

# Workforce Training

## Customized Training Cash

Customized workforce training is designed to meet a specific business need. It includes curriculum and material development as well as instruction. Funding is available through project agreements with the Community Colleges for Workforce Enhancement Training Fund administered by the Mississippi Community College Board. Appropriate financial documentation is required.

- **Industry-Based Training** – A business may be reimbursed for up to \$35 per hour of training conducted by the industry for the industry when the college does not provide the training.
- **Vendor Training** – A business may be reimbursed for on-site vendor training costs at one-half of the daily cost, not to exceed \$500 per day, with a 10-day limit per training area. Off-site vendor train-the-trainer costs may be reimbursed at a maximum of \$500 per person for training registration. Such reimbursement may apply to no more than two (2) individuals to attend the same training area. Travel costs comply with project rules and limits. A business may be reimbursed for up to \$20,000 per fiscal year for allowable, approved travel costs.
- **Train-the-Trainer** – A business may be reimbursed for limited travel costs associated with training employees in a discipline not currently available through the local community college. Such reimbursement may apply to no more than two (2) individuals to attend the same training in a non-production area and no more than four (4) individuals per production training area. Travel costs comply with project rules and limits. A business may be reimbursed from \$10,000 to \$15,000 per fiscal year for allowable, approved costs for domestic and international travel, respectively.

## On-The-Job Training Cash

Mississippi's Workforce Investment Network (WIN) Job Centers can help offset training costs for new employees through the WIN On-the-Job Training (OJT) activity. Businesses may be reimbursed for up to half of a new employee's wages while the employee learns the job, on the job.

## OJT Participant Criteria

New employees covered by an OJT agreement must be unemployed or underemployed as determined by the WIN Job Center.

## Training Rules

- Reimbursement depends on the wages paid to new employees and the length of training.
- The length of training is negotiated based on the skills necessary to perform the job(s) and the new employees' existing skills.
- Limited to no more than 50% of the total workforce or new hires.

- The maximum length of training is limited to no more than six months or 1040 hours.
- Businesses that relocate and lay off workers at another location may not receive an OJT for 120 days after relocating.
- Other OJT rules and record keeping requirements can be obtained from the WIN Job Center.

The community college and/or WIN Job Center will work with the company to develop and negotiate a training and service plan and funding agreement.

## Applicant/Employee Assessment

Community colleges can assist a business through their performance appraisal processes. An array of assessment tools can be used for a quick, confidential evaluation of an applicant's work-related and/or academic skills. Work skills aptitude assessments include verbal, numerical, and spatial aptitudes, nonverbal reasoning, form perception, clerical perception, and color discrimination. Assessments may also include performance surveys designed to project employee work ethics, reliability and motivational components. A [Mississippi Career Readiness Certificate \(CRC\)](#) is a credential based upon the WorkKeys® assessments that substantiate to employers that an individual possesses the basic workplace skills required for 21st century jobs.

## Pre-Employment Training

Pre-employment training matches candidates with specific jobs. Candidates must successfully complete a specific training curriculum developed by the business and college training professionals. The curriculum may include work ethics, appropriate dress, work expectations, and technical skill requirements. Candidates who do not meet training requirements, such as those who receive low scores on attendance and cooperation, may be identified prior to interviews and hiring.

## Wayne County Campus of Jones Junior College



- Offers dual credit and dual enrollment classes allowing students to receive High School and College credits simultaneously
- LEED Certified Building
- Features an LPN Lab for a Certified Nursing Assistant Program
- Offers Psychology, English Comp II, Western Civilization II, and College Algebra classes
- Averages 125 students per semester
- Offers Mig, Stik, and Tig Workforce Welding Classes
- Features a customizable, plug and play workforce training area where industrial equipment may be placed into service on which to train employees

## Wayne County Career & Technical Education Center

The **Wayne County Career & Technical Education Center**, part of the Wayne County School District, offers the following programs for High School students to receive hands on training:

- Agricultural & Environmental Science and Technology
  - This program introduces students to new technologies and instructional areas leading to careers in related industries. Students are offered specialized courses to meet their interests and the occupations offered in the local area. Workplace skills are provided along with an exposure to technology, production, environmental stewardship, agricultural literacy, and leadership. The program consists of Ag. Science (9th), Ag. Animals, Ag. Plants, and Ag. Mechanics. Students are active in FFA for competition and scholarships.
- Construction/Carpentry
  - This program introduces students to the fundamentals of construction safety tools, construction math, blue prints and basic carpentry, electrical, masonry, and plumbing skills. The second year course focuses on carpentry consisting of the in-depth study of foundations; wall, ceiling, and room framing; windows and doors; and stair layout. Students learn the program objectives through classroom and hands on practical experiences. Students can complete the Contren Level I Certification through NCCER to become certified. Skills USA is the student leadership organization for competition.
- Culinary Arts
  - This program includes classroom and hands-on experiences that will prepare students for employment or continuing education in the foodservice industry. It incorporates the National Restaurant Association (NRA)

ProStart learning objectives. Students learn food safety, intro to the hospitality industry, and food preparation techniques including breakfast foods, sandwiches, salads, garnishes, vegetables, baked goods, meats, and sauces. Student completers can take the NRA exam to become nationally certified. Students may join the FCCLA for competition and scholarships.

