

North Central Workforce Development Area

234 N. Mission • Wenatchee, WA 98801 • (509) 663-3091 • Fax (509) 663-5649 • www.skillsource.com

LOCAL DIRECTIVE

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| Directive #: <u>16-136 Rev 3</u> | Date: <u>August 1, 2019</u> |
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TO: SkillSource Staff and Service Providers
FROM: Dave Petersen, Executive Director
SUBJECT: Youth Work-Based Training
SUPERCEDES: Local Directive 16-136 Rev 2

REV 3 Change Summary:

- 1) Added a section on Apprenticeship (pg. 5)
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Work experience and internship are short-term or part-time training assignments at public, private nonprofit and private for profit worksites.

Work experience is designed to promote the development of good work habits and basic work skills. Additionally, hosting businesses or agencies agree to provide structured opportunities for participants to gain meaningful exposure to a work environment through observation and hands-on experience. These experiences include the full variety of activities occurring at the worksite so that participants will be exposed to as many aspects of the career field as possible.

Internships provide participants with occupational skills training for an existing position with a private, public or non-profit business. This activity is appropriate for those youth who have demonstrated pre-employment skills competencies and are ready for occupational training.

WORK EXPERIENCE

Suitability and Determining Need for Work Experience

SkillSource prioritizes applicants for work experience. A participant's need for work experience is determined through objective assessment and ongoing assessment. Need is determined by the following:

1. Completion of Participant Assessment Questionnaire, WOIS or other career exploration tool by applicant and/or SkillSource during assessment; **and**
2. Participant has interest in particular career field but needs exposure to that field; **and**

3. Participant may lack work maturity and/or exposure to the world of work.

Special Conditions

The participant should have identified particular career areas for investigation through pre-employment skills training. Supportive services for special clothing and safety gear may be provided if required by the business.

Wage

The higher of the State or Federal minimum wage must be paid.

Procedures

During objective assessment and on-going assessment, the need for work experience should be documented and provided for in the ISS/IEP. A site is found and the participant interviews for the position.

Host Business - A **Work Experience Agreement** and **Training Plan/Job Description** are completed with the business. A **Permit to Employ Minors** is posted at the site. Business owner/supervisor is given an orientation on the goals and objectives of SkillSource and the work experience.

Participant - **Participant Handbook** is reviewed and given. **W-4** and **I-9** forms completed and, if participant is a minor, **Parent/School Authorization for Employment** is completed.

Host Business/Participant - Payroll procedures and time sheets are explained and scheduled. Supervisory evaluations for work maturity are explained. The Work Experiences Agreement is signed by supervisor, participant, and trainer.

Trainer - collects Work Experience Agreement, training plan/job description, W-4 and I-9 forms, and personnel policies; complete status change using MIS activity codes and submit for administrative review.

On-Going Assessment

Work maturity skills can be assessed through the use of work maturity evaluations during the work experience. Participant keeps a daily journal to record information regarding tasks observed, tools used, etc. Other opportunities for assessment include time sheet evaluations, progress in learning job specific skills identified in the training plan or job description and work site visits. All assessment information becomes a part of the participants ISS/IEP and should be noted in the continuing section of the ISS/IEP.

Expected Outcomes

Competency in career decision making, some job specific skills gains, and documentation of work maturity gains are expected. Complete career decision making.

Next Step

After completing work experience, enrollment in vocational training, work experience, internship, or on-the-job training may occur.

INTERNSHIP

Suitability and Determining Need

Internships provide participants with occupational skills training for an existing position with a private, public or non-profit business. Internships are to be developed for positions that are related to the trainee's occupational career goals and for which businesses do not ordinarily hire youth to perform. Conversely, internships are not intended to be developed for positions that businesses regularly hire youth to perform (i.e. fast food, dishwasher). This activity is appropriate for those youth who have demonstrated pre-employment skills competencies and are ready for occupational training. This program can also be used with basic skills training activities. Occupational training objectives are developed with the training site through the SkillDex analysis by SkillSource. These objectives should be competency based and, when possible, incorporate basic skills, or other criteria relating to workplace competency.

Maximum length of training for SkillSource-paid hours is determined by the skill gap analysis using SkillDex and O*NET Job Zone calculation.

