



WORKFORCE INVESTMENT BOARD OF TULARE COUNTY  
TRAINING PLAN

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

<b>Trainee Name:</b>	<b>Application No.:</b>
<b>Job Title:</b>	<b>O*NET Code:</b>
<b>Business Name:</b>	<b>Supervisor:</b>
<b>Service Provider Representative:</b>	<b>Training Start Date:</b> <b>End Date:</b>

Requirements [Tasks/Work Activities] (A)	Training Required Y/N (B)	Training Method (C)	Training Hours (D)	Measurement Method (E)	(F) Follow-up Site Visit			
					Date/Rating			
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
		Total training hours		Total Score				

This certificate of attainment is presented to \_\_\_\_\_, for successfully completing the skills requirements established in this Task Oriented Training Plan.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Service Provider Signature

(G) TRAINING HOURS		(H) 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	

**WORKFORCE INVESTMENT BOARD OF TULARE COUNTY  
TASK ORIENTED TRAINING PLAN (TOTP)  
INSTRUCTIONS FOR COMPLETION AND USE**

On-the-Job Training plan shall identify the essential skills and training for entrants into the workforce to acquire, through close supervision, an appreciation of workplace norms that may include self-discipline, interpersonal skills, attendance and accountability, understanding compensation, and learning to appreciate and meet employers' reasonable expectations.

- (A) **SKILL REQUIREMENTS:** List the skill requirements need to perform the job to so 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 tools or equipment to be operated.
- (B) **SKILLED:** During the course of this worksite, agreement each skill will be evaluated against participant's abilities and checked yes or no to indicate what areas training is necessary.
- (C) **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.
- (D) **ESTIMATED TRAINING TIME:** Indicate the number of hours, which will be devoted to training for the specific skill.
- (E) **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.
- (F) **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 supervisor's evaluation of the trainee's progress.
- (G) **ACTUAL TRAINING HOURS:** Total the numbers of training hours, actually completed (use time sheets) and compare to the projected hours of training. This will give you a comparison of skill level attainment in hours. The participant must complete at least 90% of the training over the term of the agreement period in order to be considered as "completed training".
- (H) **SKILL ATTAINMENT LEVEL:** Total the participant's score and compare the possible score (ratings of 4 x # of skills possible). This will give you the percentage of skills level attained. In order for the participant to attain a Competency, it is necessary to achieve at least 80% of the total possible score for the sum of the all skills.