- Diesel Service Technician

- This program is designed for students who wish to diagnose and repair the systems and components related to diesel engines. Students learn the techniques and tools used in servicing diesel engine components, electrical and electronic systems, and hydraulics through classroom objectives and hands on practical experiences. The Diesel Service Technician pathway incorporates the National Automotive Technicians Education Foundation (NATEF) learning objectives. Students are working toward the NATEF certification by completing the two year program. Skills USA is the organization for competition and scholarships.

- Forestry

- Forestry I includes leadership activities, tree growth and stand development, dendrology, forest surveying and mapping, legal land descriptions, log measurements, and introduction to timber cruising. Forestry II focuses on identifying forest products, employability skills, forest management, advanced timber cruising, marketing, harvesting, reforestation, forest fire management, forest insects and diseases. Completers may become employed at the entry level or pursue careers in forestry, agriculture, agribusiness, or natural resources. FFA is the student organization.

- Health Sciences

- Year one introduces students to careers available in the health field, basic anatomy and physiology, and basic patient care skills. Year two exposes students to advanced skills in the various health occupations and the basic health-care sciences. Students participate in shadowing experiences at health-care facilities. They will be trained to work as entry-level assistants in various health occupations and will be certified in CPR at the health-care provider level. Upon completion of the second course, students are eligible to take the CNA licensure exam. HOSA is the student organization for competition and scholarships.

- Heavy Equipment Operations

- This program focuses on the NCCER curriculum. Students will learn basic safety and heavy equipment safety, construction math, hand tools, power tools, identification and operational techniques of heavy equipment. This curriculum prepares students for a variety of occupations at the entry level. Students get hands-on training with heavy equipment and learn employability skills in preparation for high-skill and high-wage job opportunities. Skills USA is the student organization for competition.

- Information Technology

- IT provides an introduction to computer hardware and operation systems; data communications; computer assembly, configuration, and diagnostics; and an introduction to computer programming. IT II students develop advanced networking skills, web design skills, and employability skills. Skills USA is the student organization.

- Law and Public Safety

- This course focuses on the history of law and legal systems in the United States. Students will learn personal health and safety in the workplace, study how jails and prisons function, learn fire protection and emergency management, and careers in the military. Students will be introduced to a variety of occupations: correctional officers, fire fighters, EMTs, court reporters, and military careers. This is a two-year program for 10th through 12th graders. Skills USA is the student organization.

- Teacher Academy

- This course is designed to attract students to the field of education, to provide information and field experiences relevant to pursuing a degree in education, and to prepare students for the rigors of a career in education so they will remain long-term educators. Students will have classroom and hands-on experiences that will prepare them for employment or continuing education in the teaching field. FEA is the student organization.

- Welding

- Welding Technology prepares students for entry level employment in the field of welding and fabrication. First year instruction includes safety, basic math, occupational orientation, hand and power tools, blueprints,

Oxy/Fuel operations, and shield metal arc welding. Second year instruction includes different arc welding and cutting principles and practices, along with employability skills. Students can become NCCER certified upon successful completion of the course. Skills USA is the student organization for competition. Students fabricate trailers and other metal products from scratch as part of the training.

- Family & Consumer Sciences
  - This program involves five different nine week courses. Child Development, Family Dynamics, Contemporary Health, Nutrition and Wellness, and Resource Management are available for all students and earn 1/2 credit per course.
- STEM
  - Science, technology, engineering, and mathematics program for ninth graders. Students study technology literacy, the design process, emerging technologies, power and energy, computer-aided design, robotics simulation, financial and economic literacy, and workplace skills for the 21st century.

## **Jones Junior College**

- Offers the following Technical Programs:
  - Automotive Technology
  - Business Management
  - Civil Engineering Technology
  - Commercial Truck Driving
  - Commercial and Residential Maintenance
  - Computer Networking
  - Cosmetology
  - Culinary Arts
  - Drafting and Design Technology
  - Early Childhood Education Technology
  - Electrical Technology
  - Emergency Medical Technology
  - Forestry Technology
  - Health-Care Data Technology
  - Heating and Air Conditioning
  - Horticulture Technology
  - Industrial Electronics Technology/Instrumentation
  - Information Systems Technology
  - Long-term Health Care Assistant
  - Office Systems Technology
  - Paralegal Technology
  - Practical Nursing
  - Precision Manufacturing and Machine Technology
  - Radiography
  - Ultrasound
  - Web and Programming
  - Welding

[Click here to view these programs.](#)

