



# Workforce Development Resources



## Incumbent Worker Training Program

The Incumbent Worker Training Program (IWTP) is a partnership among the Louisiana Workforce Commission (LWC), business and industry, and training providers. The IWTP is designed to benefit business and industry by assisting in the skill development of existing employees and thereby increasing employee productivity and the growth of the company. These improvements are expected to result in the creation of new jobs, the retention of jobs that otherwise may have been eliminated, and an increase in wages for trained workers. The program is funded by a portion of Unemployment Insurance (UI) tax contributions dedicated solely for customized training.

## Small Business Employee Training (SBET)

The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the-shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission. Training costs cannot exceed \$3,000 per trainee per state fiscal year (July 1–June 30). Funding is provided through the Workforce Development Training Account, at 2.3% of all IWTP funds available.

For more information, visit [www.laworks.net](http://www.laworks.net), contact 1-866-725-IWTP (4987) or email [iwtp@lwc.la.gov](mailto:iwtp@lwc.la.gov).

## Business and Career Solutions Center Services:

- Online job listings (local, state and national)
- Assessments of education, skills and interests
- Job counseling, job placement assistance and referral of members
- One-on-one Web-based job search assistance

- Job search workshops
- Unemployment insurance information and claims filing
- Community resources information
- Education and training information
- Labor market information
- Office equipment for job applicants (computers, fax machines, copy machines)
- Veterans' services
- Trade Adjustment Assistance (TAA)
- Trade Readjustment Assistance (TRA)

## Training Opportunities:

- Basic skills upgrade
- Job readiness skill courses
- Adult basic education, literacy, math skills and GED preparation
- Education and curriculum information
  - Community and technical colleges
  - Universities
  - Private schools
- Apprenticeship
- Training scholarships
- Employer-based training
- Entrepreneurial training
- Senior and youth employment programs

## Support Services:

- Financial aid/planning
- Childcare assistance
- Housing assistance
- Transportation assistance
- Health care assistance
- Specialized veterans' services
- Disability services
- Food and nutrition services
- Child and family support
- Older worker and youth services

For more information on the Louisiana Workforce Commission's Business and Career Solutions Centers, visit [www.laworks.net](http://www.laworks.net).





## Registered Apprenticeship

Registered apprenticeship is a voluntary industry-driven training program. Training is not only set to industry standards, but is also flexible enough to adapt to an individual employer's needs.

Apprenticeship program sponsors may qualify as Workforce Investment Act (WIA) training providers and be eligible for individual training account funds to assist in training costs. In addition, your company may be eligible for a tax credit of up to \$1,000 per apprentice per year.

Nationally, there are more than 900 recognized occupations. An apprenticeable occupation is learned through a structured program of supervised on-the-job training; is clearly identified and commonly accepted throughout the industry; requires 2,000 hours of work experience to learn; requires related supplemental instruction; and involves the development of manual, mechanical and technical skills, broad enough to be applicable in like occupations in an industry.

For more information, visit [www.laworks.net](http://www.laworks.net), contact 225-342-7820 or email [apprenticeship@lwc.la.gov](mailto:apprenticeship@lwc.la.gov)



## Louisiana Workforce Development and Training Program

### Description:

Managed by Louisiana Economic Development, this program provides funding for customized workforce training to improve the competitiveness and productivity of Louisiana's workers and business community, and to assist Louisiana businesses in promoting employment stability.

### Funding:

\$2.5 million in annual state appropriation.

### Eligibility:

Existing Louisiana businesses that have been operating less than three years and companies outside of Louisiana that are locating a facility within the state.

Minimum of 10 net new jobs must be created unless upgrade training is involved. Upgrade training must be provided to a minimum of 10 full-time permanent Louisiana employees. Pre-employment and/or on-the-job training are eligible. (Excludes retail, gaming or gambling, trucking, lodging or hospitality, assisted living, funeral homes, nursing homes, retirement communities and others as determined by LED.)

### Process:

- 1) Application filed by company requesting approval of funding.
- 2) Application reviewed for completeness and content by program manager.
- 3) Application presented to Louisiana Economic Development Corporation for approval.
- 4) Contract approval process.

### Training Location:

Training will take place at the company, community or technical college campus.

For more information on LED Workforce Development and Training:

Visit [LouisianaForward.com/Workforce](http://LouisianaForward.com/Workforce)

### Or contact:

Cathy Breau, [breaux@la.gov](mailto:breaux@la.gov), 225-342-5375 or Bill Rodier, [brodier@la.gov](mailto:brodier@la.gov), 225-342-3728



## Work Release Opportunities

The Department oversees both contract and non-contract (sheriffs) work release facilities. Approximately 3,800 offenders are participating in work release programs throughout Louisiana with approximately 880 businesses drawing from that workforce. Work release programs serve a variety of needs for both the offender and small businesses. The offender has an opportunity to perform skills acquired while incarcerated or on-the-job skills, earn money to pay for housing and food, and start saving for expenses upon release. Work release provides an employment pool for small businesses struggling to find workers to fill positions. In some cases, the offender is able to continue working for the employer upon release.





### Educational/Vocational Opportunities

The Department offers the offender population education and vocational training, consistent with available resources. The Department strongly encourages participation in literacy, academic (ABE/GED), and vocational-technical programs. All 13 state institutions provide literacy, academic (ABE/GED), and vocational-technical instruction to more than 4,000 state inmates each month, with a waiting list for education enrollment. Some of the widely available vocational programs include Automotive Technology, Carpentry, Culinary Arts, Horticulture and Welding. Nearly 2,700 offenders assigned to state prisons completed educational and vocational programs during fiscal year 2007/2008.

### Construction Skills through Union Partnership

In the aftermath of Hurricanes Katrina and Rita, the Department took advantage of a partnership opportunity with South Central Laborers Training and Apprenticeship Fund to teach releasing offenders basic construction skills to help in the rebuilding of Louisiana and to secure jobs upon reentry to the community. The seven-week program focuses on General Construction, Concrete, OSHA Certification, First Aid/CPR, Mold and Mildew Remediation, Asbestos Abatement and Hazardous Waste. Offenders assigned to Dixon Correctional Institute, Avoyelles Correctional Center and C. Paul Phelps Correctional Center participate in this program.

More than 220 offenders have successfully completed this construction skills program within the last two years.

### Portable Training Labs

The Department was awarded federal grant money (also in the aftermath of Katrina and Rita) for the purchase of three large, portable training labs to increase the number of offenders having access to vocational programming. These training labs are self-contained classrooms complete with equipment and supplies. The labs are located at J. Levy Dabadie Correctional Center (plumbing), Forcht-Wade Correctional Center (carpentry) and Steve Hoyle Rehabilitation Center (welding).

### YOG Programs

Youth Offender Grant (YOG) participants (ages 18 – 25), with a GED or high school diploma, pursue college classes and vocational trades in many areas including Barbering, Welding, Horticulture, Masonry, Carpentry and other demand industry trades in preparation for returning to the workforce. Some of the programs are National Center for Construction Education and Research (NCCER) certified and the remainder licensing or certification is offered. During the fiscal year (federal) ending September 2007, participants in the YOG Program completed 452 vocational training courses, with another 200 enrolled and working toward licenses/certification.

