



South Carolina

# **ON-THE-JOB TRAINING**

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# SOUTH CAROLINA WORKFORCE SYSTEM

- ✘ State Administrative Entity:

South Carolina Department of Employment and Workforce

- ✘ 12 Local Workforce Investment Areas

- ✘ WIA is decentralized and administered through counties, COGs, and private vendors.

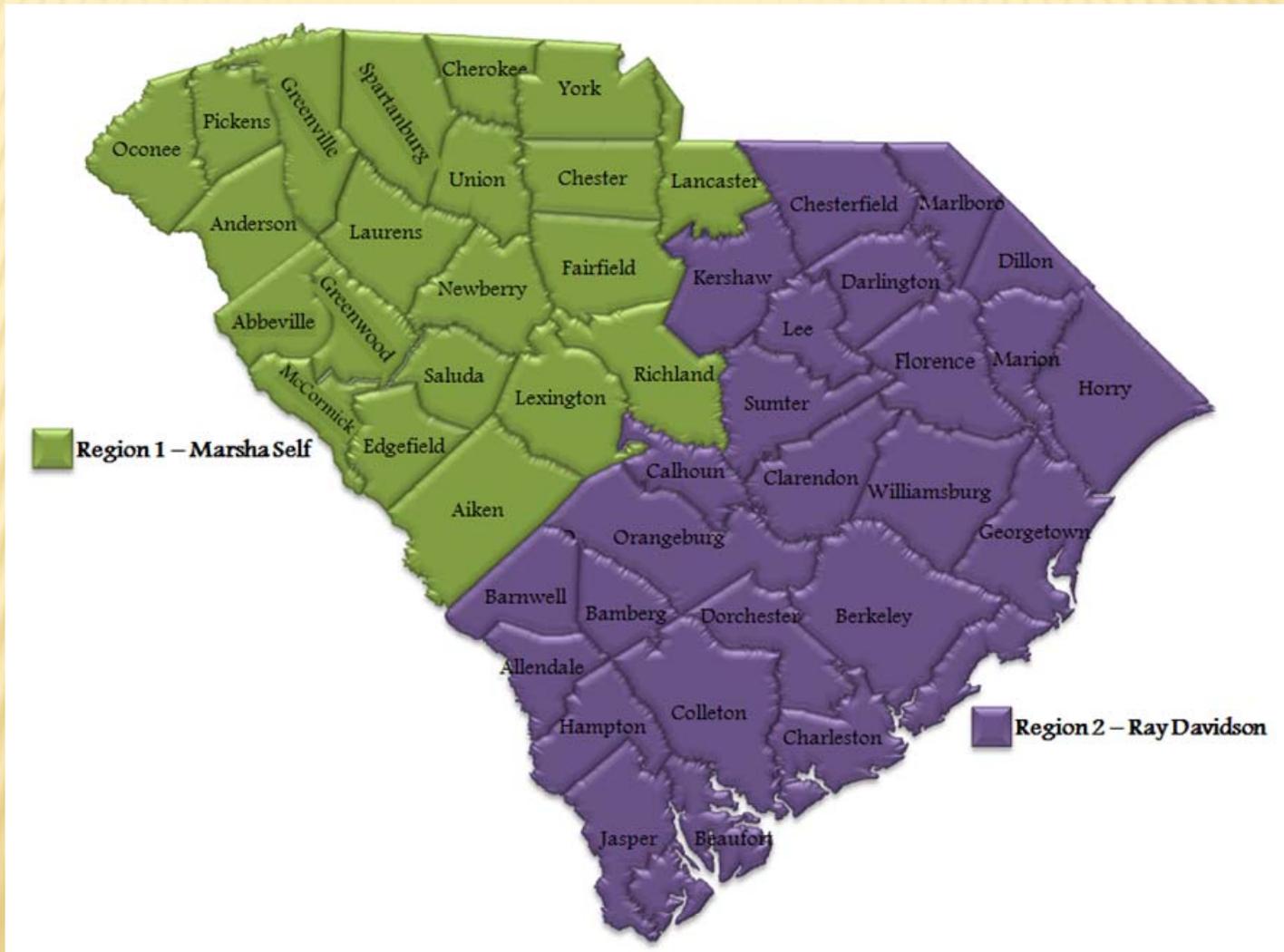
- ✘ TAA Merit Staffing rule was implemented in South Carolina on December 1, 2010.

