

[Workforce Investment Act](#)

Our statewide [Resource Centers](#) have professional staff ready to help you explore training options. In each center there is a Resource Room where you'll find educational catalogues, information on the labor market, and technology such as internet access, computers, and fax machines to assist you in your work search.



In some cases, based on eligibility, DOL may be able to pay for your training through state and federally funded programs. (NOTE: The information below lists the programs available and will give you an idea if you may be eligible for services. However, an assessment must be conducted by a DOL staff person to determine your eligibility. Services are also dependent upon funding availability.)

Below is a list of available programs.

Labor Exchange Service available to the general public:

Find A Job - [Vermont JobLink](#)

Use our Job Bank to find job openings. Post your resume so employers can find you. We can also help you market your skills by contacting specific employers on your behalf.

Find Your Strengths and Talents - [Vocational Testing and Assessment](#)

We work with you to help you identify your skills and talents.

Make a Plan - [Career Guidance](#)

We sit down with you and together map out a strategy for your future.

[Labor Market Information](#)

Get info on occupations, industries, growth trends, wage rates, and much more.

[Learn Job Hunting Skills](#)

We regularly hold workshops on all aspects of the job search process, including how to write a winning resume, fill out job applications and how to interview successfully.

After making use of the Labor Exchange Services listed above, if you are unable to get a job and an assessment has been conducted by staff which indicates additional services might be appropriate, you may be eligible for the following services.

Workforce Investment Act/WIA

Adult and Dislocated Worker Services:

ELIGIBILITY FOR ADULT PROGRAMS: Age 18 and older. (Priority is given to those who are low income or public assistance recipients.)

ELIGIBILITY FOR DISLOCATED WORKER PROGRAMS:

You have been terminated or laid off from employment AND are eligible for or have exhausted unemployment compensation AND are unlikely to return to a previous industry or occupation, OR
You have been terminated or laid off due to a plant closure, OR

You were self-employed but are unemployed as a result of general economic conditions in the community, OR

You are a displaced homemaker.

SERVICES INCLUDE:

Training Options Available through the VT Department of Labor

The Vermont Department of Labor administers the Workforce Investment Act to prepare jobseekers for entry into the labor force as well as to offer job training opportunities to individuals who are in need of training in order to upgrade their skills and to find and retain productive employment. The Workforce Investment Act is also designed to assist employers in finding skilled workers to fill their job openings and remain competitive in today's global economy.

Training Options

On-The-Job Training

The Vermont Department of Labor's On-The-Job Training Program (OJT) helps resolve employer workforce needs. The OJT Program defrays some of the costs associated with hiring and training new employees while providing trainees with the most practical learning experience. The employer has access to a pool of available, job ready candidates. The VT Department of Labor will assist employers in developing a job description and training outline for the duration of the contract. The employer is reimbursed for costs associated with training new employees. The reimbursement can equal up to 50% of the employee's wages depending on the skill level of the position and the hourly starting wage. Additional classroom training may be available to complement the OJT. We work with area technical centers and educational institutions to provide the classroom training. As an OJT employer, you retain all customary employer rights as you are the employer. As a partner, the VT Department of Labor will work with an employer to follow the progress of the employee during the training period.

Occupational Skills Training

Occupational Skills training is designed to provide individuals with specific skills training needed to perform a specific job or group of jobs. Occupational Skills Training prepares individuals for occupations and careers which have been identified through labor market information as "careers in demand". This training is conducted in a classroom setting and the curriculum is designed to meet the technical needs of the workplace.

Work Experience

Work Experience is a short-term or part-time planned, structured learning experience that takes place in a public or private for profit or non-profit workplace for a limited period of time. Work Experience is for participants who need assistance in becoming accustomed to basic work requirements and self-management skills. It should promote the development of good work habits and basic work skills. Work Experience is available to youth and adult participants.

Youth Services

ELIGIBILITY:

The Workforce Investment Act (WIA) Youth program provides economically disadvantaged teenagers and young adults between the ages of 14 and 21 with year-round employment and training services.

Participants must be economically disadvantaged and must have at least one of the following barriers to employment in order to be eligible for services.

- Basic skills deficient
- School dropout
- Homeless, runaway or in foster care
- Pregnant or parenting
- Offender
- Requires additional assistance to complete educational program or secure and hold employment

Vocational Testing and Assessment

Find your strengths and talents. We work with you to help you identify your skills, talents and experience.

Career Guidance

Make a plan. We sit down with you and together map out a strategy for your future.

Youth Program Elements Consist of:

1. Tutoring, study skills training and instruction leading to the completion of secondary schooling including dropout prevention strategies.
2. Alternative Secondary school services.
3. Summer employment opportunities directly linked to academic and occupational learning.
4. Paid and unpaid work experiences including internships and job shadowing.
5. Occupational skill training.
6. Leadership development opportunities.
7. Supportive Services.
8. Adult mentoring for a duration of at least twelve months, that may occur during and after program participation.
9. Follow up services for not less than 12 months after the participant completes the program.
10. Comprehensive guidance and counseling, including drug and alcohol counseling and referral to counseling as appropriate to meet the needs of the participant.

Related Links

[WIOA Eligible Training Provider Application \[PDF\]](#)

[Learning Works/Resources for Adult Learners](#)

[OJT Brochure \[PDF\]](#)