additional program-specific criteria must be met and service providers must complete the employer eligibility checklist established by STLWDB before entering into a work-based learning agreement. Refer to the applicable procedure manual for specific forms and requirements.

V. Duration and Cost Limits

Individual Participant Cost Limit: A maximum of \$5,000 in work-based learning funding is allowed per participant. This includes any combination of ITA and work-based learning funds.

Cohort Training Cost Limit: For cohort training reimbursed to employers, the maximum total payable to a business in aggregate is \$25,000 within a funding cycle.

Extension Requests: In exceptional cases, requests for cost extensions may be submitted to STLWDB for approval, with adequate justification. Extensions are contingent on fund availability and regional priorities. Required documentation must accompany extension requests, outlining justification and anticipated outcomes.

VI. Supportive Services

Supportive services may be provided in conjunction with work-based learning to support participant success. Staff must regularly assess each participant's progress toward their goals and adjust supportive services as needed to ensure they meet the demands of their work-based learning activity. Refer to the STLWDB *Supportive Services Policy* for eligible supportive services and additional guidelines.

VII. Work-Based Learning Agreements

Work-based learning activities require a formal agreement between the employer and the Career Service Provider or Workforce Development Board. Each agreement must include:

- Clear definitions of roles and responsibilities,
- A training plan that outlines specific skills to be gained,
- Wage reimbursement terms (if applicable),
- Duration and milestones for completion, and
- Provisions for early termination or non-compliance penalties.

All agreements must align with local procedural guidance and use STLWDB-approved forms.

VIII. Case Management of Work-Based Learning

Case management employs a person-centered approach, focusing on career development and individualized planning to maximize the benefits of work-based learning. Case managers will maintain contact with each participant at least monthly or more frequently as needed to support progress. Documentation of all interactions, activities, and outcomes should be entered in Jobs4TN, ensuring accurate and complete records.

IX. Work-Based Learning

Work-based learning offers participants an opportunity to engage in practical work experiences, develop employability skills, acquire job-specific knowledge, and gain job-specific knowledge in a structured environment. These experiences prepare individuals for self-sufficient employment and, for youth

participants, entry into post-secondary education or a career pathway. Work-based learning is a critical component of WIOA's individualized career services, which can include the following activities:

A. Youth Work Experience

Paid (subsidized) and unpaid work experience is a planned, structured learning experience in a workplace for a limited period of time that provides participants with opportunities for career exploration and skill development. WIOA Youth program participants will participate in work experience with integrated education and training activities occurring concurrently and contextually with the work-based learning activity. WIOA section 129 (c)(2)(E).

1. **Requirements:** Participants must have a demonstrated need for work experience to achieve their career and educational goals as outlined in their Individual Service Strategy (ISS).
2. **Objective:** Work experiences help participants gain meaningful experience that aligns with their individual career aspirations and local labor market needs and:
 - Helps youth make informed career decisions
 - Prepares youth for the demands and expectations of the workforce
 - Equips youth with the confidence and resources to secure long-term employment
 - Facilitates connections between Youth and adults who can help them navigate their career journey
3. **Duration:** Work Experiences must be between eight (8) weeks and six (6) months. The length of the WEX will be determined by how much time is necessary to achieve the learning objectives identified in the ISS and how much time the employer has to provide meaningful work activities for the participant. While the duration of work experience can vary, it typically ranges from 200 to 600 hours, depending on funding availability and participant needs.
4. **Wages and stipends:** Paid work experiences are fully subsidized and paid at the employer's entry-level wage for the equivalent position. Worker's compensation and applicable fringe benefits apply and this is considered taxable income. Participants will be paid wages only for time worked during the WEX as documented on the participant's time sheet. WEX participants are not authorized to work overtime and shall not be compensated for sick leave, vacation, lunch breaks, or holidays. Stipends may also be provided based on attendance and milestones. Unpaid work experience must still comply with local labor laws regarding volunteer roles.
5. **Employer Contribution:** Employers are not required to make financial contributions. Their in-kind contributions are critical to the success of WIOA Youth Work Experience, including:
 - a. **Supervision:** Employers provide a structured and supervised work environment where youth gain hands-on experience. They assign a supervisor or mentor to monitor and guide the youth's progress, ensure safety, and offer feedback and coaching that contributes to the youth's personal development and program metrics.
 - b. **Skill Development:** Employers provide real-world tasks that build work readiness competencies, supporting the development of both soft and technical skills.



