On-the-Job Training (OJT)

"Skills Training with a Paycheck"

What is On-the-Job Training?

- ❑ OJT is ………. training provided to a WorkOne customer while they are engaged in productive work on a job that provides knowledge or skills essential to performance of the job

- ❑ Through an OJT program, WorkOne can reimburse the employer up to 50% of the worker's wage while they are engaged in on-the-job training activities

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How Does OJT Work?

1. <u>HIRE</u>: The employer hires a WorkOne customer with the understanding that they need additional training to be effective on the job.

2. <u>ASSESS</u>: WorkOne assesses the customer against the requirements of the job and identifies the specific skills the customer must develop to be effective on the job. Based on this assessment, an individualized OJT training plan is developed for the customer.

3. <u>TRAIN</u>: WorkOne and the employer enter into a contract to pay the employer to provide the needed training. Payment for training comes in the form a 50% wage reimbursement of hourly wages for the duration of the customer's training plan.

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How Does OJT Work?

4. EVALUATE: WorkOne will check in with the customer and the employer on a monthly basis to assess progress in training activities.

5. RETAIN: If the customer successfully completes the training activity and acquires the expected skills, the OJT ends and the customer is retained by the employer.

6. FOLLOW UP: Follow up with both the employer and the customer after the OJT to ensure job retention.

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OJT Activity in Northeast Indiana

❑ More than 1,200 OJTs have been done since 2010 with more than 175 different employers

❑ OJTs have been funded with a wide range of funding sources: WIA/WIOA Adult and Dislocated Worker funding, Green Grant resources, National Emergency Grants, Rapid Response funding, Trade Adjustment Assistance (TAA) and others

❑ The average value of an OJT contract in northeast Indiana is just less than $2,200

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OJT Activity in Northeast Indiana

❑ The average length of an OJT in northeast Indiana is just less than 9 weeks

❑ The average wage of an OJT in northeast Indiana is just less than $13/hour

❑ 1,079 customers have been exited from OJT activities and 90.8% of these customers have been recorded as placed

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OJT Activity in Northeast Indiana

Manufacturing Jobs
welder, fabricator, maintenance tech, CNC machinist, inspector, CMM programmer, CAD designer, calibration tech, HVAC tech, baker, pasteurizer

Logistics Jobs
warehouse worker, dispatcher, transportation coordinator, shipping and receiving positions, freight broker

Financial Services Jobs
asset recovery, accounts payable, collection specialist, accounting specialist

Other Jobs
hearing instrument specialist, energy auditor, network tech, JavaScript developer

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Job Seekers Targeted Through OJT

❑ Job seekers who do not learn from traditional classroom training activities

❑ Job seekers who have completed short-term certification programs, such as welding or CNC machining. They can utilize OJT as a job placement and work-based learning activity.

❑ Job seekers with good work histories are good candidates for OJT since many of these job seekers will be required to learn new technologies and processes on their new job.

Employers Targeted Through OJT

❑ Employers expanding their business - typically identified through partnerships with local and regionally based economic development organizations.

❑ Employers with a small number of jobs to fill (even one or two) - identified through online job postings and contacted to assess possible interest in participating in the OJT program.

❑ Employers with ongoing hiring needs who will accept referrals from WorkOne - in this process, WorkOne can identify which job seekers are OJT-eligible.

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Key OJT Principles

❑ OJTs are employer driven and are <u>focused on high-demand occupations</u> that can lead the customer to self sufficiency. Per Indiana policy, OJTs can only be done with jobs paying $10/hour or more. Per regional policy, OJTs are targeted for positions paying $12.50/hour or more.

❑ All OJT participants are contacted monthly to "check-in" and see how training is progressing. Employers are also contacted at least once during the OJT to assess their satisfaction with the customer's progress.

❑ The development of OJT processes and contracts is streamlined and not burdensome for the employer.

Example: OJTs at BAE Systems

Before: BAE hired solderers and then hired a firm from Chicago to provide certified soldering training to their new hires.

After: WorkOne assisted BAE in identifying candidates for hire and worked with Ivy Tech to develop a 32-hour pre-employment soldering training program.

Once trained, candidates were hired at BAE and provided with a 4- to 6-week OJT, where they learned on the job to perform the specific soldering work required by BAE

Result: 70 certified solderers now work at BAE – pay is $14/hr

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Expanding OJT Programs

Get the word out about the OJT program – never miss a chance to promote the program

- ✓ The employer community – directly to employers <u>and</u> through industry associations

- ✓ Economic Development Organizations – a mission-critical partner for the OJT program

- ✓ Community-based organizations – to ensure OJT opportunities for target groups

- ✓ Business services staff (including veterans staff) in the workforce system

- ✓ The media

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Expanding OJT Programs

Develop systems to identify job seekers appropriate for OJT activities

- ✓ Hiring events and other activities specifically designed to identify customers appropriate for an OJT opportunity

- ✓ Job seeker assessment systems – WorkKeys, Prove-It, job seeker interviews

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Expanding OJT Programs

Develop systems to offload work from the employer and use WorkOne business services staff to help manage workload

- ✓ Streamlined contract processes – electronic signatures

- ✓ Streamlined tracking processes – payroll and timekeeping systems

- ✓ Streamlined invoicing systems – assist the employer with this process

- ✓ Streamlined monitoring systems – ensure minimal interruptions to work environment

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