

Collaboration Pays

San Jacinto College

Continuing & Professional Development

CORPORATE TRAINING SOLUTIONS

OUR METHODOLOGY

Campus

- Contact is made with client
- Onsite appointment is set

Onsite

- Consult with decision makers
- Determine the state of the business

Onsite

- Gather short term and long term goals
- Gather departments' objectives to meet goals

OUR METHODOLOGY



Onsite

- Gather client's needs, requirements, desires and constraints



Campus

- Strategize with entire team to formulate a total solution

OUR METHODOLOGY

Campus

- A Review of client's Job Descriptions

O/C

- Process Reviews

O/C

- Identification of Performance and Knowledge Requirements

OUR METHODOLOGY



- **Skills Assessments**
- **Skills Gap Analysis**
- **Course Development**

OUR METHODOLOGY



- Curriculum Development



- Customized Contract Training



- OTS Contract Training

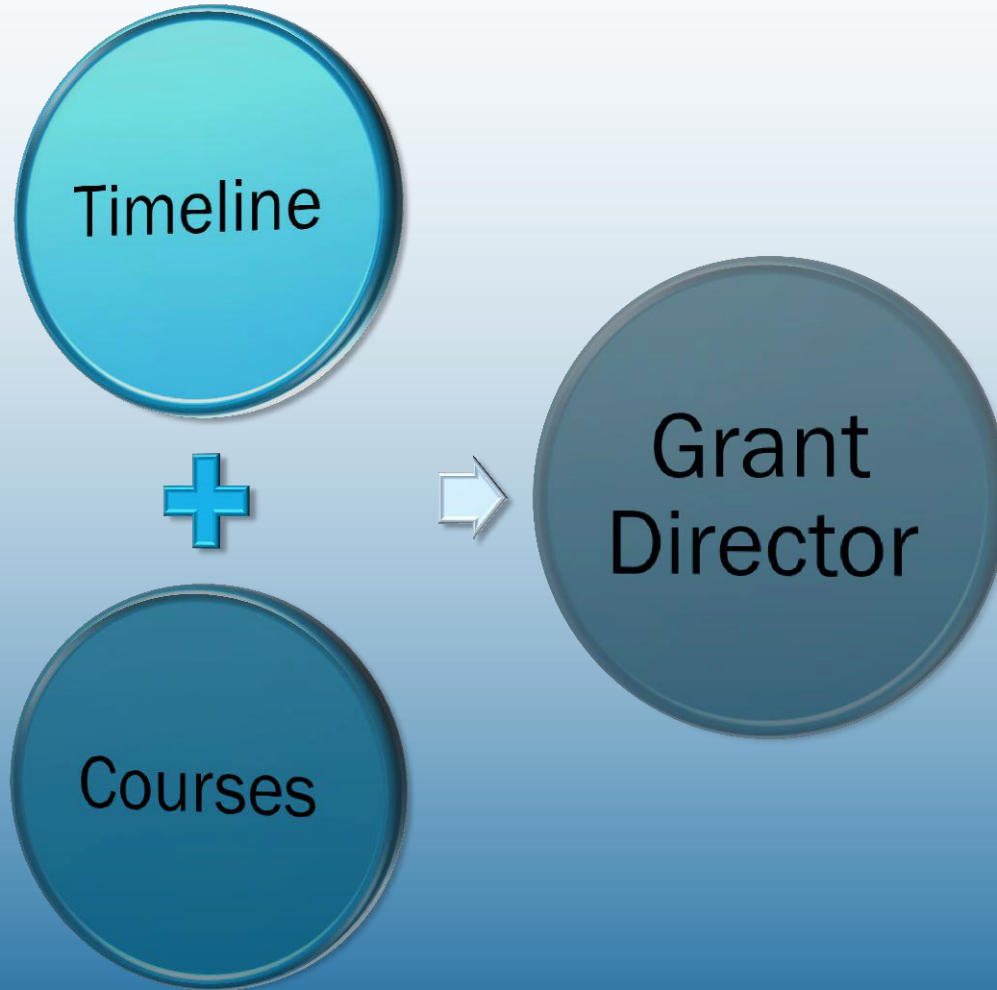
OUR METHODOLOGY

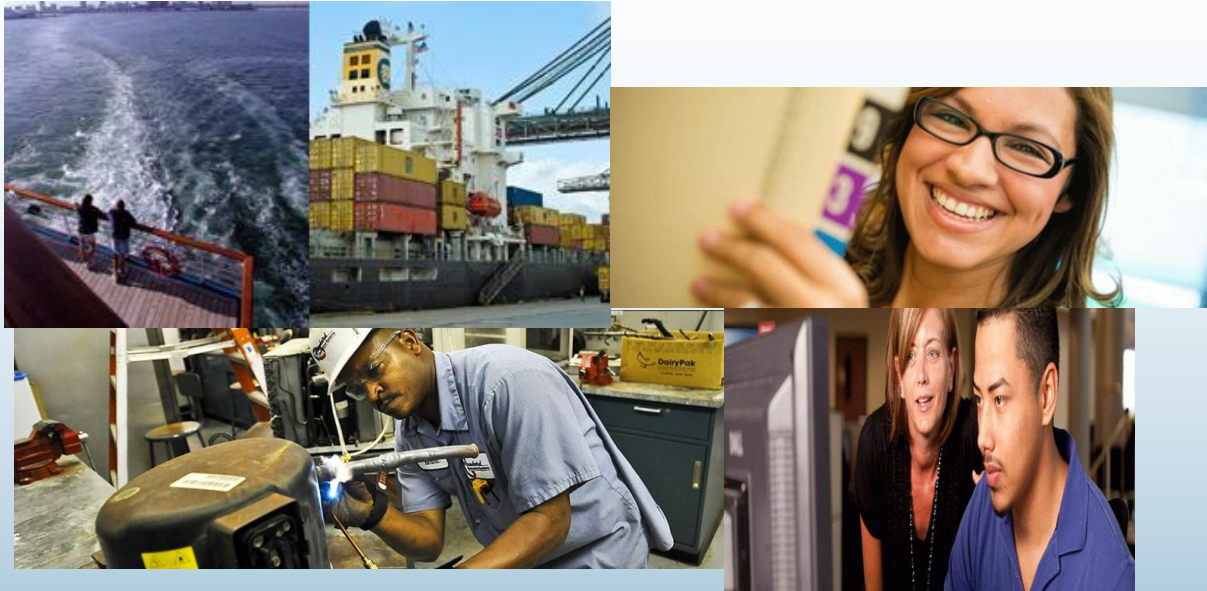


- **Hybrid Contract Training**
- **Open Enrollment Training**
- **Grant Training**

OUR METHODOLOGY

If grant training is part of the solution:





Continuing and Professional Development

TWC SDF Proposal Development

PROPOSAL DEVELOPMENT

- ✓ Training Needs Assessment
- ✓ Create development and submission timeline
- ✓ Complete and Submit Private Partner Information Form
- ✓ RID Check – TWC eligibility
- ✓ Finalize training numbers, Courses and PPIF Form
- ✓ Review and sign Memorandum Of Understanding
- ✓ College completes and submits Proposal

TWC REGULATORY INTEGRITY DIVISION ELIGIBILITY CHECK

TWC Tax Account: Checks outstanding balances, reports, and for correctly reporting employees; number of employees reported each quarter on tax report.

Secretary of State: Ensures proper registration to conduct business in Texas, and if appropriate, verifies correct entity name, etc.
Reviews Franchise Tax if appropriate for the type of business.

Labor Law Unit: Reviews for any wage claims that have been filed, determinations and any outstanding balances.

Comptroller: Ensures that the employer does not have any holds placed on it by other state agencies and ensures there are no other outstanding delinquencies with other agencies.

Courts: Checks if the employer has a history of civil suits filed by employees for various civil rights, FLSA, ADA, etc.

Internet Review: Ensures that the employer has no negative issues that could potentially disqualify them such as negative EPA reports, federal lawsuits filed by Justice Department, etc.

WITH SJCD ASSISTANCE, COMPLETE THE PRIVATE PARTNER INFORMATION FORM (PPIF)

Company
Information

PRIVATE PARTNER INFORMATION	
Legal Name of Private Partner:	<input type="text"/>
Contact Name and Title:	<input type="text"/>
Contact's Email Address:	<input type="text"/>
Physical Address:	<input type="text"/>
City/County/State/9-Digit Zip Code:	<input type="text"/>
