



**INDIVIDUAL TRAINING ACCOUNT (ITA)
AND
ON-THE-JOB TRAINING (OJT)**

Department: Office of Economic & Workforce Development

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Supersedes: N/A

Overview

Individual Training Accounts (ITAs) and On-The-Job Training opportunities (OJTs) support the WIA ideal of customer choice around the pursuit of a career. These types of training opportunities are reserved for those individuals who cannot be placed directly due to a lack of job skills and have demonstrated through the assessment process that they have the ability and the determination to complete training successfully

Documenting the Need For Training

Training is not for every participant. The Intensive Service Provider is responsible for justifying and documenting the participant's need for training. The first step in this process is to complete an ***Intensive Services to Training Determination*** form. This form is a means of documenting following:

- A revised or updated Individual Employment Plan
- Evidence that the participant is unable to obtain or retain employment that leads to self-sufficiency through intensive services

The following documents / information must accompany the Training Determination form:

- Comprehensive Vocational /Career Assessment
- Job Search History Form
- Research on training providers and their performance appraisals
- Research of other funding sources to support the expenditure of WIA dollars (i.e.: financial aid, Pell Grant, etc.)
- Labor Market research
- Documentation of Support Service provided (if applicable)

Individual Training Accounts

If a participant is to be referred to a formal training institution or program, the Intensive Service Provider must first complete an ***Individual Training Account Worksheet*** and submit it to OEWD's Contract Compliance Specialist for approval. The Compliance Specialist will confirm

that the training program appears on the ETPL and is good standing with OEWD. Once the training site is approved, the Intensive Services Provider will take the following steps:

- Provide the training institution/program with a **Training Contract Agreement** which outlines all the deliverables and expectations.
- Have authorized training program representative complete, sign and date the contract and all related forms.
- Maintain the original contract and forms and provide OEWD with copies.
- Monitor participant's progress, attendance, etc. by checking in with both the training site and the participant periodically
- Maintain an Individual **Training Account Log** which tracks service dates, related expenses, et.
- Track all training related payments and/or refunds
- Obtain a copy of diploma, certificate of completion or degree from the training institution for the participant's file
- Upon the completion of training, submit a **Training Cost Report** to OEWD

On-The-Job Training Opportunities

On-The-Job Training (OJT) opportunities are an excellent means of providing a participant with much needed training while ensuring that they obtain employment if they complete successfully. OJTs may be identified or developed by Provider staff, Job Developers, OEWD staff or even the participant. The Provider may reimburse an employer up to 50% of the wages paid to a participant during the training period which is an excellent selling point used to encourage employers to participate in this type of training.

The Intensive Service Provider must consult the **Occupational Information Network (O*NET)** to determine:

- The amount of time it will take the participant to complete an OJT for the particular job as prescribed by the **Specific Vocational Preparation (SVP)**
- The job title "code" for the specific job for which the participant will be trained
- The areas of formal and informal education in which a participant must excel to be considered a potentially successful candidate for the position. These are listed in the **General Education Development (GED)** requirements
- The physical demands of the position as described in the **Physical Demands/Strength Rating** section

The expectations of the employer during training are as follow:

- The participant will actually be "hired" and on the employers regular payroll on the first day of training.

- The employer will provide the participant with training that results in provable skills “competencies” necessary to the job
- The employer will increase the participant’s hourly wage upon completion of the program
- The employer will retain the participant as a regular employee upon completion of the program

The expectations of the Provider during training are as follow:

- Contact both the employer and the participant regularly to assess progress
- Coach the participant regarding any behavioral or performance concerns expressed by the employer
- Complete a site visit at the time of contract negotiation and approximately half way through the agreed upon length of training and complete the **Site Visit Report** form
- Provide additional support services to the participant during training as necessary
- Follow up with employer to confirm all competencies have been met at the conclusion of training
- Obtain documentation to show wage increase at the conclusion of training

Eligible Training Provider List

Any training institution interested in providing services to WIA funded participants must appear of the Eligible Training Provider List (ETPL). Participants may only be referred to training providers listed on the ETPL. The ETPL for the City and county of San Francisco is administered by OEWD. The California State ETPL may be viewed by visiting www.etpl.edd.ca.gov