



OJT No.:

### On-the-Job Training Plan

Employer Name:

Trainee's Supervisor Name:

Employee/Trainee Name:

Phone No.:

Position Title:

E-mail:

O-Net Code:

<http://www.timeanddate.com/date/dateadd.html>

 Training Period: to  
(    weeks)

Maximum Obligation \$

Wage per hour:

Hrs/week:

Date Hired:

Date Determined Eligible:

Job Seeker ID #:

 Is the trainee a: ☐ Current Employee?  
☐ New Hire?

Title:

SKILLS TO BE LEARNED:	Starting Capability: Date Scored:	Ending Capability: Date Scored:	Initials
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met	
	<input type="checkbox"/> 1 <input type="checkbox"/> 2	Date: <input type="checkbox"/> 3 <input type="checkbox"/> Not Met	

Funding for training is authorized when OJT Training Plans are signed below by the Employer, Lane County and the Trainee. The agreement between Lane County, the Employer and the Trainee is contained in this On the Job Training Plan and the attached OJT Rules.

Approved by the Employer:

Approved by Lane County

Approved by the Trainee:

Authorized Signature

Date

Authorized Signature

Date

Authorized Signature

Date

Alicia Hays, Director, Lane County  
Health & Human Services

## TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for an employer-based training program. They are also used as the assessment tool to document which skills the Trainee lacks at the start of training and to measure skill attainment during the course of training.

**SKILL REQUIREMENTS:** List the skills needed to perform the job to the standards specified by the Employer. Skills should be stated as specifically and briefly as possible, identifying the skill to be learned.

**TRAINEE'S STARTING CAPABILITY:** Used to assess the Trainee's skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. Record the date of the "Starting Capability" assessment. The "Starting" and "Ending Capability" scores are based upon an interview with the Trainee's Supervisor or by utilizing another skill assessment method used by the Employer.

**TRAINEE'S ENDING CAPABILITY:** Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

- |                 |   |
|-----------------|---|
| 1. Beginning    | Can do only simple parts of the task.       |
| 2. Intermediate | Can do most parts of the task.              |
| 3. Skilled      | Meets the Employer's standard for the task. |

**TRAINING COMPLETION:** When each skill identified on the Training Plan is scored a "3/Skilled" and the Training Period has ended, training is complete.

### TRAINING LENGTH:

- A. The WorkSource Lane representative, working with the Employer, determines the job title for the position to be trained for, referencing the Occupational Network (O\*Net).
- B. From O\*Net, SVP parameters are obtained. It is within these parameters that the length of training is set.
- C. The WorkSource Lane representative shall consider the training needs of each participant.
- D. An OJT must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the contract, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan [WIA§101(31)(c)].
- E. No OJT will be written with a Training Period of less than four weeks nor more than 16 weeks. Exceptions may be made on a case-by-case basis.



An Initiative of the  
Lane Workforce Partnership