

Southwest Arkansas Workforce Development Board Workforce Innovation & Opportunity Act (WIOA)

Policy Number: 018-2011
Title: Work Experience Policy – Youth
Reference: ADWS Policy 3.2; TEGL 21-16
Effective Date:

Work experience for youth is a planned, structured learning experience that takes place in a workplace for a limited period. It may be paid or unpaid, as appropriate. The purpose is to provide youth with opportunities for career exploration and skill development. A workplace may be in the for-profit sector, the non-profit sector, or the public sector. All labor standards will apply in any work experience as defined by The Fair Labor Standards Act and Youth Labor Laws.

Each youth work experience **must** include an academic and occupational education component that provide contextual learning experiences. These components may occur concurrently or sequentially with the work experience, and may take place inside or outside of the work site.

The occupational component may include, but not limited to:

- Information necessary to understand and work in a specific industry/occupation.
 - *Learning the benefit and purpose of the occupation within the healthcare system.*
- Information on different occupations and/or career ladders within a specific industry.
 - *Learning the roles and responsibilities of different occupations (CNA, LPN, RN) in the healthcare system.*

The academic component may include, but not limited to:

- Information on skills and knowledge necessary to perform job duties.
 - *Learning about patient care techniques and assistive devices.*
- Information about occupational tasks and how they support industry outcomes.
 - *Learning how different types of therapy increase physical and mental wellness.*

In-School Youth (ISY)

Work experience for ISY may be available as follows:

- The maximum work experience allowed is 500 hours.
- Participants enrolled in a work experience, in conjunction with classroom training, may work no more than 20 hours per week during the school year and no more than 40 hours per week when class is not in session.

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- Participants must maintain a 2.0 grade point average (GPA): per 9-week report card or the respective institutions formal grading period.
- A work permit must be obtained for 14-15-year-old participants prior to the date employment begins.
- Pay rates are based on employer's entry-level pay rate for the position hired.

Out-of-School Youth (OSY)

Work experience for OSY may be available as follows:

- The maximum Work experience hours for Out-of-School Youth is 500 hours.
- Participants enrolled in occupational skills classroom training in conjunction with a Work experience, will be allowed to work no more than 20 hours per week during the school year and no more than 40 hours per week when class is not in session.
- Participants must maintain a 2.0 grade point average (GPA): per semester or the respective institutions formal grading period.
- Pay rates are based on employer's entry-level pay rate for the position hired.

Work Experience Procedure

All youth must have a comprehensive assessment in order to provide appropriate educational or work experiences which will:

- Include:
 - a review of their academic and employment skills, and
 - their Individual Service Strategy (ISS)
- Assess their supportive service needs, and
- Identify:
 - the youth's career goals, and
 - basic skills needs (all OSY must TABE)

An Individual Service Strategy (ISS) must:

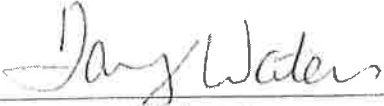
- identifies the participant's needs, interests, aptitudes, and career goal based on their assessment results, and
- includes action steps/plans to eliminate any educational and/or employment barrier(s) to achieve their career goal, and
- be updated/changed as the participant's goals/needs are met or changed

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Participants must receive pre-employment/job readiness skills training prior to beginning WE and annually thereafter. Participants may receive an incentive payment for successful completion of this training. The CM is responsible for providing or scheduling these classes with local service providers. Documentation of training must be maintained in the participant file.

A Training Site Agreement is required for all participants receiving WE and will be negotiated in person between the workplace and the Career Planner or designee, that specifies the terms and conditions of each party. A job description defining job responsibilities and skills to be learned must be included in the training site agreement prior to placement. The participant must be counselled on the information and expectations in the job description prior to the start of the WE. (See training site procedure for more complete information on this process.)

When program requirements are not met, including training site issues, the participant will be suspended two days without pay from WE. Mandatory unpaid employability/job readiness skills training will be required during the two-day suspension in order to return to work. This will also allow participation in other services/activities deemed necessary if the two-day suspension is unrelated to work site problems.



SWAWDB Chairman

2/28/2020
Date