



South Central
WORKFORCE
Investment Board

Pre OJT Assessment

Participant Name: _____ Date: _____

Skills Gap Analysis List the skills that are included in the job description for the OJT. Using the participant's previous work history and education from the last 5 years, determine level of experience that participant has for each skill.

Skill	No Experience	Some Experience	Experienced

***"Some Experience" will differ due to complexity of different SVP levels. For example, some experience for SVP level 3 might mean 1.5 months while some experience for SVP Level 8 might mean 2 years of experience.

SVP Level	Hours	Duration of OJT
1		Short demonstration only
2		Up to 1 Month
3		Up to 3 Months
4	480-592	
5	592-704	
6	704-816	
7	816-928	
8	928-1040	

Factors for Reducing Maximum Allowable Hours:

***Prior Experience - the maximum length of OJT shall be reduced by:**

1) One week (40 hours) for each month prior employment/training in same occupation with a different employer.

2) One week (40 hours) for each three months of prior experience using same skills in different occupation.

***Prior Education -the maximum length of OJT shall be reduced by:**

1) One week for every two semesters of prior education for the same occupation for which the OJT is written.

2) One week for every year (two semesters) of prior education in a related field for which the OJT is written.

***NOTE: Waivers to criteria Item #1 and #2 may be granted by authorized personnel if the time of the previous work experience, the length of the previous work experience and/or training is outdated and is no longer applicable to current labor market demands**

O*Net Code/Codes: _____ **SVP Level of Occupation:** _____

Maximum Number of Hours Allowable: _____

Number of Training Hours Deducted due to Work Experience: _____

Number of Training Hours Deducted due to Education: _____

Total Number of Training Hours Allowable: _____

****Training hours are not to exceed 1040 hours (26 weeks)**

Staff Signature: _____ **Date:** _____