

Departments: Business Solutions Team, Career Planners, Data & Planning

1. Purpose: To standardize the On-the-Job Training Contract Development Process.

2. Responsibilities:

a. Business Solutions Representative (BSR): The BSR is responsible for:

- i. Working with a business to develop a training plan that is comprehensive and fills the identified skills gap for a client,
- ii. Submitting a complete OJT proposal packet to the Planner,
- iii. Working with businesses to have necessary forms signed,
- iv. Collecting outstanding timesheets,
- v. Providing a midway monitoring, and
- vi. Maintaining contact with the business to ensure the training is successful.

b. Career Planner (CP): The CP is responsible for:

- i. Meeting with clients to determine if they are eligible for training and if there is a skills gap,
- ii. Providing required forms to the BSR,
- iii. Working with clients to set up and support services (if applicable), and
- iv. Maintaining contact with the client to ensure the training is successful.

c. Planner: The Planner is responsible for:

- i. Reviewing the OJT proposal packet that is submitted by the BSR to ensure the training meets requirements,
- ii. Submitting the OJT proposal packet to the President with any recommendations,
- iii. Developing the contract, timesheets, and welcome letter,
- iv. Collecting timesheets and midway monitoring,
- v. Processing reimbursement to the business, and
- vi. Tracking the OJT for funding report purposes.

d. President: The President is responsible for:

- i. Determining the appropriate funding source and hours for training, and
- ii. Signing the training plan and contract.

3. Process:

a. Regular On-the-Job Training

- i. CPs will meet with clients to determine if they have a skills gap and are in need of training. Once a client is determined Job Ready, they will be added to the Referral list.
- ii. BSRs will job develop with Businesses and refer Job Ready Clients for OJTs.



- iii. Once a business is interested in setting up an OJT, the CP and BSR will connect to discuss the interview process and skills gap. The training plan will be developed between the BSR and employer, and the CP will be responsible for discussing the plan with the client.

b. Reverse Referral On-the-Job Training

- i. BSRs will job develop with Businesses. If a business has an individual they are interested in hiring through an OJT, the BSR will reach out to the primary CP to screen the individual within 24 hours.
- ii. Based upon eligibility, the CP will enroll the individual.
- iii. The CP and BSR will connect to discuss the interview process and skills gap. The training plan will be developed between the BSR and employer, and the CP will be responsible for discussing the plan with the client.

c. Training Approval

- i. Once all paperwork is completed, the OJT proposal packet will be submitted to the Planner for review and approval. The Planner will provide the OJT proposal packet to the President for final review and approval.
- ii. Once the President has approved the OJT, the OJT proposal packet will be submitted to the Planner to develop the contract.
- iii. Once the OJT contract is developed, the President will sign the cover sheet.
- iv. The Planner will send the contract, welcome letter, and timesheet to the BSR.
- v. The contract and OJT proposal packet will be signed by the business and client on the start date of the OJT.
- vi. All signed forms will be submitted to the Planner and kept in a central file.
- vii. Once the OJT is complete, the Planner will provide reimbursement to the business. All final forms will be submitted to the fiscal department to process payment.

4. Additional Resources

- a. See *T-05: On-the-Job Training Contracts*

5. Back-up

- a. Each BSR and CP is responsible to communicate and provide the details of his/her back-up with everyone.
- b. For review and signature, the back-up for:
 - i. The Planner is the Executive Assistant/ HR Coordinator.
 - ii. The President is the Planner.
- c. If the Planner is out of the office, the OJT proposal packet will go to the IT Manager who will develop the contract.

