



OJT Agreement No.:  
 Training Plan No.:

### *On-the-Job Training Plan*

Employer Name:

Trainee's Supervisor Name:

Employee/Trainee Name:

Phone No.:

Position Title:

E-mail:

O-Net Code:

Training Period: \_\_\_\_\_ to \_\_\_\_\_

Wage per hour: \$ \_\_\_\_\_

Hrs/week: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Date Determined Eligible: \_\_\_\_\_

Maximum Obligation \$ \_\_\_\_\_  
 Amount for Training Payment \$ \_\_\_\_\_  
 Amount for Retention Payment \$ \_\_\_\_\_  
 Is the trainee a:  Current Employee?  
                            New Hire?

<b>SKILLS TO BE LEARNED:</b>	Starting Capability: Date Scored:	Ending Capability: Date Scored:
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met

Funding for training is authorized when OJT Training Plans are signed below by the Employer, and the Trainee. All On-the-Job Training Agreement terms, conditions and OJT Rules, plus the Training Plan Instructions, apply to this Training Plan.

**Approved by the Employer:**

**Approved by \_\_\_\_\_ :**

**Approved by the Trainee:**

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Type/Print Name

\_\_\_\_\_  
 Type/Print Name

\_\_\_\_\_  
 Type/Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Title

## TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for an employer-based training program. They are also used as the assessment tool to document which skills the Trainee lacks at the start of training and to measure skill attainment during the course of training.

**SKILL REQUIREMENTS:** List the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned.

**TRAINEE'S STARTING CAPABILITY:** Used to assess the Trainee's skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. Record the date of the "Starting Capability" assessment. The "Starting" and "Ending Capability" scores are based upon an interview with the Trainee's Supervisor or by utilizing another skill assessment method used by the Employer.

**TRAINEE'S ENDING CAPABILITY:** Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

- |                 |   |
|-----------------|---|
| 1. Beginning    | Can do only simple parts of the task.       |
| 2. Intermediate | Can do most parts of the task.              |
| 3. Skilled      | Meets the Employer's standard for the task. |

**TRAINING COMPLETION:** When each skill to be learned on the Training Plan is scored a "3", "skilled", and the Training Period has ended, training is complete.

### TRAINING LENGTH:

- A. The representative, working with the Employer, determines the job title for the position to be trained for, referencing the Occupational Network (O-Net).
- B. From O-Net, SVP parameters are obtained. It is within these parameters that the length of training is set.
- C. The representative shall consider the training needs of each participant.
- D. An OJT must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the contract, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA§101(31)(c)].
- E. No OJT will be written with a Training Period of less than four weeks or more than 26 weeks. Exceptions may be made on a case by case basis.