

## Paid Work Experience

A work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. The intention of a work experience is to enable participants to explore career options and gain exposure to the working world and its requirements, and not to benefit the employer, although the employer may, to a limited extent, benefit from the activities performed by the participant. For example, individuals placed in work experiences are generally considered trainees, and should not take on roles in which the employer depends on the trainee's productivity to maintain or advance the profit margin or performance of the company or agency.

## Who Qualifies .....

Although the majority of work experience activities occur with youth participants, adults and dislocated worker participants may also take advantage of these services. Work experience opportunities are offered to participants when a comprehensive assessment and individual service strategy (ISS or IEP) identifies that the participant would benefit from this activity. They can also help to determine other specific needs, including the need for additional training. Public sector employers, private non-profit and for-profit employers are all considered acceptable for work experience placements.

*Contact your Business Service Representative to learn more about Paid Work Experience!!*

**Southern 14 Workforce Investment Board, Inc.**



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Our **Business Services Representatives** will assist you in finding solutions to business specific services that you need and can also refer you to partner programs and services.

## If your business is located in...

Gallatin, Hamilton, Hardin, Pope or Saline Counties  
**Contact:** Mid 5 Employment & Training, Inc.  
located in the  
Illinois workNet Center - Harrisburg,  
701 North Commercial, Suite 6A,  
Harrisburg, IL 62946  
Phone: 618-252-6020

Alexander, Johnson, Massac, Pulaski or Union Counties  
**Contact:** Shawnee Development Council, Inc.  
located at  
530 West Washington  
Karnak, IL 62956  
Phone: 618-634-2201

Edwards, Wabash, Wayne or White Counties  
**Contact:** Wabash Area Development, Inc.  
located at  
110 Latham Street  
Enfield, IL 62835  
Phone: 618-963-2387

**[www.illinoisworknet.com](http://www.illinoisworknet.com)**

Funded by:  
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Illinois Department of Commerce and Economic Opportunity  
Workforce Investment Act Funds

Southern 14 Workforce Investment Board, Inc. is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Persons with access to TTD/TTY equipment dial 1-800-826-0844

**Key Sectors**

## GROW YOUR BUSINESS

Grow Illinois

AGRICULTURE FOOD & NATURAL RESOURCES HEALTH/CARE INFORMATION & TECHNOLOGY MANUFACTURING TRANSPORTATION DISTRIBUTION AND LOGISTICS

## Connect to Employee Training Opportunities

**Incumbent Worker Training (IWT)**

**Customized Training**

**On-The-Job Training (OJT)**

**Paid Work Experience**



**Serving the Southeastern Illinois Counties of**

Alexander, Edwards, Gallatin,  
Hamilton, Hardin, Johnson,  
Massac, Pope, Pulaski,  
Saline, Union, Wabash,  
Wayne and White

# BUSINESS SERVICES

## Incumbent Worker Training

Incumbent Worker training (IWT) provides employers with a means of working with their current employees who need to improve their skills in order to avoid being laid off from a company which is at risk of downsizing or closing.

### IWT Provides:

- Hands on training
- Payment to offset training costs
- Opportunity to train employees your way
- Investment in your business

LWIA #26 uses the following scale to reimburse company training costs:

1-99 workers Company-50% / LWIA 26- 50%

100+ workers: Company 60% / ILWIA 26 - 40%

### How a Business Qualifies.....

If the employer has been assessed as meeting the target industry criteria, the next step is to determine if they meet one or more of the following Layoff Aversion 'At Risk' indicators which include:

- Declining Sales
- Supply Chain Issues
- Adverse Industry/Market Trends
- Changes in Management Philosophy or Ownership
- The worker does not have in-demand skills
- There is a strong possibility of a job if the worker attains new skills

## Customized Training

Customized training requires that the employer enter into a training agreement and make a commitment to employ, or in the case of incumbent workers, continue to employ an individual upon successful completion of training skills for which an employer pays for not less than 50% of the cost of the training.

Customized training is business driven and designed to meet the special requirements of an employer.



### Business May Qualify if They....

- Commit to hire or retain persons who successfully complete the customized training program.
- Have workers not earning a self-sufficient wage and they need training in one of the following:
  1. The introduction by the employer of new technologies;
  2. The introduction to new production or service procedures; or
  3. Upgrading to new jobs that require additional skills/workplace literacy.

## On-The-Job Training

Small business are the backbone of Illinois' economy and 95% of Illinois businesses have fewer than 50 employees. On-The-Job Training (OJT) assists with the costs of training new employees. It also provides access to a workforce with the skills necessary to sustain and grow their businesses and a regional economy.

### How OJT Works.....

OJT provides employers with a way to have new employees gain specific skills and employment competencies, This is accomplished through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs.

- We match qualified applicants with approved job openings
- We design a training plan that meets your needs.
- You get reimbursed for the cost of training during the OJT period.

### OJT Reimbursement Scale:

- Up to ninety percent (90%) for employers with 50 or fewer employees,
- Up to seventy-five percent (75%) for employers with 51-250 employees, and
- Up to fifty percent (50%) for employers with more than 250 employees.