

Virginia Workforce Network

Consider a New Focus...

On-the-Job Training & Registered Apprenticeships

Anna Rice-Wright

State Trade Act Program Manager

Clay Stein

Senior Director Workforce Services

Goodwill Industries





What is OJT & Registered Apprenticeships?

On-the-Job Training & Registered Apprenticeships are:

Structured, formalized methods
of training which have been successfully
utilized for centuries.



OJT & Registered Apprenticeships: Quick Facts

OJT's are underutilized.

Few businesses know they exist... and,

By the way ...

The contract is **one single page** containing only key terms and referencing standard terms and conditions.



Employer Advantages

Pre-screened applicants matched with the need of the employer

Employer makes all the hiring decisions

Employers receive up to 50% of your new employee's starting wage

Allowable time for OJT training ranges from 3 months to 2 years

Can be coupled with a classroom instruction for a better skilled worker



Employer Advantages

Employer gains highly skilled and committed employees

Employer has a new pool of workers with known histories and an in-depth assessment of their skills and aptitudes

Employer Improves their bottom line through

- lower investment in recruitment, and
- reduced turnover rates
- Training reimbursement

Technical assistance, job coaches provided to support the Employer/Employee relationship



Employer Advantages

The employer has the opportunity to train an employee to perform the duties of the job the way your company needs to have the work done.

Any party may terminate the OJT training agreement, if necessary, at anytime.



How long should an OJT training last?

SVP- SPECIFIC VOCATIONAL PREPARATION

Level Time Required to Learn

- 1* Short demonstration only
- 2* Anything beyond short demonstration up to and including 30 days
- 3 Over 30 days, up to and including 3 months
- 4 Over 3 months, up to and including 6 months
- 5 Over 6 months, up to and including 1 year
- 6 Over 1 year, up to and including 2 years
- 7* Over 2 years, up to and including 4 years
- 8* Over 4 years, up to and including 10 years
- 9* Over 10 years

Using this chart, the sample “*Medical Coding and Billing*” maximum OJT time would be 1 year

* Note:

Occupations with SVP levels 1 or 2 are never appropriate for TAA sponsored OJT. SVP levels 7, 8, or 9 are never appropriate because they exceed the maximum number of training weeks.



How long will it be before I get paid?

Usually 3 weeks from the date you send in your monthly invoice.



What if it doesn't work out? Do I have to pay you back?

No, the contract is negotiated on good faith and inevitably events may occur which neither party anticipates. The training agreement may be terminated at any point prior to conclusion without monetary repercussions.



Will you be dropping in to check on the employee?

Training Coordinators will not “drop in” but may call to make arrangements for a brief meeting. Generally, if the training is moving smoothly, you only need to complete the progress report on a monthly basis and send it with your billing invoice. If there are problems, you may call and request the Training Coordinator come in for a meeting



What are my responsibilities as an employer?

You must provide us with a detailed job descriptions of what is to be learned in training and be able to take the time necessary to train the individual. You must also provide monthly progress reports and billing invoices. Additionally, you must be willing to retain the trainee as your permanent employee upon successful completion of the training program.