

CUSTOMIZED TRAINING FOR EMPLOYERS
NORTH SHORE WORKFORCE INVESTMENT BOARD

Introduction:

The North Shore Workforce Investment Board can provide financial support to employers interested in training new and/or incumbent workers in new technologies, productions, or services, or in providing workplace education that is related to the skills needed to perform work. The goals of Customized Training are:

1. To help employers fill positions that pay a self-sufficiency wage, or that lead to careers that pay a self-sufficiency wage; or
2. Help employers retain and promote entry-level incumbent workers into positions that result in greater economic self-sufficiency.

These goals, while providing training and opportunities to employees, will have the simultaneous impact of improving the health of the company, ensuring stability and growth in the local economy.

In order to receive financial support for customized training, the employer must commit to employ, or in the case of incumbent workers, continue to employ with some wage gains or similar benefit increase, an individual on successful completion of the training.

Employers must cover certain costs associated with training, as follows:

1. In the case of training involving incumbent workers, wages of these employees while they are in training;
2. Equipment used during training;
3. Space and related costs for training;

The WIB will cover costs as follows:

1. Payment of training vendors that are performing the training;
2. Supplies needed to perform training;
3. Any other costs that result from carrying out the training.

Trainee Eligibility

New Workers: Individuals who meet the existing North Shore WIB eligibility guidelines for training will be referred to customized training programs, based upon acceptance criteria developed by the employer, the Career Center, and the training vendor. The employer and/or training vendor will interview these candidates prior to the start of training as part of the acceptance process. If they believe that the candidate is not an appropriate referral to the program, they may reject the candidate.

Incumbent Workers: The employer is responsible for determining whom within the company is in need of training. WIA funding is targeted to train workers who are earning less than a self-sufficiency wage, i.e., currently paid less than \$13.00 per hour. Customized training that is designed for higher paid employees will be funded only if the training results in the availability of entry level jobs that open to new workers and that pay at least \$10.00 per hour.

Program Design and Approval Process

The WIB and/or Career Center staff will work with employers who express interest in Customized Training to develop a program that fits within these guidelines. Programs must include information on the training vendor, which must be chosen by the employer. The vendor will present the employer-approved curriculum to the WIB as part of the training package. In addition, the package must include a detailed budget, including that portion of the program paid for by the employer. Finally, the package must include a description of the trainees, whether new or incumbent, the prerequisites for entering training, current wage rates (for incumbent workers), and wage and employment opportunities available to those that complete training. A template for applying is attached.

The WIB Planning and Evaluation Committee and staff will review this package to determine whether funding is appropriate. Once approved, the contract will be finalized with the employer and the training will begin.

Review Criteria:

Proposals for this project must meet the following standards in order to receive funding:

- 1. In the case of training for individuals not currently employed, company(ies) must agree to hire successful graduates from training into positions that have career pathways and either are at, or will lead to, self sufficiency wages.**
- 2. In the case of training for incumbent workers, company(ies) must provide either a raise to employees completing training and/or a statement that training will ensure continued employment with the potential for raises/promotions within a reasonable time frame after completion of training. Positions must be part of an identifiable career pathway.**
- 3. The training vendor must be an institution with proven capability in the type of training requested, e.g., on the WIB approved vendor list, a degree-granting institution, or a Department of Education certified agency.**
- 4. The proposal must include a detailed budget describing costs that are reasonable for the services provided, and that includes company match. While the WIB has not set a maximum per student expenditure, costs in general are targeted not to exceed \$4,000 per student. Higher costs may be considered only under extenuating circumstances, such as the need for specialized supervision, the specialized needs of students, the need for particularly long training, etc. Budgets will be reviewed based upon the expected outcomes for students, i.e., training that results in higher wage gains or other such benefit to students will be funded at higher levels.**
- 5. Training should be mutually convenient for the employer and trainees, in regard to location and time.**

Customized Training Application

Name of Company: _____

Contact Person: _____

Address: _____

Phone: _____ FAX: _____ E-Mail: _____

Occupation for which training will be offered: _____

Training Provider: _____

Type of trainees: 1. Not currently employed at the company €

-Anticipated wage level for successful trainees hired by company: _____

-Other Benefits that will accrue to new hires: _____

-What are the pre-requisites that you will screen for prior to accepting individuals into

training: _____

2. Entry level employees at the company €

-Current Wage Level of entry level employees: _____

-Other factors used to choose employees for training: _____

-Anticipated Wage Level after Training: _____

-If no wage increase is anticipated after training what other benefits will accrue to

employees who participate in training: _____

Length of Training: _____ weeks at _____ hours per week

Schedule of Training: Monday from _____ to _____

Tuesday from _____ to _____

Wednesday from _____ to _____

Thursday from _____ to _____

Friday from _____ to _____

Saturday from _____ to _____

Sunday from _____ to _____

Other schedule: _____

Desired Start Date for Training: _____

Attach a description of the training program requested, along with a copy of the curriculum to be used in training. Provide any information that you believe will assist the WIB in understanding your needs, how this program will address these needs, and how it will have a positive impact on your company. Also attach a detailed budget that provides information on funding requested from the WIB and funding contributed by your company. The attached template is provided to assist you in this budgeting.

Suggested Budget Template
Customized Training

Budget Request	Description	WIB Funding	Company Funding
<i>Example: XYZ Training Vendor</i>	<i>48 hours of training over 12 weeks (4 hours per week) in English language and customer service skills</i>	<i>\$100.00 per hour for a total of \$4800.00</i>	
<i>Example: Wages for employees while in training</i>	<i>Average of \$9.00 per hour for 8 employees</i>		<i>\$3456.00</i>