

Classroom Occupational Skills Policy

The Upper Savannah Workforce Development Board supports training that leads to jobs which are in demand by companies which are growing and which pay a self sufficiency wage. The growing economic sectors the board has selected are: **Agribusiness, Small Business, Advanced Materials, Bio Medical, Transportation, and Equipment Manufacturing.**

After reviewing statistical information and interviewing dozens of business leaders the following training was selected as most likely to result in a job in an occupation critical to the area's economic growth. The goal was to have training that resulted in average wages of \$12 an hour or more. One exception was made – nursing assistant. Nursing assistant has low wages but jobs frequently have benefits. It was included because nursing assistant is a gateway job to higher paying jobs in the medical field.

For the convenience of individuals seeking training a table is attached. It includes the most popular training that fits the board's criteria. Please note that training is listed for Piedmont Technical College the area's closest and most frequently used training venue. Corresponding programs offered by other state technical colleges can be utilized. All training programs must be on the state eligible training providers list. It may be possible for other vendors already on the state eligible providers list to be utilized, but Upper Savannah approval will be necessary. The restrictions of training programs apply to youth funded through adult, dislocated worker and youth programs.

The process for a person to be approved for training is:

1. Eligibility determination (Must be eligible for WIA case management services as an adult, dislocated worker or youth.)
2. Enrollment/ employment planning
3. Research training options and complete scholarship application. (This includes applying for other forms of financial aid.)
4. WorkKeys*
5. Assessment appointment*
6. Scholarship application scored, client notified

(*Individuals who have already completed a semester of a training program may complete an expedited scholarship application and omit the steps of WorkKeys assessment and other assessment tests.). Youth TABE test results can be used in lieu of WorkKeys scores to be considered for nursing assistant training.)

It should be noted that training for skilled health care occupations is limited to students who have completed all prerequisites and have been accepted into the curriculum program.

Time limits – Scholarships can be awarded for training up to two years. Extensions of up to year may be given if the student is making satisfactory progress has not be placed on probation during training.

Extensions require approval of the WIA director. A scholarship cannot be awarded for training that will take a client more than two years to complete.

Training account funding – WIA trainees turn in a projected budget as part of the scholarship application process. Scholarship awards are made considering the cost of the program, the area's limit for the type of training and impact of other financial aid. The Workforce Investment Act program may further limit funding because of budgetary issues.

Tracking of Individual Training Account Expenses – The Case Management contractor must have a method for tracking obligations for each semester and for the program year. It must have a method to compare bills with costs which were pre-approved. It must keep records current so obligations are reduced when students drop out of school. For students who enroll in classroom occupation skills training after May 1, 2011, tracking must be done utilizing the Individual Fund Tracking module in SC Virtual One-Stop. Directions are included in SC Instruction PY 10-2.

Lifetime Cap - The lifetime cap for all training paid for through WIA after May 1, 2011 is \$14,000. The cap includes all WIA training within South Carolina. So before approving training, past expenditures must be considered. There are limited exceptions to the lifetime cap. At this time Upper Savannah does not anticipate approving any exceptions.

Coordination with Pell/Lottery Funding – Students must apply for all applicable financial aid and such assistance must be applied prior to spending WIA funds.