

On-the-Job Training Program



On-the-Job Training (OJT) can save employers time, trouble and money!!!!!!

Designed to stimulate the economy and develop skilled workers for employers, OJT has proven its benefits to employers time and time again!



Workforce Investment Act (WIA)

WIA is a federally funded program established to increase skills for participation in the labor force by providing job training and other services which will result in increased employment and earnings and improved educational and occupational skills. With the help of the WIA OJT program, employers can hire eligible individuals to train to meet their company's needs. The trainee learns the company's procedures and requirements using tools and equipment required on the job. The employee will learn the job while engaged in productive work as outlined in a jointly created training plan. In addition, employers retain the right to hire and fire.

The OJT contract must be executed prior to an eligible, WIA participant beginning work. Once a WIA participant is hired and has begun work an OJT contract can no longer be put into place!



A Profitable Partnership

WIA reimburses employers up to 90% of a trainee's wages during the period of time required for proficiency (up to 12 weeks) in the occupation. The SC Works Career Centers also provides:

- Skills Assessment
- Applicant Screening
- Referral of qualified applicants



Requirements

Employers must have:

- Worker's Compensation and General Liability Insurance (if employing 4 or more employees)
- South Carolina Unemployment Insurance account number or proof of exemption
- Internal Revenue Services (IRS) identification number



What are the advantages of the OJT program?

- ✓ The employer makes the training decisions.
- ✓ OJT is tailored to the employer's job description and the needs of the company.
- ✓ The length of training (not to exceed 12 weeks) will depend on the complexity of the job and the skills and experience the individual brings to the position.
- ✓ Better trained employee.
- ✓ Subsidized wages.
- ✓ The OJT program participant can become familiar with the climate and culture of the employer.
- ✓ You decide whether the employee is a good fit for your operation and vice versa.

Don't forget the OJT Contract needs to be in place prior to commencing employment!!!!

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