



# WASHINGTON REPORT

Prepared by *Education-Training Market Report*

JOBS '70 ELEMENTS: Labor Department has developed internal handbook for JOBS '70 program (MA-6). Dated 21 October 1969, handbook Revision #1 has already been completed. As revised, handbook contains introductory overview of program; section on program implementation; section on contract management; section on JOBS program contracts; section on proposal development, evaluation and negotiation; and section on post-award contract considerations. While document is internal, it contains information of real value to JOBS contractors and JOBS supportive services subcontractors. Public document, Introducing JOBS '70 (ETMR 12/5/69), is less complete.

Section V of internal document, Proposal Development, Evaluation and Negotiation, is of greatest significance to education-training firms seeking supportive services subcontracts for basic education, orientation, motivational development and provision of other essential program components.

Section describes how MA-6 program elements are "costed." It notes, for example, that on-the-job training (OJT) includes "vestibule training" which results in no production of goods or services. It stresses that OJT is mandatory in all JOBS '70 programs, and that minimum training length for low skilled jobs is 320 hours while maximum length of training for higher skills is 1,510 hours.

Document stresses:

"Payment to the employer for OJT costs for the individual being trained is based on one-half the starting hourly wage rate times the number of hours of OJT for that occupation. This payment is anticipated to cover the costs of on-the-job instruction, non-productive time, extra wastage, added wear and tear of equipment, and the additional supervisory effort."

Orientation is considered "desirable" feature, and may be provided under subcontract. Orientation may not exceed 40 hours and may not be provided at a cost greater than \$2 per hour per trainee.

Job-related education (basic education) is a "highly desirable feature" of JOBS contracts training programs for disadvantaged individuals.

"This may include basic or remedial reading, writing, arithmetic, and communications skills required for performance on-the-job. It is expected that training provided in this component will enable the trainee to perform at a comparable level of performance as those persons already employed by the contractor in the same occupations..."

Job related education (JRE) is of particular interest to firms and institutions in education-training marketplace. This component offers expanding opportunity, since JOBS program looks toward hiring and training of 230,000 disadvantaged persons by next June, and placement on jobs of 614,000 by June of 1971.

Under program, JRE, whether provided by employer-contractor or subcontractor, cannot exceed 160 hours per employe. Actual instructional costs per employe cannot exceed \$2 per hour. Non-instructional costs, chiefly wages for non-productive time, also may not exceed an additional \$2 per hour.

In addition to OJT, JRE and orientation, subcontractors may also provide special counseling, transportation assistance, aid in provision of short-term child care and arrange for medical and dental care under stipulated terms.

Education-training firms or other organizations may also be called upon to provide attitudinal training for supervisors and regular employes who may work with disadvantaged persons employed under JOBS '70 contracts. Such training must not exceed \$25 per individual enrolled for purposes of supervisory and human relations training.

Similar details for upgrading programs for already-employed disadvantaged persons are also spelled out in Labor Department handbook. Instructions included provide for evaluation of proposed JOBS '70 contracts by Labor Department contract officer.

Smaller employers may be included in JOBS programs through creation of consortiums for training purposes. Consortiums are considered desirable to reduce administrative costs. Where they are formed, legal steps are required so that all involved may be covered by single Labor Department contract.

Several larger firms, hospitals and other private and quasi-public organizations are indicating new interest in JOBS '70 programs. Airlines, among others, are seeking to employ disadvantaged under Department of Labor contracts, and are subcontracting most or all supportive services.

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