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## LOCAL TRAINING INVESTMENT LIST POLICY #: 3012

Date of Current Revision: 8/26/2015

Effective Date: 5/17/2006

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### **PURPOSE:**

This policy sets the process by which the Southwest Washington Workforce Development Council (SWWDC) will maintain a list of occupations and skill sets that are in demand or decline in the Clark, Cowlitz, and Wahkiakum tri-county region.

### **BACKGROUND:**

The Washington State Workforce Education and Training Coordinating Board requires that local workforce development councils, in cooperation with the Employment Security Department (ESD) and its Labor Market and Performance Analysis (LMPA) division, identify and make available a list of occupations and skill sets for which the demand is increasing or declining in our local area. Once identified, these occupations comprise the Local Training Investment List. This list, which is to be updated at least annually, must be used in the process of approving or disapproving training requests and payment for the following:

- Office of Administrative Hearings
- Unemployment Insurance Funded Training Benefits
- Unemployment Insurance commissioner Approved for Training
- WorkFirst Funded Training
- Workforce Innovation and Opportunity Act Funded Training
- All other SWWDC funding sources

It should be noted that the SWWDC does not make decisions to approve or disapprove training and training benefits for programs not under its jurisdiction. Such decisions are the responsibility of the cognizant agency and not that of the SWWDC.

### **POLICY AND PROCEDURE:**

To fulfill this statutory requirement, the SWWDC will make available a "Local Training Investment List" that catalogs occupations and skill sets that are in high demand and those that are declining (balanced or not in demand). The approved [Local Training Investment list](#) will be posted on the SWWDC website, [www.swwdc.org](http://www.swwdc.org), and made available to WorkSource partnership staff and other interested parties. Any changes to the list will be posted as they are made.

One comprehensive list will be issued for all three counties within the SWWDC Workforce Development Area (WDA). The list must be used to approve trainings in all SWWDC funded grants, including but not limited to Individual Training Accounts and work-based learning opportunities such as On-the-Job Training, Work Experiences and internships.

## **Procedure**

The SWWDC Board has authorized WDC staff and/or a sub-committee of the board to conduct an annual review of the demand and decline list utilizing labor market information and supplemental data as warranted for the development and maintenance of the Local Training Investment List. Sources of this information include but are not limited to:

1. Annual Information obtained through the Labor Market Information Division of the Washington State Employment Security Department.
2. Analysis of occupational projections for the Portland, Oregon tri-county area.
3. Additional local economic analysis including but not limited to: number of jobs, future job growth/turnover, mean annual wage, retirement projections and other criteria identified by the SWWDC.

Whenever possible, validation of the final occupational determination will be sought utilizing input from Skill Panels and local Economic Develop Councils. When warranted, additional information or verification of demand will be obtained through Industry Advisory Groups, business organizations, employer surveys or additional analysis conducted by the SWWDC or a designated entity.

Utilizing the criteria above, the list of occupations will be divided into "in demand", "balanced" and "not in demand" categories. For the purpose of this policy, those classified as "all other" shall be defined as any occupation without a demand or decline designation. A provider must spend a minimum 70% of their training dollars on "in demand" occupations and no more than 30% on "balanced" or "not in demand" occupations. Prior to training dollars being spent on "not in demand" occupations; providers must submit a waiver request and receive prior approval according to the requirements specified in any of SWWDC training policies ([OJT](#), [WEX/Internship](#) or [ITA](#)).

Once the annual review has been completed and applicable changes made to the list, it will be submitted to the Southwest Washington Workforce Development Council for adoption.

## **Revisions to the List**

The SWWDC may make revisions when there is a documented major shift or change in the local labor market that will result in an occupational cluster being re-designated among the three categories. Major shifts usually occur with plant closures, an influx of a new industry, changes due to training capacity, or funding changes to federally funded businesses. In addition, the list may be revised to reflect "real time" demand information obtained from industry groups/skill panels, economic experts, new research or other credible sources.

## **DEFINITIONS:**

**In Demand Occupation:** occupations within an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) according to the State, regional, or local economy, that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for

advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy.

**Balanced Occupation:** occupations within an industry sector that **do not** currently have an impact on the State, regional, or local economy, furthermore the sector contains occupations that could lead to economic self-sufficiency and opportunities for advancement.

**Not In Demand Occupation:** occupations within an industry sector that are declining in the State, regional, or local economy, therefore are not eligible for training benefits.

**Work-Based Learning:** Training opportunities expose individuals to specific occupations within an industry and may include but are not limited to work experiences, internships, job shadows, company tours, or on-the-job training.

**Individual Training Accounts:** a training account set up for an individual who seeks training services and who is eligible for training services and may, in consultation with a career planner, select an eligible provider of training services from the eligible training provider list. Upon such selection, the one-stop operator shall, to the extent practicable, refer such individual to the eligible provider of training services, and arrange for payment for such services through an individual training account.

#### **RESOURCES:**

- SWWDC Policy #3004 Individual Training Account
- SWWDC Policy #3027 Work Experience/Internship
- SWWDC Policy #3017 On-the-Job Training
- WIOA Law

#### **SUPERSEDES:**

SWWDC Local Training Investment List #3012 Rev 1 Dated 2/1/2015