SkillSource pays a training wage equivalent to the employer's entry level wage for the specific training position. Upon successful completion of this activity, the employer agrees to hire the participant for at least 50% of the SkillSource paid internship hours, provided the intern satisfactorily completes the training, and subject to continued satisfactory job performance.

For example, if a clerical internship is written for 490 hours, the business agrees to retain the participant for 245 hours (50% of 490) after satisfactory completion of internship.

A participant's need for an occupational internship is determined through objective assessment and on-going assessment. Need is determined by the following:

1. Has no private sector job experience in the occupation in which training will be provided; **and**
2. Has not completed skills training in the occupation in which training will be provided; **and**
3. a. Participant has previously attained work maturity and pre-employment skills **or**
b. If participant lacks pre-employment or work maturity, participant must be enrolled in a diversified occupation class or similar program.

Procedures

During objective assessment and on-going assessment, the need for internship should be documented and provided for in the IEP/ISS. A site is found and the participant interviews for the position. An **Internship Agreement** is completed clearly outlining the responsibilities of the host business, SkillSource and the participant. A **SkillDex Job Task Analysis** is developed with

the host business identifying occupational skills to be learned and, when possible basic skills, or other criteria relating to workplace competency.

Host Business - A **Internship Agreement** and **Job Task Analysis** are completed with the business. **Permit to Employ Minors** is posted at the site. Business owner/supervisor is given orientation to goals and objectives of SkillSource and the internship.

Participant - **Participant Handbook** is reviewed. **W-4** and **I-9** forms completed and, if participant is a minor, **Parent/School Authorization for Employment** is completed.

Host Business/Participant - Payroll procedures and time sheets are explained and scheduled and Employee Progress Reports are explained. The Internship Agreement is reviewed and signed by business representative, participant, and Trainer.

Trainer - Completes Internship agreement, Job Task Analysis, W-4 and I-9 forms, personnel policies; complete status change using MIS activity code and submit for administrative review.

On-Going Assessment

Occupational skills are assessed every month.

Expected Outcomes

Competency in job specific/occupational skills commensurate with training hours is expected. There may be insufficient training hours to attain entry level skills or a job specific skills competency. Placement at customary entry level rate upon completion of internship hours and assigned skills is anticipated.

Next Steps

Upon completion of internship, unsubsidized employment, basic skills training, on the job training, or vocational training may occur.

WORK EXPERIENCE AND INTERNSHIP WORKSITE DEVELOPMENT AND TRAINING GUIDELINES

Duration

Participation in work experience and internship shall be for a reasonable length of time, based on the needs of the participant. The duration of work experience or internship shall be recorded in the participant's internship worksheet and worksite agreement. Participants may have several work experiences or internships, but the total hours of work experience may not exceed 500 and the total hours of internship may not exceed 500 without the authorization of the Manager.

Age and Economic Eligibility Requirements

Participants who are 14 and older may participate in work experience at public or private nonprofit worksites. Participants must be 16 or older to participate in work experience at a private for profit site. Participants must be 16 or older to participate in internship. There is no

economic eligibility requirement to participate in work experience or internship. Youth who are not low income (5% exception) participants are eligible to participate in work experience and internship.

Basic Skills/Other Classroom Training

Individuals who do not have a high school diploma or GED are required to attend basic skills instruction. Activities that would meet the basic education training requirement include, but are not limited to basic skills training at alternative schools, learning centers, remedial education classes, ESL, GED preparation, adult education classes and basic education tutoring.

Additionally, individuals who have a high school diploma or GED, but are two or more grade levels behind in basic reading and/or math skills are required to receive basic skills training. Basic skills training may include, but is not limited to, the basic skills training listed above, SCANS activities, and other job related classes.

Registered Apprenticeship:

Workforce Innovation Youth participants enrolled in registered or endorsed Apprenticeship, may gain up to 500 hours of on-the-job learning via paid (subsidized) work experiences. The work maturity level of the apprentice, along with other criteria described above, determines whether WEX or Internship is most appropriate. Upon successful completion of the first 500 hours, State Education may fund the remaining balance of the youth participant's apprenticeship work hours provided the apprentice is on the SkillSource Learning Center roster, attending class and making satisfactory progress. In addition, the apprentice must be making satisfactory progress in their related supplemental instruction in accordance with respective apprenticeship standards.

