

Employment Training Panel (ETP)

The Santa Barbara County Workforce Investment Board is sponsoring a very low-cost training program for existing employees. The Employment Training Panel, a state agency that allocates special employer-paid taxes for training, *funds most, if not all of the program costs*. The program subsidizes employment-related training to make businesses more productive and better able to continue to employ Santa Barbara county residents.

The primary target of the program is manufacturing and selected service businesses.

- Companies of all sizes are eligible
- Areas with concentrations of manufacturing sites Goleta, Santa Maria, Carpinteria
- Employees trained must earn about \$15 an hour to qualify
- May require 18-20 students; may be in combination with other companies

The Workforce Investment Board has partnered with Quest Consulting and Training, a full-service learning solutions company that delivers state-of-the art workshops customized to individual employers. Quest consultants draw on experience as line managers, HR consultants, and learning experts, to understand the culture and environment of clients and link the training to the organization's strategic objectives. The training is highly interactive and engaging.

Training topics eligible for reimbursement include:

- Business Skills (Project Management, Presentation Skills, etc.)
- Communication Skills
- Computer Skills
- Continuous Improvement
- Supervisory and Management Skills
- Manufacturing Skills
- Literacy Skills

Training usually takes place at the company site, and a minimum of 24 hours of training per person is required. If interested please contact Dennis Leidall, Business Liaison Officer, Workforce Investment Board at (805) 681.4358.

The Workforce Investment Board will try to accommodate as many companies and training needs as possible, but like all government programs, there are limits and rules that we must follow.

Employment Training Panel (ETP) Frequently Asked Questions :

1. Who funds ETP?

ETP can only fund training for employers that are subject to paying the Employment Training Tax. The entire ETP Program is supported by this tax.

2. When can I begin training workers?

After you submit an application for training funds, the application will be developed into a training agreement for Panel approval. You can begin training as soon as your training agreement is approved by the Panel. Generally, this entire process takes two months. For more information on the contracting process please review Getting Started

3. Can a training agreement be revised after training has started?

Yes. If circumstances arise which affect the delivery of training, ETP staff will work with you to revise your training agreement as necessary.

4. What if the workers to be trained are covered under a union agreement?

The union will need to write a letter stating they support the proposed training.

5. What is the minimum wage employers are required to pay workers after completing training and an employment retention period?

The ETP Minimum wage requirements vary depending on the calendar year, county of employment, and the type of worker (retrainee or new-hire). Health benefits can be added to a workers base wage to meet the minimum wage requirement.

6. How are training reimbursement costs determined?

The Panel uses a fixed-fee training rate to calculate reimbursement for training costs. The fixed-fee rate is intended to cover a portion of training and administrative costs incurred by a contractor. For more information on the fixed-fee rates, please review Fixed-Fee Rates.

7. How will my company be reimbursed for training costs?

ETP training agreements are performance-based. A company earns funds after a trainee completes training an employment retention period of at least 90 days (trainees must be employed at least 35 hours per week?). To offset training costs, your company may receive "progress payments" as a trainee progresses through training – in lieu of receiving full reimbursement after training/retention. Benchmarks and amounts of progress payments are stipulated in the training agreement.

8. How can my company earn the total amount of funds specified in the training agreement?

Your company may earn all training funds specified for the agreement if it delivers all the training and retains the trainees at the required wage for the entire retention period. ETP has found training projects have greater success if a company is committed to training and provides its own training and contract administration.

9. What is the paperwork requirement for ETP training projects?

Contractors must document the benefit received from Panel funds. Your company will need to document the training received by trainees and retain those training records for ETP review.

10. What type of assistance can I expect from ETP staff?

The goal of ETP is to make your contracting experience as simple and successful as possible. ETP staff is available to assist you throughout the contracting process. We will provide you technical assistance to complete your application for funding, develop your training agreement, and monitor your agreement through its term. For additional information, please contact an ETP regional office closest to you.