On-The-Job Training (OJT) Training Program

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

Employer Name: _____

Contact Person: _____   Telephone #: _____

Trainee Name: _____

Email: _____   Telephone #: _____

Beginning Date: _____   End Date: _____

Total Training Hours: Reimbursement Rate: Maximum Reimbursement:

_____   _____   _____

Section 2: Occupational Information

Complete the occupational information for the participant's skill level.

Job Title: _____   O*NET SOC #: _____   Hours/ Week: _____

Job Description:

Required Job Skills for Occupation	Starting Capability: Date Measured:
	Not Skilled: ☐ Some Skill: ☐ Skilled: ☐
	Not Skilled: ☐ Some Skill: ☐ Skilled: ☐
	Not Skilled: ☐ Some Skill: ☐ Skilled: ☐

Required Job Skills for Occupation	Starting Capability: Date Measured:
	Not Skilled: ☐ Some Skill: ☐ Skilled: ☐
	Not Skilled: ☐ Some Skill: ☐ Skilled: ☐

Section 3: Training Information

Complete the training outline and estimated time for each skill.

Skills to be Learned:	Estimated Training Hours:	End Capability: Date Measured:
		Beginning: ☐ Intermediate: ☐ Expert: ☐
		Beginning: ☐ Intermediate: ☐ Expert: ☐
		Beginning: ☐ Intermediate: ☐ Expert: ☐
		Beginning: ☐ Intermediate: ☐ Expert: ☐
		Beginning: ☐ Intermediate: ☐ Expert: ☐

Section 4: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

_____   _____

Participant Signature/ Date   Printed Name

_____   _____

Employer Signature/ Date   Printed Name

_____   _____

OJT Provider Signature/ Date   Printed Name

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for on-the-job training (OJT). They are also used as the assessment tool to document which skills the participant lacks at the start of the training and to measure skill attainment during the course of the training.

Job Description:

A job description may be obtained from the employer or the OJT provider may assist the employer in writing a job description, thus providing a "value-added" for the employer. For assistance in writing a job description you may use the tasks and activities provided at the CareerOneStop Job Description Writer (http://www.careerinfonet.org/jobwriter/). Please modify these descriptions to be specific to employer's needs for the occupation.

Skill Requirements:

List the skills needed to perform the job to the standards specified by the Employer. Record skills as specifically and briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O*NET OnLine (http://online.onetcenter.org). Please modify these skills to be specific to employer's needs for the occupation. (Type of tools or software used)

Participant's Starting Capability:

Used to assess the participant's skill level near the beginning of the training period and to document skill deficiencies which will be addressed by the training. The skills gap can be addressed in the list of "Skills To Be Learned". The "Starting" and "Ending Capability" scores are based upon an interview with the participant's supervisor or by utilizing another skill assessment method used by the employer.

Participant's Ending Capability:

Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

1. Beginning - Can do only simple parts of the task.

2. Intermediate - Can do most parts of the task.

3. Skilled – Meets the employer's standard for the task.

Training Length:

a) The OJT Provider, working with the employer, determines the job title for the position to be trained for, referencing O*NET OnLine (http://online.onetcenter.org).

b) From O*NET OnLine, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.

c) The OJT Provider considers the participant's past work experience, knowledge, and skills gap to assist in determining the length of training.

d) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. (WIOA sec. 3 (44)(C)).

e) It may be necessary to deviate from the training schedule, depending on the participant's ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the participant or the employer, provide modifications in writing with the Training Plan Modification Template.