



## Northwest Georgia Youth Work Experience

### **Purpose**

To provide guidelines for Workforce Innovation and Opportunity Act (WIOA) youth participant Work Experience activities.

### **Overview**

Under the Workforce Innovation and Opportunity Act (WIOA) Work Experience paid and unpaid is defined as a planned, structured learning experience that takes place for a limited period of time. A work experience may take place in the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or Applicable State law exists. The types of youth work experiences include:

- A. Summer employment opportunities and other employment opportunities available throughout the school year.
- B. Pre-apprenticeships programs
- C. Internships and job shadowing; and
- D. On the job training opportunities.

### **General Qualifications and restrictions**

Work experience is an allowable activity, and is one of the fourteen (14) WIOA youth program elements. Local areas must implement the 20 percent minimum work experience expenditure rate. Program expenditures for the work experience program include wages as well as staffing costs for the development and management of the work experience. In addition, attention must be given to ensure that the work experiences does not benefit the employer by taking on roles in which the employer depends on the trainee's productivity, place trainee(s) under direct supervision of immediate family member or allow replacement of other employees.

The goal of Work Experience is to enable participants to explore career options and gain exposure to the working world and its requirements. To enhance the employability of individuals through the development of work readiness and basic work skills including; punctuality, attendance, communication, team work, dependability, and task completion. To provide each participant with a meaningful work experience, mentor and career awareness and for issues they may encounter while on the job.

## **Policy**

Participation in a work experience activity shall be for a period of 300 hours, not to exceed 500 hours, unless NWGRC staff approves additional hours based on the availability of funding and the needs of the participant. These may include characteristics and barriers as defined by WIOA regulations. Participation must be documented in his/her Individual Service Strategy (ISS). Work experience opportunities are offered to participants when the participant's Individual Service Strategy (ISS) and Objective Assessment identifies that the participant would benefit from this activity. Participant and employer orientations and worksite evaluations must be conducted by the provider prior to the worksite placement. All paid work experience requires the development of a work site training agreement between the youth participant, the service provider, and the work site. Participant's time sheets will be submitted weekly and participants are paid on a weekly bases.

Paid work experience shall be paid an hourly wage in accordance to NWGRC policies (see attached). In-school youth participants are expected to work a minimum of 20-25 hours per week during school, Out-of-School youth may work 30-40 hours per week depending on the worksite and the availability of funds. Hours worked (including weekends) may never exceed 40 hours. The Federal Insurance Contributions Act (FICA) and Worker's Compensation coverage will be provided by NWGRC while participating in a paid work experience.

## **Participants Assessments**

The participant plays an important role in his or her success. The participant is required to:

1. Attend participant orientation which outline the program, rules and regulations and completes the participant training manual with the provider
2. Complete work readiness skills evaluation; and
3. Complete occupation skills training outline

Participants are ineligible for work experience if a job opportunity is declined twice and or if he/she is unsuccessful at a work site due to personal behavior or is selected for a work experience and declines without justification.

Participants will be assigned to a work site based on the participant interview with the employer. The participant will be notified by the provider whether or not they have been accepted. The provider will provide the participant with the worksite address, supervisor, telephone number and work experience hours.

## **References**

Workforce Innovation and Opportunity Act, Pub. L. 113-128 20 CFR Parts 603 et al., Technical College System of Georgia, Office of Workforce Development Policies and Procedures.

## **Supplemental to Youth Work Experience Policy**

### Academic or Educational Component

The academic or educational component may occur concurrently or sequentially with the work experience and may occur inside or outside the worksite. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means.

The academic or educational component could include, but not limited to, certifications as part of a pre-apprenticeship program, employability or soft skills instruction, or specific knowledge and skill instruction that leads to the successful completion of occupational tasks.

More specifically, the academic and occupational education component refers to Contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations.