

On-the-Job Training Agreement

When a worker requires skills to obtain suitable employment, WorkplaceNL may sponsor a period of On-the-Job Training (OJT). The duration of the OJT will vary depending on the training required, the type of injury and the nature of the worker's transferable skills.

Responsibilities of the employer

The OJT employer must provide a written outline of the skills the worker will obtain during the training, as well as the cost, conditions and duration the OJT program.

Employers are also expected to provide monthly progress reports to the Case Manager which outlines the worker's progress and attendance during the program.

Responsibilities of the worker

The worker must communicate with the OJT Coordinator, and cooperate in the development of the plan. They must be motivated to actively pursue the goals of the plan and report any circumstances that may impact their ability to participate.

Scheduling

The specific details of the worker's schedule will depend on the worker and employer's needs for scheduling and availability.

Costs and coverage

WorkplaceNL will continue to pay the worker's full benefits during the OJT program. As a result, there will be no cost to the employer during this program. Second Injury Relief will be given if a new work injury or a recurrence of a previous work injury occurs while a worker is attending or participating in an OJT program. Thus, an employer is not charged when a worker is injured while participating in this program (see policy ES-11). Second Injury Relief would not apply if the worker is injured while performing work duties assigned by the employer outside the established OJT program.

Duration

The duration of OJT programs vary based on the individual circumstances of each worker and the type of training involved. The duration of OJT will not exceed 26 weeks. The exact details of the program will be outlined and agreed to by all parties prior to the OJT commencing.