

Procedure 5.14.1 - On-the-Job Training

Process Overview

This procedure describes the On-the-Job Training Program (OJT) and the associated authorization levels.

Process Details

1. The On-the-Job Training (OJT) program may be utilized in two ways:
 - a. as a short term interim program designed to provide workers with some experience prior to re-entering the workforce or while waiting for a scheduled training program to begin; or
 - b. as a formal training program for workers to obtain marketable skills and experience, relevant to the RTW Plan, enabling the worker to return to work.

Note: The OJT program is not permitted for use with the pre-accident employer. If alternate training is provided with the pre-accident employer, refer to [Procedure 5.14.2](#) - Accident Employer Training.

2. All programs must be thoroughly investigated by both the worker and the Case Manager, taking into consideration the following factors:
 - o the aptitudes and skills of the worker,
 - o the physical requirements of the job,
 - o the stability of the employer,
 - o the proposed training program, and
 - o the likelihood of employment.
3. All OJT programs must consist of potential occupations that are suitable and reasonably available. The Case Manager must obtain all labour market information related to the training opportunity.
4. It is important to ensure the viability of a potential OJT employer prior to approving or implementing the program. However, there are circumstances where a formal confirmation of an employer's financial stability may be waived:
 - i. the employer is an established major/large company (e.g., Canadian Tire, Wal-Mart, Aliant, etc.); **or**
 - ii. the employer is a public company (e.g., the Provincial Government, etc.); **and**
 - iii. there are no expenditures for equipment for the program; **and**
 - iv. the Case Manager has made a reasoned conclusion that there is minimal risk to the worker and to the WCB.
5. When a formal check is not initiated, the Case Manager documents the reasons on a Form 51.

6. An occupational assessment may be implemented for a period of time – to a maximum of 4 weeks - and used as a work trial to determine if a suitable employment/training match has been established.
7. Prior to the commencement of the program, the Case Manager, worker and employer complete an OJT agreement (see [Appendix 1](#)). The Case Manager also forwards the VR Formal Training Expectation Letter to the worker (see [Appendix 2](#)).
8. The employer must be willing to train the worker in the employer's particular field, although the employer is not obligated to offer future employment or cover the training costs.

Note: VR Benefits will continue for the duration of the program.

9. The worker is responsible for maximizing the training opportunity and following the requirements of the OJT agreement. The worker is also expected to follow the rules and regulations of the workplace during the training period, and notify their Case Manager should any problems arise.
10. The employer must submit monthly progress reports (see [Appendix 3](#)). In addition, the Case Manager must maintain regular contact with this employer at the onset, during mid-point and near the completion of OJT.
11. The maximum duration for an OJT program is 24 weeks, with the exact time frames individually negotiated at the time of program development.

In extenuating circumstances, and only with the approval of the Case Manager's Manager, programs may be extended beyond 24 weeks.

12. Should an injury or re-injury occur while the worker is participating in a training program, refer to [Procedure 5.15.7](#) - Liability for Injury and Re-injury/Recurrence/Re-injury.