



## Bay Consortium Workforce Development Board

<b>Policy Number:</b> 11-02
<b>Effective Date:</b> November 9, 2000
<b>Revised Date:</b> February 1, 2017
<b>Title:</b> Customized Training Policy

### **PURPOSE**

The Bay Consortium Workforce Development Board, Inc., (BCWDB) in compliance with Workforce Innovation & Opportunity Act (WIOA), will provide customized training for eligible adults and dislocated workers in LWDA 13. Customized training is designed to meet the special requirements of an employer or group of employers.

### **REFERENCE**

Workforce Innovation and Opportunity Act of 2014 Section 134(c)(3);

20 CFR 680.760;

20 CFR 680.770;

20 CFR 680.210; and

20 CFR 680.320

### **BACKGROUND**

The customized training is conducted with a commitment by the employer(s) to employ, or in the case of those who are currently employed, to continue to employ participants after successful completion of the training program. The BCWDB customized training program extends education and training resources to the private sector for the development of a well-trained and skilled workforce.

### **POLICY**

Customized training is competitively procured group training, in lieu of individual training accounts, that is designed to meet the specific needs of an employer. Customized training should be considered when available training programs and/or curricula do not meet the specific training requirements of employer(s).

## PROCEDURE

### Employer Commitment

WIOA funded customized training requires the employer(s) to pay for not less than 50% of the cost of the training. Commitment must be included with the employer's request for customized training. Participating employers must commit to employ, or in the case of those who are currently employed, to continue to employ participants after successful completion of the program. Participating employers must commit to paying wages at a minimum of \$10.00 per hour (not including incentive or benefit packages) for participants employed after successful completion of the program.

### Participant/Eligibility

WIOA funded customized training programs are to provide training to those individuals who have been determined eligible for adult or dislocated worker training services. Training for an individual who is currently employed may be provided when: the employee is not earning a self-sufficient wage, as determined by the WDB (see [www.vcwdb.com](http://www.vcwdb.com) for definition), and the training relates to the introduction of new technologies, introduction of new production or service procedures, upgrade to new jobs that require additional skills, workplace literacy, or other appropriate training approved by the WDB Director.

### Materials and Equipment

Approval to purchase any materials, equipment, property, etc. must be received from the BCWDB to purchase prior to being made. All materials, equipment and other property purchased with WIOA funds shall remain the property of the BCWDB.

### Customized Training Agreement

All customized training agreements must be approved by the BCWDB staff prior to the commencement of the customized training Activity.

### **The following information must be provided to the Bay Consortium Workforce Development Board for customized training funding considerations under WIOA.**

1. Name and address of requesting organization, business, or agency.
2. Contact official, title, and telephone number (include fax number and e-mail address)
3. Cost of the proposed training
  - Total cost of the training
  - Total WIOA funds requested
  - Total employer contribution (describe in detail)
4. Description of proposed training

- Need for training
- Occupational demand for trained individuals
- Type of training to be provided
- Length of proposed training
- Location of training site
- Target group for training
- Number of individuals to receive training

#### 5. Training Plan

- Objectives of the training
- Specific skills to be learned
- Method of Instruction
- Measurement of objectives and skill attainment for trainees

#### 6. Qualifications of training staff

#### 7. Employer involvement and commitment

- Curriculum design meeting needs of the employer
- Commitment of the employer to employ participants who successfully complete the training.

#### 8. Budget

- Provide a narrative explaining how the funds will be utilized
- Provide an itemized budget.