



WEST PIEDMONT REGION

Work Based Experience Policy

Purpose: To establish local policy on administering work based learning activities as an intensive service to eligible adult and Dislocated Worker customers. The West Piedmont Workforce Development Board defines the difference between a work experience and internship training as follows:

- Customers needing a work experience training program will be provided with opportunities for vocational interest and soft skill development. It will be designed for the customer to acquire the personal attributes, knowledge and skills needed to obtain a job and advance in employment.
- Customers needing an internship training program will be provided with opportunities to learn a specific skill(s) related to occupations in demand. It will be designed for the customer to learn the new skill(s) needed to obtain a job and enhance the long-term employability of the customer.

The West Piedmont Workforce Development Board approves the local One-Stop Service Providers to offer and provide work based learning activities in the form of work experiences or internships to eligible adult and dislocated worker customers. Any customer receiving this service will receive an incentive comparable to \$10.00 per hour and will typically train for 360 hours. The CEO of the Workforce Development Board may approve additional hours where there is an established customer need. Customers will not be able to train over 40 hours a week and no withholdings will be held from the customer's incentive to participate in this service.

Roles and responsibilities of the program operator, customer, and work site are spelled out in the participant and work site manuals. Each participant and work site should receive a copy of the appropriate manual.

Process:

1. Determine eligibility for adult/dw program
 - a. Determine need for program and services

2. Once eligibility is determined, customer will need to be assessed academically and a career/skill assessment
 - a. Determination by case manager customer needs a work based learning service
 - b. Individual Employment Plan should be completed with the customer. The

plan should reflect customer is in need of a work based learning/intensive service. Plan should also outline the specific course of the short-term process and indicate how this activity is going to help the customer move from training to employment.

- c. Plan should show the customer has no skills or mismatch of skills and the customer will be learning a new skill and experience for work based learning service.
 - d. File should contain Labor Market Information on the occupation the customer has left or had previous experience in and show the decline in the industry and contain Labor Market Information on the occupation the customer is being referred too for work based learning.
3. Once the determination of need for this intensive service has been established, the case manager will work in partnership with the Business Service Representative to check the availability of work sites for the customer.
 4. Once the worksite has been established, all proper paperwork must be completed for the customer and employer. The customer must receive a copy of the participant manual and the worksite must receive a copy of the worksite manual and complete a worksite agreement.

Youth Work Based Learning Participants Only:

Work experiences must include academic and occupational education which:

- Refers to the contextual learning that accompanies a work experience;
- May occur concurrently or sequentially with the work experience;
- May occur inside or outside the work site;
- Includes information needed to understand and work in specific industries or occupations, and;
- Can be provided by the employer, or may be provided separately in the classroom or through other means.

For example, if a youth is working in a hospital, the occupational education might be learning about different types of hospital occupations such as phlebotomist, radiology tech, or physical therapist, whereas the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. Local programs have the flexibility to determine the appropriate type of academic and occupational education necessary for specific work experience.

Approval Signature: _____

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