- c. Workplace Policies and Compliance: Employers must follow all labor laws and regulations, including safety requirements, non-discrimination policies, and youth hour restrictions where applicable.
- d. Potential Hiring Opportunities: In some cases, if the employer is satisfied with the participant's performance, they may offer permanent or long-term employment after the work experience ends. While this is not mandatory, it is encouraged as a success outcome.

6. Required Documentation:

Youth Participant Record:

- Eligibility Verification
- Individual Service Strategy
- Objective Assessment
- Work Readiness Evaluation
- Time and Attendance Records
- Payroll or Stipend Records

Employer Paperwork:

- Worksite Agreement
- Job Description
- Workplace Safety Documentation
- Supervision and Evaluation Reports

B. Pre-Apprenticeship

Pre-apprenticeship is a program or set of strategies designed to help individuals build the skills necessary to succeed in a Registered Apprenticeship Program (RAP). These programs must have an established, formal partnership with at least one Registered Apprenticeship Program to ensure participants can transition directly into an apprenticeship. Pre-apprenticeship programs offer instruction in areas such as math, literacy, and industry-specific skills to prepare participants for the demands of apprenticeships.

1. **Requirements:** Youth and Adult participants must meet general eligibility criteria for WIOA Title I-B services, have a registered apprenticeship pathway outlined as a goal in their IEP/ISS, and need basic literacy and numeracy skills and/or demonstrate a technical skills gap related to a specific industry or trade. Pre-apprenticeship programs must align with industry standards, focusing on providing participants with the skills and competencies needed to succeed in RAPs. Pre-apprenticeships focus on addressing skills gaps in areas like basic math, literacy, and vocational skills and promote equal access for underrepresented groups in apprenticeship opportunities.
2. **Objective:** Pre-apprenticeship programs provide participants with the foundational skills and knowledge necessary to:
 - Enter and succeed in a Registered Apprenticeship Program
 - Develop industry-relevant technical skills
 - Improve work readiness skills
 - Enhance career awareness and help participants make informed decisions about their career paths

3. **Duration:** Pre-apprenticeship programs provide structured, classroom-based learning combined with hands-on, supervised work experience that lasts between 6 weeks to six months, depending on the industry and participant needs, with flexibility to extend as needed based on participant progress and skill acquisition.
4. **Wages and stipends:** Participants in pre-apprenticeship programs are not typically considered employees and are not required to be paid wages. However, stipends or other financial support may be provided, depending on the program structure and available resources. If the pre-apprenticeship includes paid work experience, participants must be paid in accordance with federal and state labor laws.
5. **Employer Contribution:** Employers are not required to make a direct financial contribution to pre-apprenticeship programs. Their support is crucial to ensure the pre-apprenticeship effectively prepares participants for apprenticeships. Employer contributions include:
 - a. Mentorship, job shadowing, work-based learning opportunities
 - b. Career guidance to participants to ensure alignment with apprenticeship opportunities
 - c. Engagement with training providers to ensure the pre-apprenticeship curriculum meets industry standards and aligns with RAP entry requirements
6. **Required Documentation:**
 - Participant Record:
 - Eligibility Verification
 - Individual Service Strategy/Individual Employment Plan
 - Assessment Records
 - Attendance and Progress Reports
 - Completion Certification
 - Employer Paperwork:
 - Partnership Agreement
 - Worksite Agreement
 - Evaluation and Feedback

C. *Transitional Jobs*

Transitional jobs are time-limited, subsidized work experiences aimed at helping individuals with significant barriers to employment, as outlined under WIOA Section 134(d)(5). These jobs enable participants to establish a work history, gain essential skills, and transition to unsubsidized employment.

Under WIOA, local boards may use up to 10 percent of allocated Adult/Dislocated Worker funds to provide transitional jobs to qualified program participants.

1. **Requirements:** Participants must be deemed to face multiple barriers to employment, such as long-term unemployment, displaced homemakers, parents ordered to pay child support, individuals receiving or have exhausted TANF benefits, returning citizens, and individuals with disabilities, and individuals experiencing homelessness. Participants must be assessed for eligibility based on these barriers and demonstrate the need for a structured work experience to support their transition into the workforce.