- ✘ TAA program is implemented by 2 Regional Coordinators and 24 TAA Case Managers.

- ✘ TAA Dislocated Workers who are assessed to be in need of training are co-enrolled in and case managed by WIA Training Case Managers. (TAA staff still makes all final decisions.)



# SOUTH CAROLINA TAA REGIONS



# ON-THE-JOB TRAINING CONCEPT

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- ✘ Local Workforce Investment Areas already have functioning systems in place by which OJT is implemented through the WIA program.
  - + Staff
  - + Knowledge of area-specific infrastructure, economics, culture, etc.
  - + Policies & procedures
  - + Marketing
  
- ✘ The South Carolina Department of Employment and Workforce realizes that local staff, who are most familiar with the individual counties and businesses within their Local Workforce Investment Areas, are invaluable for successful OJT marketing efforts.
  
- ✘ In conformity with the “one-stop shop” approach, we decided to leave businesses with *one point of contact* for On-the-Job training needs.

# TAA COLLABORATION WITH LOCAL BUSINESS SERVICES

## Example: Pee Dee

- ✘ The Pee Dee Local Workforce Investment Area has 3 Business Services Representatives who each serve a set number of counties.
- ✘ BSRs' outreach efforts include but are not limited to:
  - + Membership and participation in local chambers;
  - + Membership and participation in HR management groups;
  - + "Callathons"
  - + Attendance of and presentations at local WIB meetings;
  - + Attendance and organization of Job fairs;
  - + Etc.
- ✘ BSRs meet monthly to plan and discuss job development.
- ✘ TAA Case Managers are invited and attend those meetings in order to be informed about and involved in every aspect of the OJT development.
- ✘ TAA Case Managers are also included in the OJT contract development.



# LOCAL OJT SYSTEMS – PEE DEE

The screenshot shows the website for the Pee Dee Workforce Investment Board. The header includes the logo and the tagline "Helping the Pee Dee WORK". A "QuickLaunch" dropdown menu is set to "Select from the following". The main content area features a "Hello Employer." message with a silhouette of a person and three service categories: JobSeeker, Employer, and Youth. Below this is a "Back to the Homepage" link. A "Extended Navigation" box lists links for Employer (WorkKeys: Employer, Incumbent Worker Training) and The WIB (Youth Council Members, WIB Members, Meeting Schedule). The "On-the-Job Training" section describes the program's goal to allow employers to hire, train, and retain employees, mentioning WorkKeys profiling and a 50% wage subsidy. It includes a link to "On-the-Job Training FAQs" and a section titled "What is the objective of OJT?" which states the mission of the PDWIB. The "Of Interest" section lists recent news items, and the "Closest Location" section includes a dropdown menu for "Select One-Stop Location".

The On-the-Job Training (OJT) program is designed to allow employers to hire, train, and retain employees in full-time permanent jobs.

One of the advantages of utilizing the One Stop's OJT program is that WorkKeys "profiling" of the open position will be conducted by our WorkKeys profilers at no charge to the employer. We'll pre-screen the applicants and arrange interviews.

Once you make your hiring selection, an OJT contract will be negotiated that will pay 50% of your new employee's hourly wage. If you are interested in OJT, complete the applicable information requested below and one of our professional Business Services Representative will be in touch with you.

