

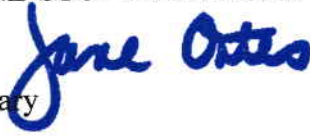
**TRAINING AND EMPLOYMENT
NOTICE**

NO. 41-10

DATE May 17, 2011

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIASONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND
DIRECTORS
STATE LABOR COMMISSIONERS
STATE UNEMPLOYMENT INSURANCE DIRECTORS
COMPREHENSIVE ONE-STOP OFFICE MANAGERS
AFFILIATE ONE-STOP MANAGERS

FROM: JANE OATES
Assistant Secretary



SUBJECT: Announcement of Building the Next Generation On-the-Job-Training Toolkit

1. **Purpose.** This Training and Employment Notice (TEN) serves to issue a follow-up announcement of the Building the Next Generation On-the-Job-Training (OJT) Toolkit. The OJT Toolkit is a compendium of policies, templates, and promising practices to support state workforce agencies and local OJT providers who are beginning to implement OJT or who are enhancing their OJT efforts. Since the initial announcement, ETA has continued to add resources such as the Quick Start Action Planner. The website can be accessed at <https://ojttoolkit.workforce3one.org/>.
2. **Background.** In February 2011, the Bureau of Labor Statistics reported that, despite numerous indicators of economic recovery, the 2010 average annual unemployment rate increased or held steady in 32 states and the District of Columbia. Job growth has lagged behind other leading economic indicators, making reemployment for the unemployed more difficult. As a result, the Employment and Training Administration (ETA) has responded by emphasizing approaches to training that have shown promise in reemploying individuals in this post-recession era.

One critical training strategy that has immediate benefits for both employers and jobseekers is OJT. OJT is a workplace-based training model that allows the employer to be reimbursed for the extraordinary costs of training an individual. OJT can incentivize business hiring, getting people trained and back to work quickly. OJT also allows individuals to earn a paycheck while learning new skills.

**EMPLOYMENT AND TRAINING ADMINISTRATION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210**

The OJT Toolkit was made available to the public on June 2010. The OJT Toolkit was first shared with the workforce system in a webinar on July 16, 2010. This webinar provided an overview of the OJT Toolkit including outreach materials, contracts, policies and procedures, and monitoring documents. The webinar is archived at <https://www.workforce3one.org/view/3001026343196068678/info>.

The second webinar, on September 10, 2010, provided an overview of the OJT training modules and the Quick Start Action Plan assessment tool. In the webinar, state and local practitioners also gave examples of how to use the Toolkit to improve the delivery of OJT. Since the rollout of the OJT Toolkit, we have received some questions and feedback on the Toolkit, as well as a number of positive comments from state and local practitioners about the benefits of the OJT resources. The purpose of this TEN is to re-publicize this free resource to states and local practitioners.

3. Building the Next Generation OJT Toolkit.

Who is the audience?

The OJT Toolkit is a free, online resource developed by ETA for state workforce agencies, local workforce investment boards, and local OJT providers. This Toolkit is designed to support entities that are beginning, strengthening or expanding the implementation of OJT.

What is the purpose of the OJT Toolkit?

The OJT Toolkit allows for the quick, efficient, and successful implementation of OJT at the state and local levels. The OJT Toolkit provides a number of tools, templates, and tutorials to help state and local workforce practitioners design and administer successful training efforts.

What are the features of the OJT Toolkit?

The OJT Toolkit includes information, documents, and examples culled from several state workforce agencies and local OJT providers. The Toolkit builds off the current successes of the public workforce system in implementing OJT while providing tools to help avoid common pitfalls at the state and local level. The Toolkit includes documents, forms, and templates in the following areas:

- Policies and Procedures (OJT Manual, Checklist)
- Outreach (Brochures, Handouts, Fliers for Job Seekers, Employers and Community Organizations)
- Contracts and Modifications (Checklist, Contract and Modification Templates)
- Training Plans (Templates)
- Monitoring Tools (Templates, Federal Requirements)

We acknowledge that states and local areas have varying levels of expertise with OJT, therefore, we have developed several additional resources that will help states and local staff to quickly and successfully implement OJT. These tools include:

- *On-the-Job Training (OJT): Keys to Implementation*—a web based, self-paced tutorial which provides an overview of OJT. It also offers valuable guidance for outreach, implementing, and monitoring OJT.
- *Quick Start Action Planner (QSAP)*—an interactive, self-paced assessment tool designed to assist states and locals in evaluating critical aspects of OJT planning, policy, operations, and oversight.

- *Establishing and Strengthening OJT Workshop*—a complete guide to facilitate a one day training session in promising practices to establish OJT.

Will there be future improvements?

ETA is eager to continue to improve the OJT Toolkit site. We welcome feedback and submissions of materials that will augment the compendium of resources already available. If you have suggestions for improving the OJT Toolkit, please contact Sara Williams at Williams.Sara@dol.gov.

4. **Action Requested.** The U.S. Department of Labor requests that recipients distribute this notice about the OJT Toolkit to affiliated entities and individuals, and all other interested parties. The website can be accessed at <https://ojttoolkit.workforce3one.org/>.
5. **Inquiries.** For more information about the OJT Toolkit, please send an email to Williams.Sara@dol.gov or call (202) 693-3185.