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OhioHigherEd
Department of Higher Education

Entry-Level Learn-and-Earn (ELLE)

Toolkit for Implementation

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Program Components

ELLE highlights the five hallmarks of high-quality learn-and-earn programs:



Related Technical Instruction

Participants complete one to two weeks of classroom training that covers safety and soft skills.



Nationally Portable Credential

After completing training, participants take the Manufacturing Skill Standard Council (MSSC) Certified Production Technician (CPT) Safety Module exam.



Paid Work-Based Learning

Participants are placed in a 90-day paid training period with a manufacturer that provides mentorship in a safe, supervised, and equitable workplace. The process is designed so that the placement results in an offer of permanent employment.



On-the-Job Training (OJT) and Mentorship



Safety, Supervision, and Equal Opportunity

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Best Practices & Continuous Improvement

- ACCESS to Manufacturing Careers
- ConxusNEO
- Lincoln Electric

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Access to Manufacturing Careers: The Class

- 4 week training
 - Technical training
 - Soft Skill/Work Readiness training
 - Employer-led classes, presentations, etc.
 - OJT check-list skills validation
- Interview Day with multiple employers
- Graduation
- Offers made, start dates set



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Employer Engagement



- Identify open positions
- Agree on minimum wage range
- Commit to common hiring process
- Commit to hiring timeline
- Participate in Interview Day
- Lend staff to create lesson plans, material, teach classes, create virtual plant tours, do company showcases
- Attend periodic update meetings

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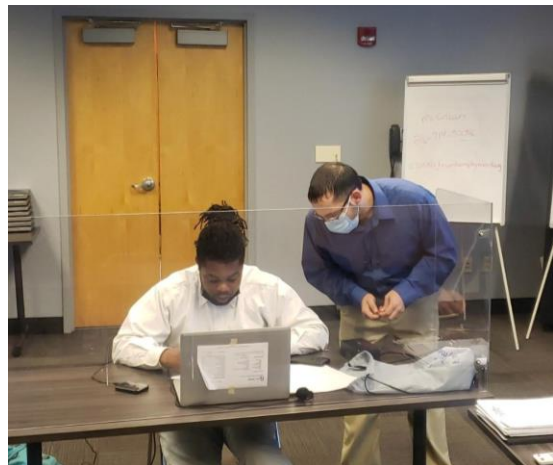


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Success Factors

- Roles & Responsibilities document for employers and WD orgs
- Roles & Responsibilities document for WD orgs
- Revised hiring process, revised hiring practices and info sharing
- OJT Checklist
- Career Coach works with both employees and employer



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Innovations



- Stipends during class
- Job quality standards that founding employers set for new companies:
- Wage rate
- Good company culture
- Dedicated and committed to further training and development with opportunities for advancement
- Initial focus on re-entry and opportunity youth

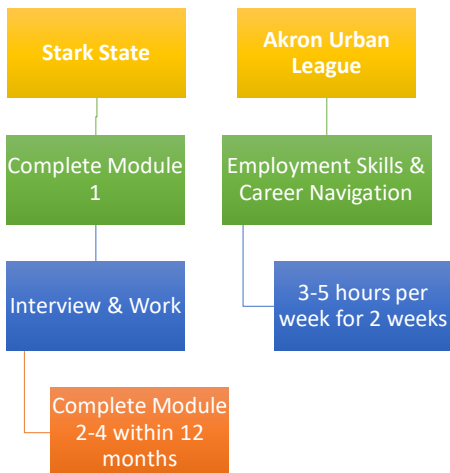
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ConxusNEO's CPT Program



