

**WEST PIEDMONT WORKFORCE DEVELOPMENT BOARD**

# WORK EXPERIENCE TRAINING PROGRAM

**TRAINING SITE MANUAL**

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# PROGRAM OVERVIEW

The West Piedmont Workforce Development Board welcomes you as a partner in the Work Experience Training Program.

WIOA Work Experience Training is a federally funded program operating under the Workforce Innovation and Opportunity Act of 2014 funded by the U.S. Department of Labor and funded locally by the West Piedmont Workforce Development Board (WPWDB).

Objectives of a Work Experience

* 1. Enhance the long-term employability of youths.
	2. To assist youth with career exploration.
	3. To help eligible youth earn money while they learn work readiness skills.
	4. To teach good work habits through training experience.

# PARTICIPANT'S STIPEND

1. Pay

All participants will receive a monetary stipend for training tasks performed and work readiness skills learned at the training site. The WIOA Program Operator is responsible for paying the monetary stipend for all hours assigned and completed. There is **a maximum of 40 hours per week**. Total hours of training experience assignment at your site will be predetermined in your Training site Agreement drawn up by the Career Specialist.

1. Paperwork

Paperwork for the program has been kept to a minimum. Aside from an evaluation form, which you will fill out on each participant, your primary responsibility will be the completion of the attendance sheet. Emphasis on accurate completion of the attendance sheet derives from the fact that the Work Experience Training Program is federally funded and, as such, is subject to audit by several agencies, ranging from the federal level to the local level, as well as audit by independent CPA firms. An audit exception at any level may result in the Program Operator repaying funds to the U.S. Department of Labor. For example, if a participant used white-out to make corrections on an attendance sheet, this may result in an audit exception requiring the WIOA Program Operator to be responsible for reimbursement of the costs involved. Please look at the enclosed SAMPLE ATTENDANCE SHEET carefully and follow these guidelines when filling out the attendance sheet:

* 1. Either the trainor or the participant may fill in the attendance sheet. This is up to the training site. Having the trainor fill in the attendance sheet saves time, while having the participant do them encourages responsibility and accuracy.
	2. Attendance sheet must be completed **in ink**. Times should be recorded as they occur. For instance, when a participant starts training on a task, that time should be recorded; likewise, when he or she breaks for lunch, that time should be recorded; and so forth.
	3. At all cost, please avoid either filling in times in advance or allowing excessive time to go by before filling in times on the attendance sheet. Either of these practices could result in a participant losing their training site placement.
	4. Corrections on attendance sheet should not be made by erasure or white-out. Instead, cross out the incorrect figure and write a correct one. Then, put your

initials and the date next to the correction. In the column for comments, explain the error, initial, and date.

5. Both the participant and trainor must sign the attendance sheet before the Career Specialist picks it up. The Career Specialist will inform you when the attendance sheet will be picked up.

Finally, we ask that you remember certain things when dealing with Work Experience Training Participants:

1. Youth participants are less experienced than adult workers.
2. The purpose of the program is, in part, to teach these participants how to work. This takes time and attention.
3. Requiring and teaching good work habits will benefit youth for the rest of their lives.

# ROLE AND RESPONSIBILITIES OF THE WIOA PROGRAM OPERATOR

1. Overview

A Career Specialist interviews all eligible participants. Selections are based on such factors as the interest, abilities and experience of the participant, the needs and desires of the training site, availability of transportation, location of the training site, etc.

1. Other Responsibilities
	1. Basic Job Readiness Instruction

The WIOA Program Operator will provide participants with Basic Job Readiness Instruction to aid in their Work Experience Training participation.

* 1. Monitoring of Participant Progress

 The Career Specialist assigned to your training site will monitor participant progress. The Business Service Manager will make at least bi-monthly training site visits, referral to appropriate sources of assistance, check and collect attendance sheets, monitor training sites, and solve participant problems, such as poor work habits, insubordinate behavior, participant terminations, training site injuries, etc.

Your Business Service Manager is available if you have any problems with your assigned participants. Do not hesitate to call should problems arise.

# ROLE AND RESPONSIBILITIES OF YOUR AGENCY

1. Generally

As a trainor, you are in day-to-day control of the participant. You provide the instruction for the participant and, as a day-to-day trainor; you play a large role in the success of the program. We have tried to structure the program to give the trainors as full a role as possible in supervising participants. Limitations, which apply, would include program guidelines, such as hours assigned per week; legal limits, or other limits set out in your Training Site Agreement.

1. The Training site Agreement

This document spells out the precise nature of the arrangement between the WIOA Program Operator and your agency for the protection of all parties involved. Among other things, you have agreed to the following:

* 1. Provision of meaningful training

Workforce Career Specialist will provide on-site private/public sector exposure to training and the requirements for successful job retention.

* 1. Adequacy of supervision

Provide adequate supervision of participants including orientation to task assignment, instruction, evaluation of performance, and notification to the Career Specialist of any significant problems you encounter.

