
Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the WorkSource Standards & Integration Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

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

SUBJECT: Training and Employment Notice No. 41-10: Announcement of *Building the Next Generation On-the-Job Training Toolkit*.

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 OJTs. 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:

U.S. Department of Labor, Employment and Training Administration, Training and Employment Notice No. 41-10, Announcement of *Building the Next Generation On-the-Job-Training Toolkit*, May 17, 2011.

6. Website:

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3025

<https://ojttoolkit.workforce3one.org/>

Direct Inquiries To:

*Kathy Chatwood, Program Coordinator
Compliance, Assistance, Research, and Grants Origination
WorkSource Standards and Integration Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507
(360) 725-9523
kchatwood@esd.wa.gov*