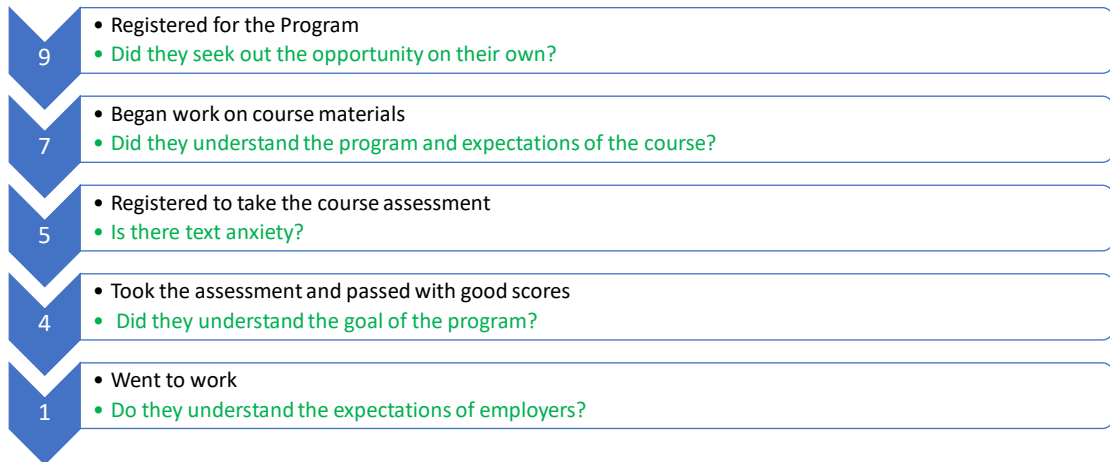
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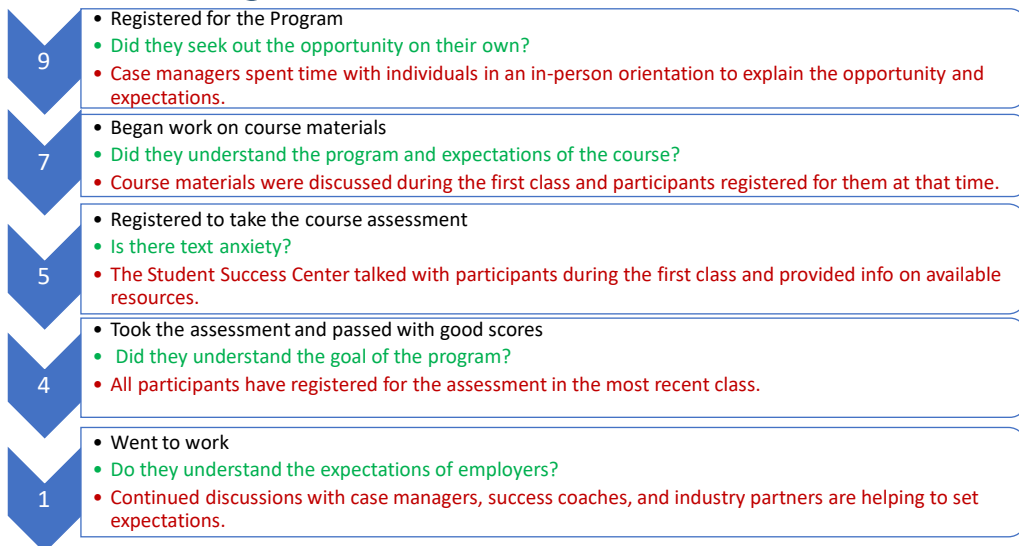
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Identifying breakdowns in the process



Addressing those breakdowns



Lincoln Electric



- » Founded in 1895
- » \$2.7B in revenue in 2020
- » Market cap of ~\$7.3B
- » HQ in Cleveland, Ohio, U.S.A.
- » 59 manufacturing facilities in 18 countries
- » Distribution to over 160 countries /11,000 employees worldwide

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4-Week Manufacturing Workforce Onboarding Program to Drive Retention and Engagement

- Dedicated Manufacturing Trainer Leader advances this extensive 4-week onboarding curriculum:



Established Career Pathways Highlight Future Opportunities and Help Employees Plan



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Incentives

Earn and Learn Your Way to a Great Career

What are you doing this summer? Want to earn some \$\$ Cash, learn something new, and jump start your way to a great career?

Auburn Career Center is offering FREE, One Week, Earn and Learn Classes.

This class will provide an orientation to a manufacturing work environment and you will earn an industry-recognized certificate.

Upon completion, students will begin full-time employment and will receive additional paid On-The-Job Training.
 Location: Euclid High School: 9:00 am – 5:00 pm. Choose from: **June 7th - 11th** or **July 12th - 16th** or **August 9th - 13th**.

How do I Earn and Learn? What are the Options?

Option 1	Option 2	Option 3
<ul style="list-style-type: none"> • Complete Pre-Employment • Interview • Background Check • Drug Test • Physical • Attend 5 Classes • Earn \$250 	<ul style="list-style-type: none"> • Complete Pre-Employment • Interview • Background Check • Drug Test • Physical • Attend 5 Classes & Pass the Safety Test • Earn \$500 	<ul style="list-style-type: none"> • Complete Pre-Employment • Interview • Background Check • Drug Test • Physical • Attend 5 Classes & Pass the Safety Test • Recruit a Friend or Family member to attend with you • Earn \$750

...Then immediately start your 4 week **PAID** On the Job Training with the opportunity to earn your first base pay increase within 30 days. (Piecework Base Rates of **\$15.84 - \$21.60/hour**)

Results



Toolkit for Implementation

Preview

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Regional Readiness

ELLE is a collaborative workforce solution—so before you get started, make sure that your partners are ready to work with you.

Industry Leadership

Which companies are hiring right now, and are they willing to try something new? Do you have a strong relationship with the decision makers who can spearhead a program like this? Get them on board today.

Community-Based Organizations

Goodwill, Catholic Charities, Community Action Agencies, the Urban League, and many other nonprofit organizations are skilled at providing outreach, pre-screening, coaching, and case management to adults completing employment training. You'll need to partner with at least one of these organizations to launch ELLE.

Public Workforce System

The Ohio Means Jobs Center(s) in your region can help find dislocated workers, connect trainees to funding, and provide other relevant services. Make sure they're engaged early to reap the most benefit.

Education Providers

You'll need a provider to deliver the MSSC and soft-skills training, and a place to do it. Community Colleges and Ohio Technical Centers are great options.

