



# Work Experience & On-the-Job Training Programs

ACAP Workforce Development Team serves employers County-wide. Local employers looking to attract and retain more skilled workers can access technical and funding assistance to support on-the-job trainings and formal apprenticeships.

## Paid Work Experience

Through the Work Experience program (WE), ACAP provides individuals with the opportunity to gain entry-level experience in the workforce. WE assists job seekers by providing them paid work experience which allows them to acquire specific skills and employment competencies and helps local employers by filling their labor needs.

### Quick Facts about WE:

- Participants will receive at least the State minimum wage
- Training participants must meet eligibility criteria
- Participating employers are not required to pay wages or cover liability for the participant
- The maximum duration for a WE must not exceed 6 months.

### Employer Benefits:

- Employer makes all hiring and termination decisions
- Employers save money
- Length of training is negotiable
- WE trainees are treated like regular employees

## On-the-Job Training

On-the-job training (OJT) is a way of providing individualized occupational skills training to individuals. OJT assists businesses to provide training for in demand occupations that meet the needs of the employer. This is a hire-first program in which the employer enters into an agreement to hire, train, and retain the individual upon successful completion of the training program.

### Quick Facts about OJT:

- Training participants must meet eligibility criteria
- Employers must be established businesses with worker's compensation
- Can increase productivity and efficiency
- Businesses may be reimbursed up to 50% for new employee's wages while they are in training (maximum 6 months)

### Employer Benefits:

- Reducing the cost of hiring and training
- Providing pre-screened applicants for your position - you decide who to hire
- Reimbursing your for a percentage of the wages during the pre-agreed training period

**Contact us to see how your business can be involved:**

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