Worksite Development

Work experience and Internship sites will be developed according to the employment competency needs of the applicants and time frames of the activity. The goal of worksite development is to match the occupational interests of the applicant and the position at the training site. When developing a potential training site, the agency must complete the Training Plan or Job Description form.

1. If the worksite has had prior participants, what was the quality of the training that the worksite provided?
2. Is adequate supervision provided?
3. Will the site provide good work maturity skills and/or occupational skills development?
4. Are there sufficient tools and equipment?
5. Will the site be safe and sanitary?
6. Will there be sufficient work to keep the participants busy?
7. Will participant displace any regular employees, laid-off workers or terminated employees?
8. Will the participant infringe on any promotional opportunities of any regular employees?
9. Will the participant be involved in any political activities during working hours?
10. Will the participant be involved in the construction, operation, or maintenance of a facility used or to be used for sectarian instruction or as a place of religious worship?

Training Plan/ Job Description

A list of at least 10 tasks to be learned during the work experience is developed in coordination with the worksite. A variety of sources can be utilized including: existing employer job descriptions, O*NET, Coop 2000, or SkillSource Training Outlines, etc. The task list is included as an attachment to the Work Experience Agreement.

Training Site Orientation

Orientation is a process by which participants are introduced to the goals and objectives of the program as well as a time in which participants are provided information about the expectations for performance. The orientation function is the responsibility of the trainer. This orientation is extremely important because it provides a sound foundation for program participation and generally reduces problems at worksites.

The orientation usually takes place at the time of enrollment. The content of the orientation for work experience participants follows the material that is provided in the trainer manual.

The content of the participant orientation includes the purposes of SkillSource; participant goals and responsibilities; agency responsibilities; trainer responsibilities; guidelines for program length; guidelines for compensation; the training agreement; information on participant work regulations; the employee warning record; the Complaint and Hearing Procedures; Individual Service Strategy/Individual Employment Plan and the Training Agreement.

Training Agreement

All worksite supervisors will receive orientations. During the supervisor orientations, Trainers will stress providing training for supervisors in all aspects of training through WIOA. This training will emphasize the use of the assessment process; the current direction toward goals through the bench marking system; strategies for service and well-written Training Agreements.

In addition, during the orientation, trainers outline the supervisor's responsibilities including: monitoring, training, safety, sanitation, on-going supervision, procedures concerning time sheets, pay and problem solving. The responsibilities concerning training and safety should include: teaching participants about the importance of getting to work on time, working the full scheduled hours, relating and working well with fellow employees, using tools properly and safely and performing specific job duties, being on the site to answer questions and give needed assistance, working with the participant to complete time sheets correctly and mailed on time, the procedure of receiving paychecks, working through any problems that arise concerning promptness, attitude, appearance and job performance. If the problems cannot be solved by the supervisor and participant, the trainer will meet with the supervisor and participant to resolve. Explain it is the supervisor's responsibility to keep the trainer informed in a timely manner of any problems that arise and promptly notify the trainer if a participant leaves the program for any reason. During on-site orientation, the trainer will discuss the importance of safety on the job.

Supervisors and trainees will receive a SkillSource orientation and handbook on or prior to the first day of training. The following information will be covered:

1. The goals, purposes and activities of the training.
2. The responsibilities of the worksite, the supervisor, the participant, and the Trainer.
3. Civil Rights statement for participant.
4. A Grievance Procedure for participants.
5. Participant benefits.
6. What to do in an emergency.
7. The importance of providing the training that is specified in the participant's job description.
8. The requirement for the business to post a minor work permit, where applicable.
9. Payroll and administrative procedures.
10. Information on the monitoring activity.
11. Information on participant counseling.
12. A copy of the Training Agreement

Trainers will stress to the worksite supervisors the importance of ensuring participants are learning good work habits and indicate that violation of the rules may result in disciplinary action such as suspension or termination. Participants are to learn to be on time, to work diligently, to notify employer when late or absent, and to fulfill responsibilities to their supervisors or management.

Monitoring

Monitoring will be performed on a daily basis by the worksite supervisors and trainers will make on-site visits at least once per month. Worksite supervisors will be expected to immediately report any worksite deficiencies to the trainer. All serious deficiencies will require a prompt visit by a Trainer.

