

Guidelines for Assigning Work Experience Hours

Under the WIA Youth Program, Work Experience is one of the ten required Program Elements that must be made available to all youth. The Work Experience element is designed to assist youth in:

- a) developing good work habits; and
- b) career exploration

With this in mind, the New River/Mount Rogers Workforce Investment Board is requiring Youth Program Operators to use the following Guidelines when assigning hours for all paid Work Experience.

- 1) The maximum amount of hours that may be assigned for any single work experience assignment at any worksite is 800 hours.
- 2) The minimum amount of hours that may be assigned is 250 hours.
- 3) When determining the amount of hours to assign for any single work experience assignment at any Worksite, a Program Operator must evaluate the participants needs and the job that is being assigned:
 - a) Past work experience- if a participant has never worked before or has a poor work history, then more hours are justified. On the other hand, if a participant has a good work history, then fewer hours should be assigned.
 - b) Barriers- if a participant has multiple barriers such as, a criminal record, a severe learning disability, is a teen parent, etc. then more hours should be assigned. If a participant has few barriers then fewer hours should be assigned.
 - c) Complexity of the Tasks to be Learned- the higher the Specific Vocational Preparation (SVP) Code for the job assigned, the higher the hours assigned. If a job has a low SVP Code then the fewer hours should be assigned.
 - d) The Goal of the Work Experience- if the work experience is to be used to help aid the participant in learning good work habits, then more hours are justified. Conversely, if the goal of the work experience is to provide career exploration, then no more than 300 hours should be assigned.

The New River/Mount Rogers Workforce Investment Board will allow the Program Operator to determine the amount of hours that will be assigned for each Work Experience assignment, however the WIB is requiring the Program Operator to justify in the Youth Service Strategy the reason for hours assigned. Finally, a waiver to the above maximum specifications may be requested from WIB staff on an individual case-by-case basis. The need for additional assistance must be sufficiently justified in order for a waiver to be considered.