# LOCAL OJT SYSTEMS – LOWER SAVANNAH



The screenshot shows a web browser window displaying the website for the Lower Savannah Workforce Investment Area. The browser's address bar shows the URL: <http://www.lswia.org/common/content.asp?PAGE=432>. The website features a navigation menu with links for HOME, About, Services, Resources, Workforce Centers, and Contact. The main content area is titled "On-the-Job Training" and includes a detailed description of the program, a link to "OJT New Pre-Contract", and a section titled "What is the objective of On-the-Job Training?". A sidebar on the right contains links to "LSWIA.org", "On-the-Job Training", "OJT NEG", and "WorkReadySC.com".

**Lower Savannah *onestop* Workforce System**

HOME About Services Resources Workforce Centers Contact

## On-the-Job Training

The **On-the-Job Training (OJT)** program is a Workforce Investment Act (WIA) program that is designed to allow employers to hire, train, and retain employees in full-time permanent jobs all while receiving a federally subsidized wage reimbursement. We have staff that will pre-screen the applicants and arrange interviews for potential employees. All of our WIA participants are WorkKey assessed and are ready for work. WorkKeys is a series of assessments that measure an employees' real world abilities in several areas of workplace aptitudes. Once you make your hiring selection, an OJT contract will be negotiated that could pay up to 75% of your new employee's hourly wage. If you are interested in OJT, please complete the OJT Pre-Contract Information requested below and one of our professional Business Services Representatives will be in touch with you.

 [OJT New Pre-Contract](#)

### What is the objective of On-the-Job Training?

The mission of the Lower Savannah Council of Governments Workforce Investment Act and Workforce Development Board (WDB) is to build the capacity of the area's workforce to compete in a global economy. Under WIA, On-the-Job Training means training by an employer that is provided to a **full-time** paid participant while engaged in productive work. The goal of OJT is to obtain the best training available from employers all while providing assistance to local businesses with wage reimbursements and assisting job seekers obtain employment.

OJT provides payments to employers for training eligible WIA participants. Payments are based on either 50 or 75 percent of the wage rate of the WIA participant for the extraordinary costs of providing training. The percentage reimbursed is dependant upon the size of the employer. Small organizations (100 or less employees) receive 75 percent and large organizations (101 or more employees) receive 50 percent reimbursement. OJT is limited in duration as appropriate to the occupation for which

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Once you make your hiring selection, an OJT contract will be negotiated that could pay up to 75% of your new employee's hourly wage. If you are interested in OJT, please complete the OJT Pre-Contract Information requested below and one of our professional Business Services Representatives will be in touch with you.

# LOCAL DEDICATION

## *On-the-Job Training* **CERTIFICATE**

*Is presented to*

***{PARTICIPANT NAME}***

*For completion of*

***{OJT Training Name} Training***

*with*

***{OJT Business Name}***

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*Employer's Signature*

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*Date Issued*

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*Training Completion Date*

Lower Savannah  
**onestop**  
Workforce System

# OJT GUIDANCE TO TAA CASE MANAGERS



SOUTH CAROLINA  
Department of Employment and Workforce  
Trade Adjustment Assistance Communication

May 3, 2011

**TO:** TAA Case Managers  
**FROM:** Silvia Middleton, State TAA Coordinator  
**SUBJECT:** On-the-job Training for TAA Dislocated Workers

Good morning, everyone,

We're excited to be able to offer on-the-job training (OJT) opportunities to TAA Dislocated Workers through the systems our local areas have already established! To make sure everything runs smoothly, please read and adhere to the below guidelines.

The law defines OJT as training, in the public or private sector, provided to an individual who meets the conditions for approval of training, and who has been hired by the employer, while the individual is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.

With that in mind, OJT may be approved for TAA participants, if

1. the participant meets all six TAA training approval criteria as described in the VOS Training Application;
2. it can be reasonably expected to lead to suitable continued employment with the employer offering the on-the-job training;
3. it is full-time;
4. it is compatible with the participant's skills and/or work experience;
5. it includes a training plan through which the participant will gain the knowledge or skills to become proficient in the job for which he/she is being trained; and
6. it can be measured by benchmarks that indicate that the participant is gaining such knowledge or skills.

