

IL Dept. of Commerce & Economic Opportunity / Office of Employment & Training

Work-Based Learning Action Plan – Basic Template

October 10, 2014

This template is designed to help workforce system partners plan and execute effective work-based learning (WBL) strategies.

There are two critical elements in a successful work-based learning initiative:

- 1) an ample supply of employers willing to take training placements and
- 2) an ample supply of participants with the soft skills to interview well, generate employment offers and retain employment once hired.

If either of these two critical elements is inadequate the entire effort will fail.

By definition, work-based learning requires significant and continuous employer outreach and engagement. Workforce system partners should leverage relationships already established by any of the partners as a potential site for work-based learning; while at the same time being careful to approach and engage employers in a unified and coordinated manner that avoids multiple asks for the same project and the ensuing confusion associated with disjointed outreach efforts.

The following types of workforce system partners should be considered as a potential conduit to both employers and participants:

- Local Workforce Investment Areas
- WIA Providers of Case Management or Training
- Community Colleges
- Community Based Organizations
- Industry Associations
- Economic Development Organizations

This Basic Template includes sections on:

1. Establishing Employer Demand, Placement Opportunities and Participant Supply – Required – complete all rows shaded blue
2. Administrative Tasks – Recommended – Most are 1-time tasks to establish a process or create documents – complete relevant rows shaded red
3. Work-Based Learning by Type – Required for the type(s) of work-based learning in the project – complete relevant rows shaded green
Rows in the Administrative and Work-Based Learning section not relevant to the project may be deleted.

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Status Key: NS-Not Started / NP-Normal Progress / OT-Off Track / C-Completed / A-Aborted

For projects in areas less experienced in WBL, use the full Step-By-Step template to ensure all key elements are considered.

	Goal	Action Items	Specific Activity to Complete Action Items and Achieve Goals	Action Item Planned Start Date	Action Item Planned End Date	Organization and Staff Assigned	Estimated Time to Complete Prior to Start Date	Estimated Costs	Funding Source	Status
ESTABLISH EMPLOYER DEMAND & PLACEMENT OPPORTUNITIES										
1	Assess current employer relationships	Create list of employers and catalog the strength of the existing relationship for each								
2	Strengthen existing relationships	Reconnect with employers via meeting, phone, e-mail etc.								
3	Generate new relationships	Outreach: meetings, job fairs, traditional and social media, web development, networking								
4	Gauge demand for occupational skills and competencies	Analyze LMI & job posting data. Work with employers & placement agencies								

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ESTABLISH SYSTEM PARTICIPANT SUPPLY - REQUIRED										
5	Assess current client flow	Analyze current client base & enrollment patterns and assess need to prepare clients for WBL								
6	Participant Soft-Skills Assessment	Testing								
7	Participant Soft Skills Training	Training								
8	Participant Math & Reading Assessment	Administer TABE test(s) and review TABE results								
9	Participant Remedial Ed.	Contextualized Bridge Program								
10	Employer Prep									
A	HR Staff Prep	Review forms, policies and procedures with employers prior to attempting placement								
B	Line Supervisor Prep	Review responsibilities and expectations with supervisor								
11	Review statutory, regulatory & policy requirements	Review policy, best practices & lessons learned								

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ADMINISTRATIVE TASKS										
12	Develop WBL agreement templates with menu checklists	Adapt templates provided to meet regional needs								
13	Develop evaluation tools	Adapt templates to meet regional needs								
14	Develop time-keeping forms	Adapt templates to meet regional needs								
15	Establish Insurance Coverage Options	Create process for handling participant insurance based on type of WBL								

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ACTIVITIES FOR SPECIFIC WORK-BASED LEARNING OPTIONS										
On-the-Job Training										
16	Identify specific OJT placement opportunities	Employer outreach								
17	Identify and select participants with most potential for success	Participant review & selection								
18	Skill Gap Analysis	Obtain required skills and competencies by position. Conduct gap analysis for each individual based on required skills and competencies.								
19	Establish training plan	Complete training plan template								
20	Identify trainer	Enroll participant in training program								
21	Sign Contract	Execute contract based on training plan								
22	Track work time for reimbursement	Obtain and review time sheets and payroll records								

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23	Track progress to goals	Site visits, desk reviews of progress toward training plan completion								
24	Evaluate	Use evaluation tool to assess each placement, modify forms or program design as needed								
Internship										
25	Identify employer partners	Outreach campaign								
26	Identify academic partners	Review & analyze organizations and programs of study; create list								
27	Establish academic credit guidelines	Complete academic plan with credit earned for internships								
28	Recruit students	Conduct various outreach efforts and assess applicants								
29	Establish competency goals	Work with employer and academic institution to								

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		design program of study								
30	Sign contract	Execute contract based on training plan								
31	Track progress toward goals	Site visits, desk reviews of progress toward training plan completion								
32	Evaluate	Use evaluation tool to assess each placement								

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Work Experience										
33	Identify employer partners	Outreach campaign								
34	Identify participants	Participant review & selection								
35	Establish goals	Work with employer and participant to design program of study								
36	Sign contract	Execute contract based on training plan								
37	Track progress	Site visits, desk reviews of progress toward training plan completion								
38	Evaluate	Use evaluation tool to assess each placement								
39	Identify employer partners	Outreach campaign								
40	Identify participants	Participant review & selection								

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41	Establish goals	Work with employer and participant to design program of study								
42	Sign contract	Execute contract based on training plan								
43	Track progress	Site visits, desk reviews of progress toward training plan completion								
44	Evaluate	Use evaluation tool to assess each placement								