

**TULARE COUNTY WORKFORCE INVESTMENT BOARD, INC.  
YOUTH TASK-ORIENTED TRAINING PLAN**

**TYPE OF TRAINING (check one):**  WORK EXPERIENCE     INTERNSHIP     OJT     OTHER

**RATING SCALE**

1 = Participant has not made satisfactory progress  
 2 = Participant is making progress, but not at a satisfactory level  
 3 = Participant is making progress at a satisfactory level  
 4 = Participant has achieved proficiency in this skill

Participant Name:		Contract #:	
Participant SSN:		Contract Beginning & End Dates: through	
Job Title:	Job Code:	Service Provider:	
Business/Employer:		Job Developer/Case Manager:	

Occupational Skill Requirements [Tasks/Work Activities] (A)	SCANS Skill(s) (B)	Training Required (C)	Training Method (D)	Training Hours (E)	Measurement Method (F)	(G) Follow-up Site Visit			
						Date/Rating			
<b>PART I: PRIMARY OCCUPATIONAL SKILLS</b>									
Primary occupational skills include the proficiency to perform <u>actual tasks</u> and technical functions. (List the actual tasks/job duties to be performed – use o*net <a href="http://online.onetcenter.org/">http://online.onetcenter.org/</a> )									
1.	select	select	select		select	select	select	select	select
2.	select	select	select		select	select	select	select	select
3.	select	select	select		select	select	select	select	select
4.	select	select	select		select	select	select	select	select
5.	select	select	select		select	select	select	select	select
6.	select	select	select		select	select	select	select	select
7.	select	select	select		select	select	select	select	select
8.	select	select	select		select	select	select	select	select
9.	select	select	select		select	select	select	select	select
10.	select	select	select		select	select	select	select	select
11.	select	select	select		select	select	select	select	select
12.	select	select	select		select	select	select	select	select
13.	select	select	select		select	select	select	select	select
				<b>TOTAL TRAINING HOURS THIS PAGE</b>		<b>TOTAL SCORE THIS PAGE</b>			

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Participant Signature

Distribution: One (1) Copy Each To: Participant File, Employer/Supervisor, Participant/Trainee  
 WIB-40 (Rev. 12/03)

TRAINING HOURS		SKILL ATTAINMENT LEVEL	
(H) Total Training Hours Completed		(I) Participant's Total Score	
Total Training Hours Planned		Maximum Score Possible	
% Of Planned Hours Completed		% Of Maximum Score Attained	

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Participant Name:		Participant SSN:							
Occupational Skill Requirements [Tasks/Work Activities] (A)	SCANS Skill(s) (B)	Training Required (C)	Training Method (D)	Training Hours (E)	Measurement Method (F)	(G) Follow-up Site Visit			
						Date/Rating			
<b>PART II: SECONDARY OCCUPATIONAL SKILLS (Minimum of 2 skills required)</b>									
<b>Secondary occupational skills entail familiarity with and use of any of the following: (Identify applicable secondary skills and list specifics related to this job)</b>									
1. Set-up, Breakdown and Clean-up Routines:	select	select	select		select	select	select	select	select
2. <b>Safety Measures: MUST BE INCLUDED ON ALL TRAINING PLANS</b>	select	select	select		select	select	select	select	select
3. Work-related Terminology:	select	select	select		select	select	select	select	select
4. Record Keeping and Paperwork Formats:	select	select	select		select	select	select	select	select
5. Tools:	select	select	select		select	select	select	select	select
6. Equipment and Materials:	select	select	select		select	select	select	select	select
7. Effective Communication Skills:	select	select	select		select	select	select	select	select
8. <b>Employer Expectations, Policies, and Procedures: MUST BE INCLUDED ON ALL TRAINING PLANS</b>	select	select	select		select	select	select	select	select
<b>NOTE: Total Training Hours from pages 1 and 2 should be added together and inserted in column "H" (bottom of page 1) under "Total Training Hours Planned". Total Score from pages 1 and 2 should also be added together and inserted in column "I" (bottom of page 1) under "Participant's Total Score". Maximum Score Possible is calculated by multiplying the total number of occupational skills (pages 1 and 2) by 4.</b>				<b>TOTAL TRAINING HOURS THIS PAGE</b>		<b>TOTAL SCORE THIS PAGE</b>			

**TASK-ORIENTED TRAINING PLAN  
INSTRUCTIONS FOR COMPLETION AND USE**

This Training Plan is used to identify the specific skill requirements and training approach to be used in a work-based occupational skills training program. It will also be used as an assessment tool to document which skills the participant lacks at the start of training and to record the measurement of skill attainment over the course of training. Training shall be provided in both primary and secondary occupational skills. **Primary occupational skills** include the proficiency to perform actual tasks and technical functions required by the identified occupational field at entry, intermediate, or advanced levels. **Secondary occupational skills** include skills that entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines.