Monitoring will include a review of the following items:

1. That the worksite conforms to the cooperative agency agreement and the Training Agreement.
2. That progress was made toward specific work goals according to the Employee Evaluation.
3. That the work environment is safe and sanitary.
4. That there is full compliance to the minor work regulations, where applicable.
5. That there is sufficient meaningful work to occupy participants, during the hours at the site.
6. That attendance records are maintained and there is accurate record of the time worked.
7. That no trainee is required to work, or be paid with WIOA funds over 40 hours per week.
8. That the appeal process and civil rights statement are being complied with.
9. That the progress of training is satisfactory.
10. That trainee is performing at levels to make their participation meaningful work experience.

11. That the level and extent of supervision is provided at a satisfactory level.
12. That minor work regulations be posted at each job site when necessary.
13. That the training plan or job descriptions, Worksite Agreement and Memorandum of Agreement are developed in a timely manner and implemented.
14. That minors receive the appropriate breaks and time off for lunch.

In addition to the aforementioned process during site visits, the Trainer will provide counseling to the participant. At least once during the participant's training at a site, the trainer will complete SkillSource Worksite Monitoring Form.

Worksite Monitoring Form

Participant Name: _____ **Site Visit Date:** _____

Training site: _____

General Questions:

1. What is the nature of work/training?
2. What tools or equipment are used?
3. Is site safe and sanitary?
4. Are the minor work regulations posted? (Youth only)
5. Does the site understand and comply with them? (Youth only)
6. Have there been complaints of discrimination or infraction of the Civil Rights Appeal process?
7. Is the site complying with training site agreements?

Participant Questions:

1. Do you have enough work to keep you busy?
2. What is the nature of work/training at this site?
3. What training is provided to you?
4. Do you know what supportive services are?
5. Have you received any supportive services?
6. Are you paid for lunch?
7. What are your lunch hours/breaks?

8. What are your scheduled work hours?
9. Are there enough tools and equipment for everybody?
10. Are you aware of the grievance procedures and where they are located?
11. Have you seen your job description?
12. Did you receive a copy?
13. Has your Trainer been knowledgeable and helpful?
14. Do you have any suggestions how SkillSource can improve your training experience?

Supervisor Name: _____

Supervisor Questions

1. What percent of the time do you supervise directly?
2. Does the training site keep accurate attendance records?
3. Have you received an orientation this program year?
4. Have there been any layoffs in your agency in the last year?
5. Have you read the training site agreement and are you aware of the details?
6. What is your general impression of SkillSource services?
7. What aspects do you like?
8. How can we do a better job for you?
9. How can we do a better job for the participant?
10. Do you feel you have enough in-person contact with SkillSource representative(s)?
11. Do you know any businesses that would like information about SkillSource services?

PARTICIPANT BENEFITS

Payroll for Work Experience and Internship

Payroll is paid twice each month. Work Experience participants receive minimum wage. Internship participants receive training wages equivalent to the employer's entry level wage for the specific position the intern is trying out. The participant and supervisor must both sign time sheets. If time sheets arrive late or are not signed, the participant's paycheck will be delayed. The hours marked on the time sheet must reflect actual hours worked. It is the participant's responsibility to submit their time sheet in on time. Participants may not work overtime. Participants may not work more hours per week than were assigned by their trainer. Any overtime hours may be the responsibility of the worksite.

Sick Leave and Time Off

Participants are NOT paid sick time or holiday pay. Participants should notify the supervisor if they are sick.

It is acceptable for participants to miss work for educational or vocationally related activities such as school registration, workshops sponsored by SkillSource, or vocational observations, or interviews with prospective employers or the military.

Accident Insurance

Work experience and internship participants are covered under Washington State Industrial Insurance. All accidents should be reported to the immediate supervisor and trainer. If medical attention is needed, the supervisor will assist the participant in getting this aid. The doctor's office will have the necessary accident report forms for claiming Industrial Insurance. Do not complete the employer section of claim and mail to SkillSource immediately. Please report all accidents promptly.

TRAINING AGREEMENT

Work Experience Internship

The purpose of this agreement is to provide the trainee with an opportunity for career exploration and skill development. The parties entering into this agreement are:

_____, hereinafter referred to as, Business

_____, hereinafter referred to as Trainee, and SkillSource.

This agreement begins _____ and ends _____ or after _____ hours worked, whichever comes first.

