****

**Youth Training Plan (YTP)**

|  |  |  |
| --- | --- | --- |
| Participant Name:  | State ID # | **Rating Scale**1= Participant has is not making satisfactory Progress2= Participant is making progress, but less than satisfactory level3 = Participant is making progress at a satisfactory level4 = Participant has achieved proficiency in this skill |
| Job Title: | Start Date: |
| O\*NET Code: | End Date:  |
| Worksite Name: | Subrecipient Agency: |
| Worksite Representative: | Subrecipient Representative: |

***This training is related to the student’s area of interest (identified below):***

|  |  |  |
| --- | --- | --- |
| [ ]  Advanced Manufacturing[ ]  Healthcare[ ]  Hospitality | [ ]  Construction (including public infrastructure) [ ]  Transportation and Logistics[ ]  Other (please specify):  | [ ]  Energy (including green energy) [ ]  Value-added agriculture  |
| **Academic Education (A)** |
| Clearly describe the Academic Education component the participant will complete during the Work Experience. This education component may occur either within the worksite or at an external location.  | Start Date  | Completion Date |
|  |  |  |
| **Occupational Education (B)** |
| **Description of Job Duties****(C)** | **Training Required Y/N****(D)** | **Training Method****(E)** | **Training Hours****(F)** | **Measurement Method****(G)** | **Follow-Up Site Visit (H)** |
| **Date/Rating** |
|  |  |  |  |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |
|  Total Hours: | Score: | Score: | Score: | Score:  |

**Distribution: One (1) Copy Each To: Participant File, Supervisor, Participant**   **(I)** **TRAINING HOURS** **(J)** **SKILL ATTAINMENT LEVEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Total Training Hours Completed |  | Participant’s Total Score |  |
| Total Training Hours Planned |  | Maximum Score Possible |  |
|  % Of Planned Hours Completed |  |  % Of Maximum Score Attained |  |

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| --- | --- |
|  |  |
| **Supervisor Signature** | **Participant Signature** |

**Essential Workplace Skills (K)**

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| --- | --- | --- |
| **Performance Evaluation** | **Comments****How did the participant demonstrate that they have achieved these skills? What areas does the Coach need to focus on with the participant?**  | **Evaluation Scale**  1 = Poor 2 = Needs Improvement 3 = Good  4 = Excellent |
| **Date/Rating** |
| **Start of Training**  | **End of Training**  |
| 1. Attendance and Punctuality (Dependability)
 |  |  |  |
| 1. Ability to make good decisions (Decision-Making)
 |  |  |  |
| 1. Ability to get along with others (Teamwork)
 |  |  |  |
| 1. Ability to follow both written/verbal directions (Communication)
 |  |  |  |
| 1. Demonstrates initiative/responsibility (Professional Work Ethics)
 |  |  |  |
| 1. Completes tasks on time (Organizational Skills)
 |  |  |  |
| 1. Problem resolution skills (Critical Thinking)
 |  |  |  |
| 1. Communicates effectively (Communication)
 |  |  |  |

**YOUTH TRAINING PLAN**

**INSTRUCTIONS FOR COMPLETION AND USE**

The Youth Training Plan will outline the essential skills, academic education, a occupational education needed for new workforce entrants. Through close supervision, participants will gain an appreciation of workplace norms, which may include self-discipline, interpersonal skills, attendance and accountability, understanding compensation, and meeting employers’ reasonable expectations.

1. ACADEMIC EDUCATION: List the academic education needed to perform the job as specified by the worksite supervisor. This component may occur either within the worksite or at an external location.
2. OCCUPATIONAL EDUCATION: List the Occupational skills requirements needed to perform the job to the standards specified by the worksite supervisor. Competencies should be stated as specifically as possible, identifying the skills to be used, the level of attainment, and the tools or equipment to be operated.
3. JOB DUTIES DESCRIPTION: List the job skills needed to perform the job to the standards specified by the worksite supervisor. Competencies should be stated as specifically as possible, identifying the skills to be used, the level of attainment, and the tools or equipment to be operated.
4. TRAINING REQUIRED**:**  During the course of this work-based training, each skill will be evaluated against the participant’s abilities and checked, yes or no, to indicate what areas of training are necessary.
5. TRAINING METHOD: Identify the method to be used to teach the skill. This may include classroom/workshop attendance, observation, oral instruction, demonstration and practice, reading of instruction and procedures manuals, guided simulation, trial and error, etc.
6. TRAINING HOURS: Indicate the number of hours that will be devoted to training for the specific skill.
7. MEASUREMENT METHOD: Identify the method that will be used for determining whether the participant has acquired each skill. Typical methods of measurement include oral or written question and answer, observation, and review/inspection of a product.
8. FOLLOW-UP/SITE VISIT – DATE AND RATING: Record the date of the follow-up/site visit and the trainee’s achieved skill level using the rating scale provided on the on of this form. The trainee’s progress in acquiring the identified skills must be evaluated consistently throughout the training, based on the supervisor’s evaluation of the trainee’s progress.
9. TRAINING HOURS: Use the participant's time sheets to calculate the total training hours completed by summing the hours worked. To determine the percent of completion, divide the total training hours completed by the total planned training hours. The percent of completion must be at least 90% of the training plan.
10. SKILLS ATTAINMENT LEVEL: Calculating the participant's total score involves summing the ratings (using the rating scale) given for each assigned job duty listed in section (C). To find the maximum possible score, multiply the highest possible rating (four) by the number of assigned job duties. To determine the percent of the maximum score attained, divide the participant's total score by the maximum possible score times 100. The percent of the maximum score attained must be at least 75%. Equation: $percent of max. score = \left(\frac{Max. Possible Score}{Participants Total Score }\right)×100$
11. ESSENTIAL WORKPLACE SKILLS (EWS): Complete this section at the same time as the Worksite Plan is done to evaluate the participant’s growth in developing EWS. When a participant receives an excellent rating in three or more of these skills, they will meet the EWS Talent Pool criteria under Milestone 1.
12. SUCCESSFUL COMPLETION: For the participant to be a successful completion they must:
* Score at least a three (3) or more in at least three (3) or more of the Essential Workplace Skills; **and**
* Complete academic education; **and**
* Have a skills attainment rate of at least 75% (see equation in J.); **Or**
* **Gain unsubsidized employment as a result of the work experience assignment.**