In an effort to not only provide participants with the skills necessary to obtain employment at one specific company but rather for a particular occupation, I'd like to encourage you once again to promote the USDOL's recommended practice of enrolling participants in supplemental classes to enhance their marketability. **Please be sure to follow the attached guidance from October 5, 2010.**

**Note:**

1. A participant who does not possess a GED/HS Diploma should be urged to enroll in GED classes and obtain a GED while in the program.
2. OJT may not be refused if a participant refuses to obtain a GED/HS Diploma.
3. **OJT is occupational training**, i.e., following up occupational classroom training with OJT is not allowable!
4. Costs incurred prior to the TAA approval of an OJT program are not reimbursable.
5. TAA participants are not qualified to receive Trade Readjustment Allowances (TRA) while enrolled in on-the-job training, whether it includes classroom training or not.
6. Participants who live farther than the TAA-defined commuting distance (25 miles) from the OJT site qualify for transportation reimbursements. However, if OJT is coupled with classroom training, only one trip per day will be reimbursed for transportation costs.

7. An OJT opportunity should be approved for a reasonable duration of time, necessary to learn the required skills for the job (based on the specific vocational preparation time (SVP Range) of the ONet code). However, the maximum duration for OJT is 104 weeks, regardless of the participant's petition number.
8. Employers that exhibit a pattern of failing to provide continued long-term employment, adequate wages, benefits, and working conditions should not be considered for OJT.
9. **Employer reimbursement rates may not exceed 50% of the cost of training.**
10. OJT opportunities for TAA Dislocated Workers must not be funded through WIA or an OJT NEG.

Here is what this means for you, the Case Managers, and for the service delivery model we've implemented in South Carolina:

1. OJT participants will be case managed, just like any other participant in occupational training, by WIA staff. TAA/Merit Staff must still make all *final* decisions and VOS entries on the TAA side.
2. Completing the Training Information Package or Participant Training Agreement will only be necessary, if the OJT is coupled with supplemental classroom training.
  - All references to TRA in the Participant Training Agreement must be blacked out. **Please be sure to thoroughly explain this to participants!**
  - There will only be **one** Training Application for both OJT and supplemental classes.
3. The OJT contract (between the LWIA and the business) must be reviewed thoroughly by TAA Case Managers; it should contain information regarding time frames, wages, and reimbursement rates.
4. The entering and signing of the TAA-approved Training Application in VOS constitutes the approval of the contract.
5. The OJT is to be entered in the TAA side of VOS as activity code 337 TAA-Approved On-the-Job Training.
  - The provider for the OJT is the employer.
  - All employers will have to be added to the local provider list prior to entering the TAA Training Application, TAA Transportation Application, and 337 TAA-Approved On-the-Job Training activity code.
  - Requests to add providers to the local provider list should be forwarded to each area's local VOS coordinator (a contact list is available in VOS under Staff Online Resources).
  - Vouchers are to be made out to the local entity implementing WIA as the TAA program will be reimbursing WIA and not the employer directly.
6. Each OJT agreement must contain a training plan including
  - measurable benchmarks; and
  - a space for participants to sign in acknowledgement.
7. A copy of the contract and training plan must be kept in the participant's file.
8. The participant should be given a copy of the training plan, additionally to a copy of the signed, TAA-approved Training Application.
9. WIA should invoice the TAA program for costs incurred. Invoices should be sent (including all applicable backup documentation) to:

SC Dept. of Employment and Workforce  
TAA Accounts Payable  
PO Box 1406  
Columbia, SC 29202

As usual, please do not hesitate to contact me with any questions.

Kind regards,

*Silvia A. Middleton*

State TAA Coordinator  
SC Department of Employment and Workforce  
P (803) 737-2583 | TTY 711 | F (803) 737-0921

*An equal opportunity employer/program.  
Auxiliary aids and services available upon request to individuals with disabilities.*

OJT  
Approval  
Criteria

Dos & Don'ts

Guidance  
specific to  
the SC TAA  
Imple-  
mentation  
Model



**QUESTIONS?**