2. **Objective:** Transitional Jobs provide participants with immediate employment, structured work experience, support in addressing personal and professional employment barriers, and a pathway to unsubsidized employment by improving their work readiness and employability.
3. **Duration:** Transitional Jobs are limited to the period of time required for a participant to demonstrate work readiness and employability, not to exceed 1,040 hours or 6 months. Transitional Jobs focus on skill development in workplace settings, where participants receive significant supervision and guidance.
4. **Wages and Stipends:** Transitional Jobs are fully subsidized and paid at the employer's entry-level wage for the equivalent position. Worker's compensation and applicable fringe benefits apply and this is considered taxable income. Participants will be paid wages only for time worked during the Transitional Job as documented on the participant's time sheet. Transitional Job participants are not authorized to work overtime and shall not be compensated for sick leave, vacation, lunch breaks, or holidays.
5. **Employer Contribution:** Employers must provide supervision and mentorship throughout the participant's work experience. There is no requirement for employers to contribute to the participant's wages during the transitional job period. Employers are encouraged, though not required, to offer unsubsidized employment to participants who successfully complete the transitional job.
6. **Required Documentation**
 - Participant Record:
 - Eligibility Verification
 - Individual Employment Plan
 - Worksite Assignment
 - Job Description
 - Time and Attendance Documentation
 - Progress Reports
 - Employer Paperwork:
 - Worksite Agreement
 - Employer Evaluation
 - Workplace Safety and Compliance Documentation

D. Job Shadowing

A work experience option where youth learn about a job by observing a professional in their day-to-day environment. This is a temporary and unpaid exposure to the workplace in an occupational area of interest to the youth.

1. **Requirements:** Participants must meet general Youth eligibility criteria for WIOA Title I-B services. Job shadowing opportunities should be linked to the participant's assessed career interests as identified in their Objective Assessment Summary (OAS), with career exploration as a stated goal in the participant's ISS. Employers must agree to provide a structured, safe, and supportive environment where the participant can observe daily tasks and gain exposure to the job.

2. **Objective:** Job shadowing helps participants make informed decisions about their future career through firsthand view of a specific career, including the daily responsibilities, workplace culture, and skills required for success.
3. **Duration:** Job shadowing typically lasts 1 to 5 days, offering meaningful insight without requiring extensive employer resources.
4. **Wages and Stipends:** Job shadowing is an unpaid activity. The participant is not considered an employee during the job shadowing period and does not receive wages or stipends. The participant can receive supportive services, if needed, to fully participate in a job shadowing activity.
5. **Employer Contribution:** Employers provide structured supervision during the job shadowing period. They allow the participant to observe and ask questions, offering guidance and insights into the career and related tasks. Employer involvement in job shadowing helps promote youth career exploration and sector strategy initiatives.
6. **Required Documentation:**
 - Participant Record:
 - Eligibility Verification
 - Objective Assessment
 - Individual Service Strategy
 - Job Shadowing Plan
 - Reflection Activity
 - Employer Paperwork:
 - Job Shadowing Agreement
 - Workplace Safety and Compliance Documentation
 - Employer Evaluation and Recommendations

X. Work-Based Training

Work-based training activities are employer-driven activities that facilitate career advancement for individuals who may experience employment barriers by offering opportunities to build technical and soft skills while earning wages. Work-based training bridges the gap between a participant's current skills and the skills required by employers in high-demand industries while they work in sustainable employment. These activities directly benefit employers by allowing them to train their own workforce to meet their specific needs.

A. On-the-Job Training (OJT)

On-the-job training is training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- 1) Provides knowledge or skills essential to the full and adequate performance of the job;
- 2) Is made available through a program that provides reimbursement to the employer of up to 50 percent (and up to 75 percent in businesses with fewer than 75 employees) of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training; and

- 3) 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 (20 CFR 680.700).
1. **Requirements:** OJT is available for occupations that meet the following criteria:
 - a. The job provides opportunities for economic self-sufficiency for the participant.
 - b. The occupation supports skills development that aligns with the participant's career goals. OJTs in occupations that do not require specific hard-skills training are not allowable.
 - c. The role offers potential for occupational advancement, allowing the participant to grow beyond entry-level positions.
 - d. Permanent employment is expected at the conclusion of the OJT contract, ensuring the participant can transition into a long-term, unsubsidized job. OJT will not be approved for intermittent, seasonal, or tip- and commission-based occupations.
 2. **Objective:** OJT helps participants acquire skills necessary for full and adequate job performance under the supervision of their employer directly in the workplace.

