



Participant Name (Last, First, Middle)

Date:

State ID:

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, DETERMINE THE LEVEL OF EXPERIENCE THAT PARTICIPANT HAS FOR EACH SKILL.)

Skill	No Experience	*Some Experience	Experienced
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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* "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.



DETERMINE DURATION OF OJT

Use O*NET online to locate the SVP level of the associated occupation. Utilize the skill levels noted on Page 1 with the second table to determine duration of OJT.

SVP Level	Maximum Hours	Maximum Duration of OJT
1		Short demonstration only
2		Up to 1 month
3		Up to 3 months
4	480-592	Based on SVP Level, start OJT with the maximum hours noted to the left.
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 OWD Director if the time of the previous work experience, the length of the previous work experience (OWD considers full time employment to be 32 hours per week) and/or training is outdated and is no longer applicable to current labor market demands. Justification for these waivers must be documented and provided to the OWD Director for approval and signature.

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

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)

In determining the appropriate length of the OJT Training Agreement for the above named participant, I have taken into consideration the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant’s individual employment plan. The length of training was based on the gap of skills between the position and the participant.

Job Center Staff Signature

Date:

UPON COMPLETION: Upload to participant record and inform local CDT staff of allowable duration