

Work Experience Program

DeKalb County

WIA - SDA 5 has allocated funding in the amount of \$200,000 for the **Work-Based Learning – Work Experience Program** for DeKalb County. First Institute Training & Mgmt. will be implementing this program for the WIA Adult population in DeKalb County and our goal is to begin the recruiting of interested employers today to provide your worksites with our customers who are eager to make the next important step in their career path. The goal is to provide the adults with a meaningful opportunity to obtain entry level skills in a work environment.

We define **Work Experience** as a planned, structured, learning experience that takes place in a workplace for a limited period of time. FITM has designated 25 positions for the **Work Experience Program** with varying timelines from 12 to 20 weeks which would be dependent upon the intensity of the job tasks to be learned. The pay rates will be dependent upon the customer's current skill sets and the skill sets they are lacking based on industry standards for the position they have applied for through your company. The one great benefit to the employers is that FITM pays 100% of the customers/employee's wages and benefits during the contract period, not to mention the dependability and eagerness of the customer to learn and put into place the skills they learned throughout their training program.

The ultimate goal of the **Work Experience Program** is for your company to hire our customer for a position they are acquiring these new skill sets in; however, if there isn't a permanent job offer at the end of the contract the customer still leaves with a wealth of knowledge they can add to their current resume which will make them more marketable. ***It's a win, win for everyone.***

Worksites may be: Private for Profit, non- profit, or the public sector.

FITM staff will meet with the employees who are expressing a desire to participate with the **WEX Program** and we will assist employers in the completion of their:

- 1) Worksite Application
- 2) Worksite Agreement
- 3) Worksite Job Description
- 4) Provide Supervisor Orientation which will include a Supervisor Handbook; Supervisor Responsibilities, Incident/Injury Reporting Guidelines, payroll reporting guidelines, completion of timesheets, payroll distribution, and terminations.
- 5) Worksite Compliance Monitoring

If you are interested in providing a worksite opportunity to our customers, please contact Sharon Dillon at 815-756-4893, ext. 257 or Kate Allison at ext. 225. We will be arranging a Supervisor Orientation within the next couple weeks in which we will review all of the documents required to begin the worksite placement for our customers. We are based at the DeKalb Illinois workNet Center at 1701 E. Lincoln Highway, DeKalb. We look forward to working with your company, agency, or educational facility.