The objective of OJT is to help participants, including Adults, Dislocated Workers, and Youth, gain specific job skills through paid, productive work, with the goal of securing permanent employment. Employers benefit from wage reimbursement during the training period, helping offset the costs of additional supervision and instruction.
 3. **Duration:** The length of an OJT is based on the complexity of the job and the participant's previous work experience and skill level. The OJT contract will outline the number of training hours required based on an assessment of the participant's skills in relation to the job description. The maximum allowable length of an OJT is 1,040 hours or \$5,000, whichever comes first.
 4. **Wages:** Participants in the OJT program are considered regular employees of the business. They must receive the same wages, benefits, and working conditions as other employees who have worked for a similar amount of time and are performing the same type of work. WIOA funds will reimburse employers for a portion of the participant's wages during OJT:
50% reimbursement for employers with more than 75 employees,
75% reimbursement for employers with 75 or fewer employees.
 5. **Employer Contribution:** Employers participating in the OJT program play a crucial role in providing a structured, supportive environment for participants to gain necessary skills. Employer contributions include the following:
 - a. **Supervision and Mentorship**

Employers must assign a dedicated supervisor or mentor to each participant to oversee their progress, provide training, and offer constructive feedback. This support helps participants develop both technical and soft skills needed to succeed in their roles.
 - b. **Structured Training Plan**

Employers are responsible for developing and implementing a training plan that clearly outlines the skills and competencies the participant will gain during the OJT period. The training plan should align with both the participant's career goals and industry standards, supporting their transition to unsubsidized employment.

- c. **Compliance with Wage and Labor Standards**
Employers must ensure that OJT participants receive the same wages, benefits, and working conditions as other employees in similar roles. This includes adhering to all federal, state, and local labor laws, including safety standards, workers' compensation, and wage requirements.
 - d. **Commitment to Retention**
The goal of OJT is for participants to secure permanent employment at the end of the training period. Employers should make a reasonable effort to retain participants in an unsubsidized position once the OJT period concludes, contributing to workforce stability and economic self-sufficiency for participants.
 - e. **Documentation and Reporting**
Employers must maintain accurate records of the participant's work hours, wages, and progress in alignment with the training plan. This documentation is essential for reimbursement processing, program compliance, and monitoring by the Workforce Development Board.
 - f. **Cooperation with Monitoring and Evaluation**
Employers agree to cooperate with monitoring activities conducted by the Southeast Tennessee Local Workforce Development Board (STLWDB) and state auditors. This includes providing access to training records and participating in evaluations to ensure program integrity and effectiveness.
6. **Required Documentation:**
- Participant Record**
- **Eligibility Verification**
Documentation confirming the participant's eligibility for WIOA services, including any specific criteria related to their category (Adult, Dislocated Worker, or Youth).
 - **Individual Employment Plan (IEP)**
A personalized plan detailing the participant's career goals, skill gaps, and the role of OJT in achieving these objectives.
 - **Training Plan and Objectives**
A structured training outline specifying the skills and competencies the participant is expected to gain during the OJT period. This plan should be tailored to the participant's background and job role.
 - **Time and Attendance Records**
Verified records of the participant's hours worked, including any periods of absence, to ensure compliance with the OJT program requirements.
 - **Progress and Performance Evaluations**
Periodic assessments conducted by the employer, mentor, or supervisor to track the participant's skill development and readiness for full employment.
 - **Wage Records**
Documentation of wages paid during the OJT, including verification of wage reimbursement requests and wage compliance under WIOA standards.

Employer Paperwork

- **OJT Agreement**
A formal agreement between the employer and the Career Service Provider or Workforce Development Board outlining the roles, responsibilities, and conditions of the OJT, including expected outcomes and duration.
- **Worksite Agreement**
Documentation verifying that the worksite is suitable, safe, and conducive to meeting the participant's training needs. This includes compliance with all applicable labor laws.
- **Training Plan**
Employer, WIOA Staff, and Participant develop a specific training plan for the participant, which includes an agreement to provide the necessary resources and supervision to meet training objectives.
- **Wage Reimbursement Documentation**
Records supporting the wage reimbursement process, including payroll records and proof of wages paid to the participant in alignment with WIOA funding guidelines.
- **Worker's Compensation and Liability Insurance Verification**
Documentation confirming the employer's compliance with state and federal insurance requirements, ensuring participant safety and liability coverage.
- **Supervision and Evaluation Reports**
Reports from the participant's supervisor detailing the participant's progress, any challenges encountered, and feedback provided, supporting case management and compliance monitoring.
- **Monitoring and Compliance Records**
Records related to any monitoring visits, evaluations, or compliance checks conducted by STLWDB, including corrective actions taken if needed.