* 1. Maintenance of attendance sheet

Maintain attendance sheet on a daily basis to accurately reflect training time by participants.

* 1. Child Labor Laws

Ensure that all youth participants under 18 years of age perform tasks in compliance with Child Labor Laws.

* 1. Sectarian activities

Ensure that your training site will not engage in any religious activity involving participants.

* 1. Maintenance of effort

Your training site will not violate federal maintenance of effort guidelines. In other words, program participants cannot replace permanent workers nor can their use prevent the normal hiring of permanent workers.

* 1. Safety hazards

Ensure that there are no safety hazards at the training site to which participants will be exposed and that your facility is not under citation from OSHA or the Virginia Department of Occupational Heath for safety violations.

# INVOLVEMENT OF OTHER AGENCIES

1. West Piedmont Workforce Development Board Monitor

The monitor will cover a number of program facets. He or she will concentrate the thrust of the visit on three areas of concern: (1) adequacy of supervision, (2) training site safety compliance and (3) that participant training tasks correspond with the training site agreement.

1. Virginia Community College System (VCCS) Monitors

VCCS monitors are state level monitors who have the same function as the Workforce Development Board monitor. Again, training site safety and training site supervision are primary concerns of VCCS monitors.

1. DOL Monitors/Private Auditors

Although not likely, there is the possibility that U.S. Department of Labor monitors and/or private auditors may visit your training site. The thrust of their visit would also be concentrated on adequate supervision and job safety.

# CHILD LABOR LAWS

A major source of concern is that all youth train in a safe and legal environment. Although youth less than 18 years of age involved in training activities do not specifically fall under the scope of Child Labor Laws, both federal and state, we do not ask that you be an expert on these laws. However, as a training site with youth under 18 years of age, you do have the responsibility to ensure that the intent of the law is complied with.

* 1. When two laws are in conflict, the stricter one should be followed.
	2. Child Labor Laws are designed to protect children.
	3. Child Labor Laws do not apply to those 18 years of age and above.
	4. If you have a question about provisions of the Child Labor Laws, call your Career Specialist.
	5. Finally, when in doubt, take the safest, most conservative course of action.

# TRAINING SITE SAFETY

It is absolutely essential that every step to ensure the safety of Youth participants be taken. Trainors are responsible for the safety of their participants on a day-to-day basis. We are confident that you will do everything in your power to prevent accidents.

The WIOA Program Operator carries Liability Insurance on all Summer Youth Work Experience Training and Work Experience Training participants.

* 1. Attend to the victim first. In an emergency, dial 911. If the need for medical attention is obvious, always contact the Career Specialist and do not allow the victim to forgo treatment. In all cases requiring medical attention, transport the participant to the nearest emergency room only and contact the Career Specialist; **do not** allow the victim to go to a family doctor. If you need advice on a particular situation, call your Career Specialist or the WIOA Program Operator’s Director at .
	2. Whether or not the participant is taken to the emergency room, training-related accidents/diseases must be reported to the WIOA Program Operator as soon as possible after the victim is attended to. In cases where an emergency room visit is not necessary initially, please provide the Career Specialist with the following information so that they may file a claim if medical attention is required at a later date:
		1. Participant's name
		2. Date and time of injury
		3. Nature of injury and how it happened
		4. Names of witnesses

The Career Specialist or other WIOA Program Operator staff will complete the paperwork for insurance claims. Insurance claims are based on information provided by the participant, the trainor, and witnesses.

# GRIEVANCES

As the trainor, you will be responsible for rules and discipline at the training site. All legal exercise of your authority is supported by our agency.

We stress to participants the difference between grievances and gripes. As everyday feelings, gripes are to be worked out between the trainor and the participant. Occasionally, to assist in a particularly difficult matter, the Career Specialist might become involved. If they involve no question of legality, gripes will go no further than that.

Grievances, on the other hand, are matters that, by definition, involve questions of legality. These would include: Child Labor Laws, sexual harassment, discrimination, training site safety, etc. The WIOA Program Operator has a grievance procedure to handle such matters should a grievance occur. This is on file at the office of the WIOA Program Operator for those who are interested.

If a grievance does occur and the Program Operators grievance decision is unsatisfactory you can appeal the decision to the Workforce Development Board. If the Workforce Development Board’s decision is still unacceptable an individual can appeal to the state level of the Virginia Community College System. The Workforce Development Board and the Virginia Community College System will provide copies of their grievance procedures at time of appeal.

# PROGRAM INFORMATION

From time to time during your course of participation as a training site, you may have questions regarding the program or concerning the participants assigned to your training site. In most cases, the Career Specialist assigned to your training site will be able to answer your questions.

# CONCLUSION

We would like, at this time, to offer special thanks to you, the trainors. Every year, hundreds of participants are taught innumerable lessons about working, getting along with people, and achieving success by you and others like you. Thank you.