

DEFINITIONS
RFP Number LAB 20 001-LFC

Adult Learner - An individual who is 18 years or older and is enrolled in a post-secondary program.

Assessment – refers to a variety of methods or tools that are used to evaluate, measure, and documents academic readiness, learning progress, skills acquisition, interests, service needs, and fit for a program.

Citizenship or Eligible to Work - participation in programs and activities financially assisted in whole or part under DWDB / Delaware Department of Labor, Division of Employment and Training (DET) shall be open to citizens and nationals of the United States, lawfully admitted permanent resident immigrants, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.

Common Skill(s) - A skill or multiple skills that employers from various industries come together to agree that this common skill is used by workers within their industries. This is not industry specific, but instead used in various industries. For example, supervisory skills and information technology skills.

Community-Based Organization - means a private nonprofit organization (which may include a faith-based organization), that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce development.

Competency - means a skill or knowledge to be achieved by an individual in order to achieve a program credential.

Cost Reimbursement Contract – means an agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.

Delaware Job Link (DJL) – Delaware Job Link is the case management, data management, reporting system as well as job matching system for jobseekers and employers used by Delaware Department of Labor. It can be located at <https://joblink.delaware.gov>

Employability - The skills, attitudes, and personality traits needed to increase a job seeker's chances of being positively perceived by employers. Includes basic skills, such as reading comprehension and basic math skills; soft skills; technical skills; and workplace competencies needed to relate to and communicate with customers and coworkers.

Employment and Training Providers – These include secondary school work-based learning and/or cooperative education programs, postsecondary work-based learning and/or clinical/experiential learning programs and/or Programs who are supported through funding from the Department of Labor, Division of Employment and Training and/or the Delaware Workforce Development Board for any of the following:

1. State Summer Youth Employment Programs;
2. In School Youth Programs;
3. Out of School Youth Programs; or
4. Pre-Apprenticeship Programs

Enrollment - Enrollment is completed when documentation to support eligibility has been obtained and the individual has been approved in Delaware Joblink (DJL). Enrollments will be validated by a monthly query from DOL.

Implementation Phase (Phase II) – Phase II to implement the Learning for Careers Plan developed during the Planning Phase (Phase I). Phase II will be the work outlined in the plan and may be used to provide the paid work experiences for students.

Job Readiness Training – Training for the purpose of assisting and supporting jobseekers in overcoming individual barriers to employment and developing the skills required by industry necessary to maintain employment and to qualify for skills training opportunities. Job readiness training includes occupational skills development, GED preparation, literacy advancement, financial stability services, including financial coaching, credit counseling, transportation and childcare.

Job Shadowing - An experience that allows participants to follow an employee during a typical day or period of time in order to observe, reflect and ask questions while developing a better understanding of industry expectations.

Lead Provider – The entity designated by the Phase I Applicant Group to serve as the Fiscal Agent for the partnership for the purposes of the Phase I and II. The Lead Provider is the responsible entity for producing the end product (Learning for Careers Plan) and meeting the Phase I and Phase II requirements. It is expected that documentation of the planning process will be maintained by the Lead provider. A Lead provider can be anyone of the following:

- Employer/Industry Association
- Employer Chamber
- Employer Group
- State Agency acting on behalf of a group of employers
- Labor Union

An organization can serve on multiple Phase I Employer Groups but can only serve as the Lead provider on one submission. The Lead provider for Phase I award does not have to be the Lead provider for the Phase II award if awarded.

Learning for Careers Plan -The final work product produced as a result of Phase I awards funded with this RFP. This plan will describe how the employer members will support the creation or expansion of paid work experiences for youth and adult learners in Delaware. This plan will be used to request funds for Phase II. Appendix B of this RFP is the Learning for Careers Plan Template.

Local Education Agency (LEA) - is a commonly used synonym for a school district, an entity which operates local public primary and/or secondary schools in Delaware.

Nontraditional Employment - The term "nontraditional employment" refers to occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Phase I Applicant Group – The group of entities applying for Phase I funding. This group must include at least three employers who agree to participate in the Phase I planning process.

Post-secondary program – Occupationally focused training program provided by a:

- a. State of Delaware public institution or training center; or

- b. An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by title IV of that Act; or
- c. A private business or trade school approved by the Department of Education. If Provider is not an approved Private Business and Trade School by the Department of Education at the time of proposal submission, Provider must be approved prior to contract execution.

Pre-apprenticeship –A recognized program by the Delaware Department of Labor, other State Apprenticeship Agency recognized by USDOL, or USDOL that is a program or set of strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship program(s).

Provider - successful proposer and recipient of Phase I and/or Phase II funding.

Residency – participation in a program administered by the DOL shall be open to all residents of Delaware. Residency is determined at time of application. Exceptions to Delaware residency may be permissible if approved by DOL.

Soft Skills - Personality traits, aptitudes, and attitudes that direct how a person interacts and works with others on the job. Can include interpersonal communications, cultural awareness, appearance and ability to dress appropriately, time management, and manners. Does not refer to the technical skills (or hard skills) which are unique to each career. Also known as employability skills.

Supportive Services - services that enable the individual to participate in activities. They include but are not limited to transportation, child care, dependent care, housing, uniforms or other appropriate work attire and work-related tools and needs-related payments.

Target Industry – A group of employers closely linked by a common product or service, workforce skills, similar technologies, supply chains, or other economic ties.

Training – means a systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

Training Related Job – means a job in which a major vocational skill learned in training, as specified in the training plan or curriculum, is a predominant activity.

Tuition Based – means that payments to a vendor educational institution of tuition charges, entrance fees, and other usual and customary fees of an educational institution are not more than the educational institutions catalogue price, necessary to receive specific training, and are for training of participants.

Work Experience - A type of work-based learning that is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences must be paid except when the program provides occupational skills training that leads to employment in an occupation that meets all of the following:

1. A state issued license is required to work in the occupations.
2. That license requires clinical hours.
3. It is common practice that the clinical hours are not paid.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public

sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. While participating in paid Work Experience, all participants shall be paid as employees, and may not be classified as independent contractors that would necessitate the issuance of a form 1099. In implementing this Providers must either:

Opts to place participants on organization's payroll. Participants must be treated like all other employees, for example, having all required deductions, including FICA, UI taxes, etc., as well as be covered under your organization's worker's compensation policy during their work experience time; or

Opts to use a temporary staffing agency to employ participants during the work experience time. The following is the link to the state procured temporary service agencies

http://contracts.delaware.gov/contracts_detail.asp?i=3600. Provider must use one of these agencies.

For youth programs, Work experiences provide the participant with opportunities for career exploration and skill development. Work experience should be designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period of time. Work experiences must include academic and occupational education. They include experiences known as internships, clinical, and summer employment.

Work Readiness - Refers to the skills, aptitudes, and attitudes employers expect job seekers to have in preparation for the culture and demands of the workplace. Can be obtained through education or job training programs, employer-sponsored events, work-based learning, and other activities that increase transferable skills. Skills may be taught that focus on these work behaviors, not necessarily the occupational or technical skills. These skills will be integrated with occupational skills training.

Work-Based Learning - The primary purposes of work-based learning are to expose students to future options and provide opportunities for skill development and mastery over time. All work-based learning experiences involve interactions with employers/industry or community professionals. These learning experiences are intentionally designed to help students extend and deepen classroom work and to make progress toward learning outcomes that are difficult to achieve through classroom or standard project-based learning alone. The term "work-based" does not mean the experience must occur at a workplace or during the standard "work day."

Youth – An individual who is between the ages of 14 and 24.