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Disapproved _____

Action Item 3

CAREERSOURCE FLORIDA WORKFORCE POLICY 100 WORK-BASED TRAINING AND WORK-BASED LEARNING OPPORTUNITIES

Work-Based Learning is an important part of the Workforce Innovation and Opportunity Act (WIOA) and provides participants opportunities to engage in work experience where they develop employability skills, acquire job specific knowledge, and gain work experience in an area that helps prepare them for self-sufficient employment.

A policy on Work-Based Learning for Adult, Dislocated Worker and Youth is required by WIOA. Administrative Policy 100 – Work-Based Learning and Work-Based Training for Adults and Dislocated Workers was developed in 2019. CareerSource Florida’s Workforce Program Development team and FloridaCommerce Bureau of One-Stop and Program Support conducted a thorough review and revision of the policy. This workgroup opted for a fresh approach, removing outdated or repetitive background and historical information and re-drafting the policy. Working with designated local workforce development board staff, the policy development workgroup removed redundant content to create a more concise, relevant, and reader-friendly document.

This policy is updated as a Workforce Policy establishing guidelines and procedures for local workforce development boards to implement and sustain work-based training and work-based learning opportunities. The policy addresses work experience, training programs for Adults, Dislocated Workers and Youth and includes a reference table listing activity codes along with a reference guide and detailed information.

The policy:

- Integrates work-based learning and training activities into a unified framework, clearly distinguishing between the two.
- Emphasizes co-enrolling WIOA participants in multiple core programs to leverage resources and services for comprehensive support.
- Highlights strategies to leverage resources from partner agencies for participants eligible for co-enrollment, including youth, individuals with disabilities, trade-certified workers, and veterans. It also references Training and Economic Guidance Letter 04-23 regarding co-enrollment.
- Includes requirements for the duration of eligible activities and mandates alignment of local strategies and policies with WIOA, Florida law, and the state

workforce development plan. Local Workforce Development Boards (LWDBs) must provide accurate quarterly updates on expenditures and performance for WIOA training programs, including supportive services used to increase participation and completion of career and training services.

- Adds information on other work-based learning opportunities such as internships, transitional jobs, job shadowing, pre-apprenticeship programs, and requirements for youth in work-based learning experiences.

FOR CONSIDERATION

- **Approve revisions to CareerSource Florida Workforce Policy 100 – Work-based Training and Work-based Learning Opportunities.**