# Minnesota Dual Training Grant Application Document A **Dual-Training Program Outline**

Applicant Name (Employer or Organization):

Total Grant Request Amount:

Total Number of Dual Trainees:

## Introductory paragraph about the applicant:

**Duplicate Below Section for EACH Occupation**

[Industry]: [Occupation]

* [Training Provider]
* [Title of Degree, Certificate, or Credential]
* [Online Link to Degree, Certificate, or Credential]
* [Training Provider]
* [Title of Degree, Certificate, or Credential]
* [Online Link to Degree, Certificate, or Credential]

## Criterion 1: Describe how related instruction supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies (20/50 Points).

Directions (delete before submitting): Review the corresponding occupational competency model pyramid <http://www.dli.mn.gov/pipeline>. Provide an overview of the competencies in which you expect your current or new employees to become proficient through related instruction. The Industry-Sector Technical and Industry-Wide Technical sections of the pyramid typically list these competencies.

## Criterion 1 (cont.): Describe how on-the-job training supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies (20/50 Points).

Directions (delete before submitting): Review the corresponding occupational competency model pyramid <http://www.dli.mn.gov/pipeline>. Provide an overview of the competencies in which you expect your current or new employees to become proficient through on-the-job training. The Occupation-Specific section of the pyramid typically list these competencies.

Provide a sample of the on-the-job training plan.

Directions (delete before submitting): Include a table, chart, or graph to illustrate the on-the-job training plan (consider using the below format).Must include at least one of the five common types of effective on-the-job training (<http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>).

### EXAMPLE

| **Occupation** | **Mode** | **Competencies** | **Est. Number of Hours** |
| --- | --- | --- | --- |
| Agriculture Equipment Mechanic | Job Shadowing | 1. Maintenance, Installation, Repair  2. Quality Assurance and Continuous Improvement | 250 Hours |
| Agriculture Equipment Mechanic | Assignment-Based Project Evaluation | 1. Steering, Brakes and Body Suspension  2. Electrical fuel radiator cooling  3. Hydraulic Lifts and Hoists | 100 Hours |
| Agriculture Equipment Mechanic | Cohort-Based Training | 1. Manuals, Blueprints and Schematics | 40 Hours |

## Criterion 1 (cont.): Describe how the related instruction correlates with on-the-job training (10/50 Points).

Directions (delete before submitting): How will dual trainees bring what they learn in the classroom to their work location? How will on-the-job training tasks further understanding of related instruction?

## Criterion 2: Summarize the ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests (10 Points).

*Directions (delete before submitting): Provide specific examples like policies, strategy models, or events that focus on the recruitment, training, and retention of these dual trainees.*

## Criterion 3: Summarize efforts to recruit, train, and retain dual trainees who are of diverse populations and populations experiencing inequities and/or disparities. Diverse populations may include racial and ethnic communities, including American Indians; LGBTQI communities, disability status, veterans, and geographic diversity within and across Minnesota (10 Points).

*Directions (delete before submitting): Provide specific examples like policies, strategy models, or events that focus on the recruitment, training, and retention of these dual trainees.*

## Criterion 4: In addition to the grant, outline resources that will minimize direct costs of related instruction (tuition, fees, required books, and required materials) for dual trainees (10 Points):

Directions (delete before submitting): Will the grant cover all costs for the dual trainee? Will the employer contribute to costs? Is the program eligible for federal or state financial aid? What is the rationale for dual trainee assuming responsibility for some cost?

## Criterion 5: List and explain the additional employment opportunities (internal and external) dual trainees will have as a result of dual training (10 Points):

Directions (delete before submitting): Be sure to address internal and external opportunities. Does the dual trainee now have access to a career pathway? How has this program enhanced the dual trainee’s marketability, portfolio, or resume?

## Criterion 6: Outline projected compensations dual trainees will have as a result of dual training (10 Points):

Directions (delete before submitting): Discuss wage incentives that are a result of the dual-training program. Consider including a wage scale. In addition, mention general wage information based upon the progression of the career pathway. Focus on wage but also consider title, position, work shift, and other benefits as means of compensation.

## Closing remarks.