

Definitions

Customized Training: Training that is designed to meet the specific requirements of an employer (or group of employers) and is conducted with a commitment by the employer(s) to retain an individual upon successful completion of the training.

Incumbent Workers: Individuals employed with a participating employer who need training to advance in their careers or retain their current positions.

Learning and Employment Records: Learning and Employment Records (LERs) are interoperable, digital, verifiable records that document an individual's skills, credentials, learning experiences, and work history, using open standards such as W3C Verifiable Credentials and credential transparency description language (CTDL).

Leveraged Resources: Monetary or in-kind resources committed by businesses, industry associations, labor organizations, community-based organizations, education and training providers, federal, state, and local government programs, or other sources to complement and support the grant funding and activities.

Newly Hired Workers: Individuals who have been hired by a participating employer within six months of beginning training.

On-the-Job Training (OJT): Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides some reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the OJT; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Participant: An employee working for a participating employer who is determined eligible to have their training paid for by the grant and who starts grant-funded training after the determination of eligibility.

Participating Employer: An employer that is determined eligible to receive reimbursements for the cost of employee training and commits to adhere to program requirements in exchange for receiving the reimbursement funds.

Supportive Services: Services provided to participants to address external barriers that prevent participation in, or successful completion of, education and training activities. Examples of such services include, but are not limited to, childcare, dependent care, transportation, mental health counseling, books, academic fees, supplies, parking, printing, tutoring, licensing exam fees, professional dues, housing, and needs-related payments that enable an individual to participate in education and training activities. Leveraged resources may be used to provide the actual supportive service (e.g., childcare), a voucher for the service (e.g., public transportation cards or tokens), or a stipend directly to the participant to pay for the service. ETA strongly encourages

grantees to leverage partnerships with their local workforce boards and other programs, such as WIOA or other programs where appropriate, to meet these needs.

Training Costs: Costs incurred by an eligible employer which are paid to or on behalf of eligible training participants for their education and training expenses. Examples include tuition, academic fees, books, course supplies or equipment, exam preparation courses, and other costs that directly support training activity. Costs for providing supportive services are not included in this TEGL’s definition of training costs.

Training and Education Services: Services that may include, but are not limited to, classroom occupational training, distance learning, technology-based learning, or simulation training. All these strategies can be combined to accelerate credential attainment or program completion. Accelerated and competency-based education strategies can rapidly train participants efficiently and effectively for employment. They can include competency-based programs that give participants credit for skills they have already developed and allow participants to move through coursework based on mastery of skills or online programs. Accelerated learning strategies may include, but are not limited to, the following:

- **Competency-based education and assessment:** An outcomes-oriented approach in which student mastery of learning outcomes is assessed and certified through observational methods, such as task performance, exams, demonstrations, or other direct measures of proficiency. Credentials are awarded based on the mastery of specific competencies as demonstrated through performance-based assessments.
- **Credit for prior learning and prior learning assessments:** Often used interchangeably, these terms refer to a process for evaluating skills and knowledge acquired from prior coursework or outside the classroom (e.g., in the workplace) for the purpose of recognizing mastery against a given set of standards, competencies, or learning outcomes
- **Integrated education and career-focused training programs that offer accelerated and contextualized education:** Instruction that embeds traditional academic content (e.g., reading, writing, mathematics) within technical coursework that is meaningful to students’ daily lives and/or interests. This model often occurs in tandem with co-requisite or concurrent models of instruction, which involve simultaneous enrollment of students in remedial coursework and college-level coursework.
- **Stacked and latticed credentials:** Credentials that can be earned in sequence and build upon previously learned content as individuals progress along a career pathway or up a career ladder. They allow individuals the ability to build a portfolio of credentials as they transition from learning to work or to different and potentially higher-paying jobs.

Training Program: A defined set of instructional activities, including training and educational services and/or work-based learning, that results in the acquisition of skills, experience, or credentials when all activities are completed.

Work-Based Learning: Training activity that includes sustained interactions with industry or community professionals in real workplace settings or simulated environments. These interactions are designed to provide in-depth, firsthand engagement with the tasks required in a given career field and are aligned with educational curriculum and instruction. Work-based

learning aims to bridge the gap between training and employment by ensuring that the skills and knowledge gained through training are directly applicable to the workplace.