□ WIOA OJT#

## On the Job Training Outline



## **Trainee Information**

| Name of Customer:   | MACC ID#:                      |  |  |  |  |  |
|---|--------------------------------|--|--|--|--|--|
|   |                                |  |  |  |  |  |
| Training Information  |                                |  |  |  |  |  |
| Employer:   |                                |  |  |  |  |  |
|   |                                |  |  |  |  |  |
| Title of Occupation:  | O-NET Code:                    |  |  |  |  |  |
|   | SVP Level:                     |  |  |  |  |  |
| Starting Wage:  | Wage on Completion of Program: |  |  |  |  |  |
| Training Start Date:  | Estimated Training End Date:   |  |  |  |  |  |
| *Employer garees to prepare and submit trainee progress reports | at designated intervals        |  |  |  |  |  |

## Training Outline

| Training Outline by Task | Required<br>hrs. for<br>training | Trainees currer<br>skill level | ıt | Estimated<br>Hrs. for<br>Proficiency | Skill Achieve<br>Yes/No     | d | Date<br>Completed | Supervisor.<br>Initial/ date |
|--------------------------|----------------------------------|--------------------------------|----|--------------------------------------|-----------------------------|---|-------------------|------------------------------|
|                          |                                  | Not skilled<br>Some skilled    |    |                                      | Not skilled<br>Some skilled |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Not skilled                    |    |                                      | Not skilled                 |   |                   |                              |
|                          |                                  | Some skilled                   |    |                                      | Some skilled                |   |                   |                              |
|                          |                                  | Skilled                        |    |                                      | Skilled                     |   |                   |                              |
|                          |                                  | Skilled                        | L  |                                      | Skilled                     |   |                   |                              |

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|              | Not skilled  |  | Not skilled  |  |  |
|--------------|--------------|--|--------------|--|--|
|              | Some skilled |  | Some skilled |  |  |
|              | Skilled      |  | Skilled      |  |  |
|              | Not skilled  |  | Not skilled  |  |  |
|              | Some skilled |  | Some skilled |  |  |
|              | Skilled      |  | Skilled      |  |  |
|              | Not skilled  |  | Not skilled  |  |  |
|              | Some skilled |  | Some skilled |  |  |
|              | Skilled      |  | Skilled      |  |  |
|              | Not skilled  |  | Not skilled  |  |  |
|              | Some skilled |  | Some skilled |  |  |
|              | Skilled      |  | Skilled      |  |  |
|              | Not skilled  |  | Not skilled  |  |  |
|              | Some skilled |  | Some skilled |  |  |
|              | Skilled      |  | Skilled      |  |  |
|              | Not skilled  |  | Not skilled  |  |  |
|              | Some skilled |  | Some skilled |  |  |
|              | Skilled      |  | Skilled      |  |  |
|              |              |  |              |  |  |
| T . 4 . 1 II |              |  |              |  |  |
| Total Hours  |              |  |              |  |  |

| AT THE START OF TRAINING:      |       |
|--------------------------------|-------|
| WFWV Staff Signature:          | Date: |
| Trainee Signature:             | Date: |
| AT THE COMPLETION OF TRAINING  |       |
| AT THE COMPLETION OF TRAINING: |       |
| Trainee Signature:             | Date: |
| Supervisor's Signature:        | Date: |