- (A) OCCUPATIONAL SKILL REQUIREMENTS: List the skill requirements (job duties/tasks) needed to perform the job to the standards specified by the employer. Skill competencies should be stated as specifically as possible, identifying the skill to be used, the level of proficiency expected, and tools or equipment to be operated. **A minimum of fifteen (15) primary and/or secondary skills must be specified. Safety Measures and Employer Expectations, Policies, and Procedures must be included as skill requirements on all task-oriented training plans.**
- (B) SCANS SKILLS: The Secretary's Commission on Achieving Necessary Skills (SCANS) identifies three sets of basic skills and five competency areas as critical for success in the workplace. The three (3) foundation skills and qualities that create a base for the competencies are basic skills, thinking skills, and personal qualities. The five (5) workplace competencies that are necessary for success are resources, interpersonal skills, information, systems, and technology. Identify and list the primary SCANS skill associated with each occupational skill requirement.
- (C) TRAINING REQUIRED: During the course of negotiating the Work Site Training Contract with the employer, each skill requirement will be evaluated against the participant's abilities and checked yes or no to indicate in which areas training is necessary.
- (D) TRAINING METHOD: Identify the method that will be used to teach the required skill. This may include: classroom/workshop attendance, verbal instruction, written instruction, demonstration and practice, guided simulation, reading policy and procedures manuals, etc.
- (E) NUMBER OF TRAINING HOURS: Indicate the number of hours that will be devoted to training for each specific skill.
- (F) MEASUREMENT METHOD: Identify the method/tool that will be used for determining whether or not the participant has acquired each skill. Typical methods of measurement include oral or written question and answer, observation, and review/inspection of a product.
- (G) FOLLOW-UP/SITE VISIT – DATE AND RATING: Record the date on which the follow-up/site visit is made and a rating of the skill level that has been achieved. Use the rating scale listed on the front of this form. Evaluation of the trainee's progress in acquiring the identified skills must occur consistently over the course of training and will be based upon the employer/supervisor's evaluation of the trainee's progress. This section is intended to show progress toward skill attainment. **NOTE:** Determination of the trainee's occupational skill attainment level will be based upon the evaluation/scores attained during the 4<sup>th</sup> and final rating period. Programs must maintain documentation validating the ratings and hours in training that appear on this form (i.e., employer evaluations and time sheets).
- (H) TRAINING HOURS: Total the numbers of training hours actually completed (use time sheets). Insert the number of training hours planned (total planned training hours from pages 1 and 2). Comparing the two (hours-completed ÷ hours planned) will give you the percentage of planned hours completed. The participant must complete at least 90% of the planned training over the term of the contract period in order to be considered as having completed training. **EXAMPLE:** Training hours completed = 148 – Training hours planned = 150 – percentage of planned hours completed = 99% (148 ÷ 150 = 99%).
- (I) SKILL ATTAINMENT LEVEL: Total the participant's score for the 4<sup>th</sup> and final rating period (total scores from pages 1 and 2) and divide by the maximum score possible during this rating period (4 times the total number of occupational skills). This will give you the percentage of skill level attained. In order for a participant to be considered as having attained Occupational Skills Proficiency (occupational skills goal), it is necessary to achieve at least 80% of the total possible score for the sum of all the skills. **EXAMPLE:** Participant's total score in 4<sup>th</sup> rating period = 57 – Maximum score possible during 4<sup>th</sup> rating period = 60 – percentage of maximum score attained = 95% (57 ÷ 60 = 95%).

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14.	select	select	select		select	select	select	select	select
15.	select	select	select		select	select	select	select	select
16.	select	select	select		select	select	select	select	select
17.	select	select	select		select	select	select	select	select
18.	select	select	select		select	select	select	select	select
19.	select	select	select		select	select	select	select	select
20.	select	select	select		select	select	select	select	select
21.	select	select	select		select	select	select	select	select
22.	select	select	select		select	select	select	select	select
23.	select	select	select		select	select	select	select	select
24.	select	select	select		select	select	select	select	select
25.	select	select	select		select	select	select	select	select
26.	select	select	select		select	select	select	select	select
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