B. Apprenticeship

Apprenticeships are structured, employer-driven programs that combine paid, on-the-job training with classroom instruction to develop high-demand skills. WIOA supports Registered Apprenticeships that offer participants industry-recognized credentials and direct pathways into sustainable, high-quality careers. Apprenticeships align with local labor market needs, allowing participants to earn wages while gaining hands-on experience in their chosen field. Through apprenticeships, employers can cultivate a highly skilled workforce tailored to their industry standards, benefiting from employee retention and reduced hiring costs.

1. **Requirements:** A WIOA-funded apprenticeship integrates Individual Training Accounts (ITAs) and On-the-Job Training (OJT) to provide participants with both classroom instruction and hands-on work experience, delivering a comprehensive skill-building and career development opportunity.

Here's how these components work together:

Individual Training Account (ITA)

- **Classroom or Related Instruction:** The ITA covers costs for classroom instruction or related technical training provided by eligible training providers listed on the state's Eligible Training Provider List (ETPL). This classroom component is designed to develop foundational knowledge and technical skills aligned with industry standards, complementing the hands-on experience in the apprenticeship.
- **Credential Attainment:** Through the ITA, participants work toward industry-recognized credentials or certifications relevant to their apprenticeship field. This formal instruction

equips apprentices with knowledge that supports their on-the-job learning and enhances their long-term employability.

On-the-Job Training (OJT)

- **Hands-On Skill Application:** The OJT component allows participants to apply what they learn in the classroom directly in a real-world work environment under the guidance of an experienced mentor or supervisor. This hands-on experience is critical for developing the job-specific skills and competencies required for full proficiency in the role.
 - **Wage Reimbursement:** WIOA funds may reimburse the employer for a percentage of the participant's wages during the OJT phase. This reimbursement offsets the costs associated with training and supervising the apprentice, incentivizing employers to invest in developing a skilled workforce.
2. **Duration and Cost Limits:** WIOA-funded apprenticeships cannot exceed \$5,000, which will be a combination of OJT and ITA depending on the participant and employer's needs. Both OJT and ITA elements must adhere to policy guidance.

C. Customized Training

Customized Training under the Workforce Innovation and Opportunity Act (WIOA) refers to training that is tailored to meet the specific needs of a participating employer or group of employers. This type of training is designed to equip WIOA-enrolled prospective (new) workers with the skills necessary for a particular job or industry, with a focus on meeting the employer's unique workforce needs. Customized training is business-driven where the employer or group of employers decide who will provide the training, what curriculum will be used, and who will be trained. Customized Training is provided under an agreement between the workforce development system, the training provider, and the employer or group of employers to develop a program that aligns with specific skills requirements.

1. **Requirements:** Customized training under WIOA is designed to meet the specific needs of employers by providing job-driven training to participants. The following are the key requirements for customized training programs:
 - a. **Employer Eligibility:** Employers must demonstrate the need for customized training to fill specific job roles within their organization. The training must address skills gaps identified by the employer and lead to either job creation or the retention of current employees.
 - b. **Participant Eligibility:** Participants must be eligible adults or dislocated workers under WIOA. They must show that customized training will lead to employment or career advancement with the participating employer(s).
 - c. **Training Alignment:** The training program must be directly linked to current or future job requirements and provide specific, measurable skills or certifications that are in demand in the local labor market.
 - d. **Self-Sufficient Wages:** Customized Training must lead participants into self-sufficient wage work, as defined in STLWDB Self-Sufficiency Policy.
2. **Objective:** The objective of customized training is to ensure that participants receive needed workplace skills specific to the employer's business and/or industry and the employer(s) agree to hire or retain participants upon successful completion of the training. This training may introduce innovative technologies, new procedures used in production or service delivery, skills enhancements or upgrades, or to meet specific occupational needs in industries that have documented skill shortables.

