

## 24.12 JOBS SKILLS/VOCATIONAL TRAINING

Jobs skills/vocational training enables individuals to acquire the necessary knowledge and skills to compete in a specific occupation. It may be used only when the training is likely to lead to employment. This activity is provided through existing resources available in the community on a non-reimbursable basis, until such resources have been exhausted.

This training is preparation for a specific occupation and is conducted by an instructor in a non-work site or classroom setting. Entry into this activity is restricted, and training is authorized only for programs that can be completed in 1 year or less.

**NOTE:** Some college classes may be considered to be job skills or vocational training when the participant is receiving the same kind of instruction that would be received in a job skills or vocational training venue.

### A. PLACEMENT CRITERIA

An individual, who has demonstrated the ability to do the course work and who meets the entrance requirements, may participate when:

- His goal is an occupation that requires completion of a vocational course prior to employment; or
- He has no job skills, or has only obsolete or non-marketable skills and must be retrained to find employment; or
- He does not have a high school diploma/GED, and the skill training has been identified as an alternative which can lead to employment.

### B. STANDARDS

The training institution and instructor must meet licensing and certification standards of the appropriate governing agency. Unlicensed or uncertified instructors are not approved for training when licensing or certification standards exist.

A participant's evaluation for an appropriate skill training situation must include appropriate testing when the individual does not have a high school diploma or a GED.

No client may be assigned to training unless the Worker is assured the client will accept training-related employment upon completion of the training.

## C. CONTRACTS

Participants must be placed into training positions on a no-cost basis if such positions are available through JTPA, Department of Education, Veterans Administration and other providers, before additional training positions are developed.

County staff may write contracts for individuals without OFS approval for an amount up to \$600. Individual contracts which exceed \$600 must be approved by OFS. Group contracts are written by county staff, but must be approved by OFS, regardless of the amount.

### 1. Individual Contracts

To negotiate a contract for an individual, the Worker uses the Training Agreement, WT-34.

The Agreement Addendum, WT-35, provides a means to amend or cancel contracts. The WT-35 is used to change the beginning and ending dates, the training content, the duration, cost, or any other change in the terms and conditions of the WT-34.

### 2. Group Contracts

If existing resources are depleted, WV WORKS staff may establish Job Skills classes. OFS staff must approve the course. Group contracts are only approved in exceptional instances. Classes are evaluated based on cost-effectiveness and availability of employment following training. For approval, submit a memorandum to the Director containing:

- Name of the institution
- Name of the instructor
- Type of training
- Certification and background information about the instructor and institution
- Expectations of employment for individuals who successfully complete the course, including documentation of existing openings in the labor market

- Training outline, including length of the course
- Location of the training facility
- Total cost

A written decision is issued by OFS. In addition, technical assistance to negotiate and develop the contract is provided.

D. PAYMENT LIMITATIONS

Payments are limited to the payment of tuition, books, supplies and expenses associated with completing the course of study. Costs for medical procedures, such as Hepatitis B vaccines or physical exams, are not included. There is a cost limit of \$500/individual. This cost may be exceeded only with approval from OFS. To obtain approval to exceed the limit, a written request must be submitted to the Director of OFS and must include: the client's name, address, SSN, name of the training facility and the occupation for which training is sought. The request must also include the usual pay rate for the occupation as well as the current employment prospects and labor demands.