

# North Central Workforce Development Area

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## LOCAL DIRECTIVE

Directive #: <u>18-168 (Rev 1)</u> Date: <u>March 1, 2019</u>
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TO: SkillSource Staff and Service Providers

FROM: Dave Petersen, Executive Director

SUBJECT: Youth Project Based Learning Incentives

SUPERSEDES: Directive: 18-168 - Youth Work-based Incentives

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Incentives may be earned by WIOA eligible youth and be awarded for work-based learning achievement during project based learning. Work-based learning incentives are not a wage, but are payments for achievement outlined prior to the activity. Wages are paid for standard Work Experience and Internships.

To qualify for an incentive the following must be documented:

- 1. Workplace Conduct Standard:** of 2 or higher during the payment period
- 2. Workplace Attendance:** 80% attendance for hours scheduled during the payment period.
- 3. Satisfactory Classroom Progress:** In order to receive incentive payment for work-based learning achievement, the student must also meet satisfactory progress in class as defined by school policy.
- 4. Work Related Assessment:** Student may choose one of the following for each payment period, but must choose at least two different assessments over the life of the project. The work related assessment section may be customized as needed for each project, but hours per payment may not be less than 30 hours.
  - a) Research Paper: One page paper researching the occupation or industry, covering topics such as education requirements, earning potential, local and state demand, etc.
  - b) Presentation: a 3-5 minute presentation to peers with visual aids (ie: PowerPoint) or other covering similar topics above.
  - c) Prove-it! assessment related to the occupation or industry passed with a 75% or better. Other written assessments may be used but must be pre-approved by Managing Director.

### Payments & Incentive Amounts

If a student meets the attendance and conduct criteria, they may earn incentive payment for workbased learning achievement. The total amount available may vary per project, contract, or grant, etc. The incentive amounts and requirements must be outlined on the incentive Payment Form and Agreement signed by the participant and trainer prior to the start of the work-based activity (ie, project, internship, etc.) Work-based incentives earned may not exceed \$500 per participant in any program year

### Documentation

Copies of assessment test, research paper and presentation must be submitted with incentive payment form and filed in the participant file. The Incentive payment form is signed by all parties and submitted to accounting for payment.

## YOUTH PROJECT BASED LEARNING INCENTIVE PAYMENT

Participant Name \_\_\_\_\_ CMS # \_\_\_\_\_ LO \_\_\_\_\_ LI \_\_\_\_\_ Other \_\_\_\_\_

Participant Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Project Name: \_\_\_\_\_

WORKPLACE CONDUCT:	3	Excellent	Consistently meets or exceeds workplace standards		
Supervisor rates workplace conduct using the following scale. An average of 2 or better is required to earn an incentive.	2	Good	Consistently meets workplace standards		
	1	Needs Improvement	Needs to work on meeting this standard		
	0	Unacceptable	Action recommended		
	N	Not Rated	Unable to rate on this standards		
	<b>Time and Attendance:</b>				
On time for work sessions	3	2	1	0	N
Maintains acceptable attendance rate	3	2	1	0	N
Is ready to begin work at the start of each sessions	3	2	1	0	N
<b>Presenting Appropriate Appearance :</b>					
Cleanliness and grooming	3	2	1	0	N
Appropriateness of dress	3	2	1	0	N
<b>Relationships with Peers:</b>					
Communicates in a courteous and friendly manner	3	2	1	0	N
Cooperates as part of a team	3	2	1	0	N
Deals with criticism in a positive manner	3	2	1	0	N
Works independently when appropriate	3	2	1	0	N
<b>Completing Tasks Effectively:</b>					
Follows oral and written instructions	3	2	1	0	N
Accepts responsibility for task completion (Obj. & Homework)	3	2	1	0	N
Meets classroom/workplace standards for accuracy	3	2	1	0	N
Meets classroom/workplace standards for efficiency	3	2	1	0	N
<b>AVERAGE SCORE:</b>					
3      2      1      0      N					
Satisfactorily met? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>WORKPLACE ATTENDANCE :</b>					
Date: from _____ to _____					
Hours scheduled: _____ Hours participated: _____ = _____ %					
Satisfactorily met? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>SATISFACTORY CLASSROOM PROGRESS:</b>					
Meets satisfactory progress as per school policy during the payment period.					
Satisfactorily met? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>WORK RELATED ASSESSMENT : (Submit copy of assessment with this form)</b>					
<input type="checkbox"/> <b>First Payment: \$150</b> <input type="checkbox"/> 30 hours completed	<input type="checkbox"/> Prove-it! Test: _____ Score: _____ <input type="checkbox"/> Research Paper <input type="checkbox"/> Presentation	<b>INCENTIVE EARNED</b>			
<input type="checkbox"/> <b>Second Payment: \$150</b> <input type="checkbox"/> 30 hours completed	<input type="checkbox"/> Prove-it! Test: _____ Score: _____ <input type="checkbox"/> Research Paper <input type="checkbox"/> Presentation	\$ _____			
<input type="checkbox"/> <b>Final Payment: \$200</b> <input type="checkbox"/> 30 hours completed	<input type="checkbox"/> Prove-it! Test: _____ Score: _____ <input type="checkbox"/> Research Paper <input type="checkbox"/> Presentation				

Student \_\_\_\_\_ Date \_\_\_\_\_ Trainer \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Manager \_\_\_\_\_

# Earn up to \$500 Incentive for Work-based Achievement!

## Incentives

Incentives are awarded for **Work-based Achievement** (in a project or business internship).

To **qualify** for an Incentive the following must be met:

1. **Workplace Conduct Standard:** of 2 or higher during the payment period
2. **Workplace Attendance:** 80% attendance for hours scheduled during the payment period.
3. **Satisfactory Classroom Progress:** In order to receive incentive payment for work-based learning achievement, the student must also meet satisfactory progress in class as defined by school policy.
4. **Work Related Assessment:** for each payment period. Student may choose one of the following for each payment period, but must choose at least two different assessments over the life of the project.
  - a) Research Paper: One page paper researching the occupation or industry, covering topics such as education requirements, earning potential, local and state demand, etc.
  - b) Presentation: a 3-5 minute presentation to peers with visual aids (ie: PowerPoint) or other covering similar topics above.
  - c) Prove-it! assessment related to the occupation or industry passed with a 75% or better.

## Payments

If attendance and conduct criteria are met, a total of \$500 may be earned for work-based learning achievement as outlined on the attached incentive form.

I, \_\_\_\_\_, *agree to the above Incentive Guidelines.*

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

Date \_\_\_\_\_

Trainer Signature \_\_\_\_\_

Date \_\_\_\_\_