

Sample On-the-Job Training Plan for Letter of Intent

Advanced Manufacturing: Welder

Description of Minnesota Dual-Training Pipeline competencies associated with on-the-job training.

On-the-Job-Training will be conducted for welders over the course of the entire dual-training initiative and be done utilizing a mixed method approach to achieve optimal training success.

First, all employees/ trainees will be assigned a mentor to act as a guide throughout the entire training process. The mentor will help the employee through on-the-job-training projects by teaching the core competencies of Gas Metal Arc (GMAW)/ Pulsed Gas Metal Arc Welding (GMAW-P), metal finishing, welding inspection, metallurgy, plasma arc cutting, and Gas Tungsten Arc Welding (GTAW)/GTAW-P skills. These competencies will first be taught by the employee/ trainee doing job shadowing of experienced welders to see how these competencies are performed. Next, employees/ trainees will learn these skills through assignment-based projects; they will receive feedback on the work done in this environment. Finally, employees/trainees will work on actual products that will be ready to be sold.

The assignment-based project evaluation will be led by either the mentor, employee supervisor or a combination of both and will focus on GMAW/GMAW-P, plasma arc cutting, metal finishing and GTAW/GTAW-P competencies.

Illustrate anticipated on-the-job training setup through a table, chart, or graph

Dual Trainee and Occupation	Mode of On-the-Job-Training	Specific Competencies (As detailed in pyramid)	Estimated Number of Hours for Completion
Trainees A, B, C & D Welder	Assignment-based project evaluation	<ol style="list-style-type: none"> 1. GMAW/GMAW-P 2. Plasma arc cutting 3. Metal finishing 4. GTAW/GTAW-P 	150 hours over the course of the year of dual training
Trainees A, B, C & D Welder	Mentoring	<ol style="list-style-type: none"> 1. GMAW/ GMAW-P 2. Plasma arc cutting 3. Metal finishing 4. GTAW/ GTAW-P 5. Welding inspection 	100 hours over the course of the year of dual training
Trainees A, B, C & D Welder	Job shadowing	<ol style="list-style-type: none"> 1. Welding inspection 2. GMAW/GMAW-P 3. Metal finishing 4. GTAW/GTAW-P 5. Plasma arc cutting 	75 hours over the course of the year of dual training

*****IMPORTANT NOTE ABOUT APPLICATIONS*****

The five most common types of effective On-the-Job-Training (OJT) are: Job Shadowing, Mentorship, Cohort-Based Training, Assignment-Based Project Evaluation and Discussion-Based Training.

A grant application does not have to include all five approaches, but should note at least one of them. To read more about these OJT methods, view the following link of [OJT Methods](#)¹.

¹ <http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>