A note to OMWP project managers: your role in ELLE is to convene the right partners and let them shine. Throughout the program, you'll oversee the partners' work and monitor progress, ensuring that all grant-related data is captured and reported, and that all spending is compliant with federal guidelines. Don't be afraid to delegate the day-to-day program operations to a partner with capacity. Ensure the scope of work is clear with respect to each partner's responsibilities.

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Regional Readiness

Tools for industry leadership:

- [Employer Partner Checklist](#) (sample)
- [Employer Partner Slide Deck](#) (sample)

Tools for project managers:

- [Resource map](#) – funding a program like this can be complex. This resource map illustrates of how one region identified public programs that were braided together to offset the cost of training and support.



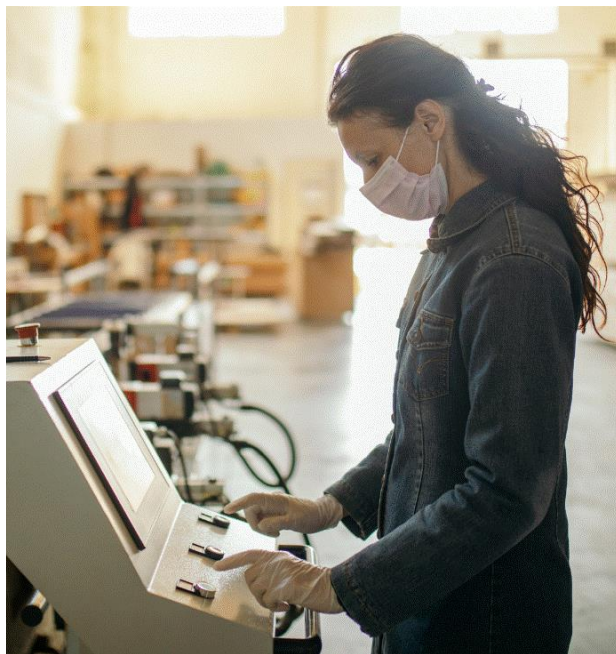
MANUFACTURERS' CORNER

Your role in program development is key. It's far easier to recruit program participants when they have specific information about your company and the actual job they might secure at the end of technical training. Therefore, the project manager will be asking you to make a commitment early in the planning process. Can you commit to interviewing, and potentially hiring, all program participants who successfully complete the technical training? If yes, the project manager will collect detailed information from you to design the program to meet your needs.

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Recruiting Talent

ELLE is designed to bring more people into the manufacturing talent pipeline through grassroots, community-based outreach. Partner with organizations that serve the communities you want to attract.

To do:

- Select community-based organizations (CBOs). (Note: if using grant funds, be sure to follow applicable procurement policy).
- Confirm roles and responsibilities of CBO/Project Manager.
- Schedule recruiting events (career fairs, information sessions, open houses, etc.).
- [Create/customize recruiting tools](#).

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Recruiting Talent

What information do you need from the hiring businesses?

- Job descriptions
- Wages and benefits
- Company culture
- Internal career pathways
- Ideal candidate qualifications
- Permission to use logo/brand for outreach efforts
 - Many companies have a formal process to approve logo/brand use. Identify requirements and secure all necessary approvals prior to launching your recruitment strategy.



MANUFACTURERS' CORNER

Your partners' recruiting efforts will be more successful if you're able to share clear, detailed information about the jobs participants may be placed in and the culture of your company. Think of this as an opportunity to show off. What products do you make? (Share videos!) What do your current employees love about working for your company? How do you give back to your community? What growth opportunities wait for someone who successfully completes this program? Job quality is of the utmost importance here.

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Recruiting Talent

Together with the hiring companies, create a candidate profile. This will help determine which population(s) to target and with which CBOs to partner.

- Graduating high school seniors (not going to college)
- Formerly incarcerated adults (returning citizens)
- Women
- People of Color
- Veterans
- Un- and underemployed adults

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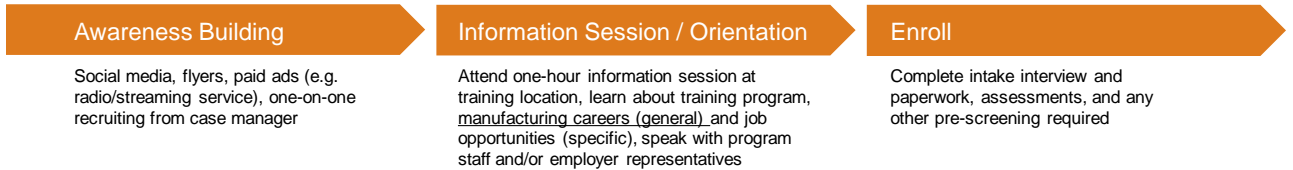


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From Recruiting to Screening

There are typically several touchpoints for each candidate before the OJT training period begins. Each of these is an opportunity for program staff to begin to pre-screen participants and to expose them to the soft skills expected by hiring managers.



Questions

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