A. Business agrees to:

1. Teach Trainee assigned training tasks (Attachment C Training Plan).
2. Evaluate Trainee's competence performing assigned tasks (Attachment C Training Plan).
3. Provide sufficient equipment and materials to perform assigned tasks. Provide enough work to occupy all Trainees during working hours.
4. Familiarize Trainee with business location, co-workers, dress standards and safe working practices.
5. Schedule Trainee work hours to avoid conflict with school or classroom training. Release Trainee for other training as requested by SkillSource. Trainee may not work more than 40 hours per week (Saturday through Friday).
6. Notify SkillSource within eight hours concerning a Trainee accident or injury.
7. Monitor work attendance including timesheet due date and signatures. Late timesheets will delay Trainee's paycheck.
8. Report only actual hours worked and delegate timesheet approval to another supervisor if Trainee's regular supervisor is absent and/or not available to sign.
9. Allow Trainee unpaid leave for State holidays. No overtime, holiday or sick pay allowed. Payment for hours worked in excess of these limits will be the sole responsibility of the worksite.
10. Give Trainee a ½ hour unpaid lunch break when working more than five hours. Trainees must be allowed appropriate breaks.
11. Notify SkillSource Trainer if Trainee is habitually absent.
12. Read, post, and follow "Minor Work Regulations" where applicable.
13. Comply with Attachment A: Employer Assurances, Attachment B: General Conditions and Supervisors Manual.
14. Employ Trainee at least _____ hours after completion of internship. (Internship only)

B. Trainee agrees to:

1. Meet performance objectives assigned by supervisor and trainer.
2. Be to work on time and notify supervisor before shift if late or if you cannot make it to work.
3. Dress and behave according to business standards. Follow instructions and avoid unsafe acts.
4. Not use alcohol or drugs before work. Such behavior will result in termination.
5. Learn assigned tasks to the best of your ability and ask supervisor if unsure how to do a task.
6. Notify your trainer and supervisor at least one week before quitting.
7. Read Minor Work Regulations and be aware of unsafe working conditions (if under 18).
8. Maintain satisfactory school progress.
9. Submit timesheet to SkillSource on time. Late timesheets will delay your paycheck.
10. Additional trainee requirements and expectations: _____

C. SkillSource agrees to:

1. Inform supervisor and trainee about guidelines and procedures, including business and trainee rights and responsibilities.
2. Assist trainee and supervisor to resolve any workplace problems.
3. Counsel trainee to resolve personal problems affecting training.
4. Monitor trainee and business periodically to review progress and compliance with this agreement. Review trainee's evaluations, counsel trainee and make worksite adjustments as necessary.
5. Pay trainee \$_____ per hour, social security and worker's compensation taxes for actual hours worked performing assigned training tasks. Trainee will not be paid for absences (sickness or otherwise) or recreational activities.
6. Provide special clothing and safety gear when not normally available from business.
7. Monitor school progress.
8. Familiarize supervisor with effective trainee training techniques.
9. Make careful placements to participating businesses.

I understand and accept the responsibilities and conditions of this agreement.

Trainee

Date:

Authorized Business Representative

Date

SkillSource Representative

Date

TRAINING AGREEMENT

Attachment A: Assurances

In connection with Work Experience/Internship training funded by the Workforce Innovation & Opportunity Act (H.R 803), Business assures that:

1. Trainee will not replace any laid-off or terminated employees of the Business.
2. Trainee will not be involved in political activities during work hours.
3. Working conditions for the Trainee will be the same as those of similarly employed workers.
4. Trainee will not construct, operate or maintain a facility used or to be used for sectarian instruction or as a place of religious worship.
5. Business will not discriminate against any individual on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. The nondiscrimination assurances at 29 CFR Part 38.25 apply to this agreement.
6. Working conditions will not be unsanitary, hazardous or dangerous.
7. Training agreement will not impair existing contract for services or collective bargaining agreements.
8. Trainee is not related to the Business owner's or supervisor's family.
9. Business will take necessary actions to comply with the Department of Labor and Workforce Investment Act regulations and requirements upon written notification from SkillSource of non-compliance with any of the assurances, agreements or conditions of this agreement. Appropriate corrective action shall occur within ten (10) days written notice from the date of mailing.
10. Business will comply with the conditions stipulated in Attachment B General Conditions.
11. Business will adhere to the conditions of the Training Agreement as they pertain to the worksite.
12. Business will provide appropriate Trainee job descriptions, service agreements, evaluations and other records required by SkillSource.

