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## **Monmouth County Policy Work-Based Training Policy**

**Purpose:** To establish a Work-Based Training Policy for the Monmouth County Division of Workforce Development.

**Background:** WIOA Sections 680.700 through 680.850 and Section 134 detail requirements for each Local Workforce Development Area to have a policy for the implementation of Work-Based Training Agreements/ contracts, including On-the-Job training, Incumbent Working Training, Registered Apprenticeship training, Transitional Jobs, Customized Training, paid or unpaid Work Experience, Pre-Apprenticeship Training, and Job Shadowing.

**Policy:** Following are the definitions for Work-Based Training Initiatives (amended to reflect Monmouth County policies):

**On-the-job training** – Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- a. Provides knowledge or skills essential to the full and adequate performance of the job.
- b. Is made available through a program that provides reimbursement to the employer of 50 percent of the wage rate of the participant,
- c. Is limited in duration as appropriate to the occupation for which the participant is being training, taking into account the content of the training, the prior work experience of the participant and the service strategy of the participants, as appropriate.

**Registered Apprenticeship** – An “Earn and Learn” training model, providing a combination of structured learning with on-the-job training. Related instruction, technical training or other certified training is provided by apprenticeship training centers, technical schools, community college, and/or institutions employing distance and computer-based learning approaches. The goal is to provide workers with advanced skillsets that meet the specific needs of employers. Upon completion of a Registered Apprenticeship program, participants receive an industry recognized credential, that certifies occupational proficiency and is portable.

**Transitional jobs-** Time-limited subsidized work experiences that help individuals who are chronically unemployed and have barriers to employment establish a work history and develop skills to access unsubsidized employment and progress in the workplace.

**Work Experience:** Paid, subsidized or unpaid work experience provides planned, structured learning experience in a workplace for a limited time that provides participants with opportunities for career exploration and skill development.

**Incumbent Worker Training:** Section 134 (d) (4) of WIOA permits local areas with board approval, to reserve and use not more than 20 percent of allocated Adult and Dislocated Worker funds to pay for the training cost of Incumbent Workers. NJWIN WD-OY21-4 issued by the NJ Department of Labor and Workforce Development on Dec 16, 2021, offers further guidance for local boards on Incumbent Worker Training.

**Pre-Apprenticeship:** A program or set of strategies designed to prepare individuals to enter and succeed in Registered apprenticeship programs and has a documented partnership with at least one, if not more, registered apprenticeship program.

#### **Policy:**

Work Based training opportunities must be identified as an appropriate activity for program participants on the Individual Service Strategy (ISS).

**Work Experience and Transitional Jobs:** Work Experience will be offered to Youth participants, through contract with a provider and/or as an in-house program.

**On-the-job training:** For instructions on this program, please see the On-the-job training policy.

#### **Customized Training:**

1. Customized Training is designed to meet the special requirements of an employer or group of employers.
2. The employer must pay not less than 50 percent of the cost of the training.
3. Employer matching cost must be in cash or in kind, must be documented and are subject to audit.
4. Customized training is managed by NJDOL

#### **Registered Apprenticeship:**

1. Registered Apprenticeship are based on a “Earn and Learn: model. Registered Apprenticeship program sponsors can be Eligible Training Providers.
2. The NJ Department of Labor Office of Apprenticeship will work with any individual or employers who may be interested in a Registered Apprenticeship.