3. **Duration and Cost Limits:** Customized Training must be limited to the time necessary for an individual to become proficient in a defined set of skills. Employers participating in Customized Training must pay a significant cost of the training, defined locally as:
 - 75% for employers with more than 75 employees,
 - 50% for employers with 75 or fewer employees.
4. **Employer Contribution:** Employers are required to contribute a significant portion of the training costs, which may include financial support or in-kind contributions such as training materials, facilities, or trainers. The employer's contribution ensures that the program aligns with real-world job requirements and reflects the employer's commitment to workforce development. Employers must also commit to hiring or retaining participants who successfully complete the customized training.

5. Required Documentation

Participant Record

- **Eligibility Verification**
Documentation confirming the participant's eligibility for WIOA services, including any specific criteria related to their category (Adult, Dislocated Worker, or Youth).
- **Individual Employment Plan (IEP)**
A personalized plan detailing the participant's career goals, skill gaps, and the role of training in achieving these objectives.
- **Progress and Evaluations**
Periodic assessments to track the participant's skill development and readiness for full employment and to record measurable skill gains.
- **Employment Verification**
Documentation of post-training employment.

Employer Paperwork

- **Training Agreement**
A signed agreement outlining the employer's commitment to contributing to the training costs, providing job placements or retention opportunities, and supporting the training process.
- **Training Specifications**
Documentation detailing the specific skills and competencies required for the job, as well as how the training will address these needs.
- **Employer Contribution**
Proof of the employer's contribution to the training costs, whether in financial or in-kind support.
- **Hiring Commitment**
A commitment from the employer to hire or retain participants who successfully complete the training program.

D. Performance Requirements

The Southeast Tennessee Local Workforce Development Board will collect performance data to ensure employers who are participating in work-based training are fulfilling their commitment to hire and/or retain

participants after they complete training. The LWDB will not contract with an employer who has exhibited a pattern of failure to provide training participants with continued long-term employment that includes wages, benefits, and working conditions that are equal to those of regular employees who have worked a similar length of time and who are doing the same type of work.

XI. Youth Work Experience Expenditure Requirement

WIOA mandates that at least 20% of local youth formula funds must be spent on work experience activities (WIOA Section 129(c)(4) and 20 CFR 681.590). These expenditures can include participant wages, stipends, supportive services directly tied to participating in work experience activities, and staff costs related to the development and management of work experience activities.

XII. Federal Performance Measures

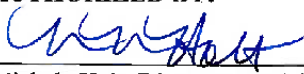
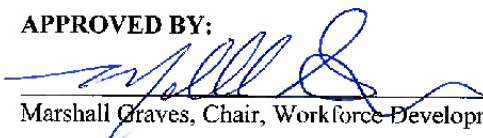
WIOA tracks effectiveness of education and training activities through two federal performance indicators: measurable skills gains (MSG) and credential attainment. Adult and Dislocated Worker participants enrolled in a work-based training are counted in the MSG measure and this must be documented and recorded in Jobs4TN in each program year that the participant is enrolled in a work-based training activity. Participants enrolled in an ITA as part of a Registered Apprenticeship are also counted in the credential attainment measure and this must be documented and recorded in Jobs4TN within one year of program exit.

XIII. Incumbent Worker Training (IWT)

Under WIOA Section 134(d), LWDBs can use up to twenty percent (20%) of adult and dislocated worker funding to provide for the Federal share of the cost of employers to provide structured training to their incumbent workers. Incumbent Worker Training is distinct from other WIOA Title I work-based learning activities because it is specifically designed to help businesses upskill their current employees, particularly for the purpose of retaining jobs and improving organizational competitiveness. WIOA work-based learning activities outlined in this guidance are participant-centered, aimed at helping new job seekers and disadvantaged individuals enter or re-enter the workforce. This distinction helps WIOA meet both the immediate workforce needs of businesses and the long-term career needs of workers across different stages of their careers. Refer to the STLWDB Incumbent Working Training Policy for specific guidance on IWT.

XIV. Monitoring

All work-based learning activities must be monitored annually for compliance with WIOA requirements as per Section 185(c). Monitoring will assess employer engagement, participant progress, skill gains, and adherence to wage and safety standards. Employers must agree to cooperate fully with monitoring activities conducted by STLWDB and state auditors.

AUTHORIZED BY:  Michele Holt, Director, Workforce Development	<u>12/10/2024</u> Date
APPROVED BY:  Marshall Graves, Chair, Workforce Development Board	<u>10 DEC 2024</u> Date
<i>Work-Based Learning Policy, effective 12.10.2024</i>	