Authorized Business Representative

Date

SkillSource Representative

Date

TRAINING AGREEMENT

Attachment B: General Conditions

RECORD KEEPING:

Business will keep trainee records including:

- Trainee time and attendance
- Copies of warning letters and other correspondence relating to trainee
- Copy of Training Agreement

COLLECTIVE BARGAINING:

If a collective bargaining agreement is in effect during the training period, business shall give a copy of this Training Agreement to the collective bargaining agent. If any provision of this Training Agreement is inconsistent with any provision of an applicable collective bargaining agreement, business shall obtain agent's written concurrence. Business shall retain written evidence of the notification to, and the concurrence of, the collective bargaining agent.

COMPLAINTS/GRIEVANCES:

Complaints arising from this training shall first be informally resolved between the complainant and the respondent. Bona fide Workforce Investment Act complaints shall be processed in accordance with the SkillSource Complaint and Grievance Procedure. SkillSource reserves the right to review any complaint or grievance arising from the terms of this agreement. Business agrees to present any relevant documentation or records to SkillSource upon written request.

MODIFICATIONS:

Amendments to this agreement may be made when there is a:

- Change in the end date and/or total number of hours to be worked by the trainee
- Revision of training plan
- Additional requirements that are imposed on SkillSource
- Amendments must be in writing with signatures or initials on the original agreement.

DISCIPLINARY ACTION:

Prior to suspension or termination of training, business shall notify trainee and SkillSource of unsatisfactory performance. The notification must describe the problem(s), corrective action which must occur, and the consequences if the problem continues.

DISPLACEMENT OF WORKERS:

No currently employed worker may be displaced by a trainee (including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits). No trainee shall be assigned or job opening filled when any other individual is on layoff from the same or any substantially equivalent job or when the business has terminated the employment of any regular employee or otherwise reduced its workforce with the intent to host a trainee. Work Experience and Internship positions cannot infringe upon the promotional opportunities of employees.

FEDERAL/STATE LIABILITY:

It is understood that the United States and the State of Washington are not parties hereto and that no legal liability on the part of the Federal or State Government is implied under the terms and conditions of this agreement.

INDEMNIFICATION:

Business shall indemnify, defend and hold harmless SkillSource against any and all claims, liabilities, obligations, losses, costs, charges, expenses, causes of action, suits, demands, judgments and damages of any kind or character whatsoever, including, but not limited to, reasonable attorneys' fees and costs incurred or sustained by SkillSource, arising from the activities of Business, its agents or employees, pursuant to this Agreement or the failure to perform the obligations hereunder, by Business, its agents or employees.

SkillSource shall indemnify, defend and hold harmless Business against any and all claims, liabilities, obligations, losses, costs, charges, expenses, causes of action, suits, demands, judgments and damages of any kind or character whatsoever, including, but not limited to, reasonable attorneys' fees and costs incurred or sustained by Business, arising from the activities of SkillSource, its agents or employees, pursuant to this Agreement or the failure to perform the obligations hereunder by SkillSource, its agents or employees.

Work Experience / Internship Worksheet

Trainee _____ Job Title _____ Trainer _____

Work Site _____ Phone _____

Worksite Address _____

Trainee's Supervisor _____ Title _____

Business Type PRIVATE _____ PUBLIC _____ NON-PROFIT _____

Start Date _____ Days/week _____ Work Schedule _____ Wage _____ Est. End Date _____

| Work Experience Specific Training Tasks: |
|--|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

| INTERNSHIP Specific Training Tasks: |
|---|
| See Attached Skilldex JTA Task Analysis |

ADDITIONAL INFORMATION

Note any additional circumstances or needs (i.e. uniforms) _____

Will the trainee use any power tools/equipment? Yes _____ No _____

If yes, list _____

How much of the time will the trainee be directly supervised? _____%

Trainer

Date: _____