Number of Employees Companywide:	<input type="text"/>
Experian Business Identification Number (BIN): <i>(If you do not know your Experian Business Identification Number, go to http://www.SmartBusinessReports.com/ExperianBIN. After typing in your company name, city and state, hit search. The next page will show your BIN in the upper left corner beneath the company address.)</i>	<input type="text"/>
TWC Account Number: <i>(This is the account under which the private partner reports employee wages to the TWC Tax Department.)</i>	<input type="text"/>
4-Digit NAICS Code that identifies your industry: <i>(To determine correct code, access the U.S. Census Bureau at: http://www.census.gov/eos/www/naics.)</i>	<input type="text"/>

Unemployment Insurance must be paid to the State of Texas

PRIVATE PARTNER ELIGIBILITY DETERMINATION

Employee Benefits

PRIVATE PARTNER EMPLOYMENT BENEFITS					
<input type="checkbox"/>	Medical Insurance	<input type="checkbox"/>	Prescriptions	<input type="checkbox"/>	Educational Assistance
<input type="checkbox"/>	Workers' Compensation	<input type="checkbox"/>	Vacation	<input type="checkbox"/>	401K/Pension Plan
<input type="checkbox"/>	Dental Insurance	<input type="checkbox"/>	Holidays	<input type="checkbox"/>	Profit Sharing
<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	Sick Days	<input type="checkbox"/>	Other:

Trainee Information

Job Title	SOC Code	# New Jobs	# Upgraded Jobs	Hourly Wage Range		% Wage Increase
				Minimum Wage	Maximum Wage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TOTALS:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Minimum wage equal to or greater than the prevailing wage for the occupation in the local labor market. (25th percentile for region)

REPORTING REQUIREMENTS:

TRAINEE INFORMATION FORM COMPLETED MONTHLY BY COLLEGE

- ✓ Trainee full name
- ✓ Social Security Number
- ✓ Mailing Address
- ✓ Birthdate
- ✓ Veteran Status
- ✓ Employment status
- ✓ Job Title
- ✓ SOC
- ✓ Hire Date
- ✓ Hourly Wage (at time of training)
- ✓ Hourly Wage (at contract end)
- ✓ % Wage increase
- ✓ Termination date (at contract end)

Plus the college provides other course related information such as training start/end date, course title, hours per trainee, etc.

COMPANY PROPOSAL INPUT

- ✓ Company background information
- ✓ Why is training needed
- ✓ Expected outcomes
- ✓ Unique circumstances

MEMORANDUM OF UNDERSTANDING

- ✓ Defines and confirms the roles and responsibilities of San Jacinto College and business partner/s as defined by the TWC SDF contract
- ✓ Training deliverables must be met.
- ✓ Deliverables are measured by number of *duplicated trainees and unduplicated trainees* and *total hours in training*
- ✓ If the deliverables are not met, the company will be charged per student for cancelled training and trainees determined ineligible by TWC

SDF Budget

55% **Business
Technical**

45% **General
Technical**

10% **Non-
Technical**

TABLE 2 - TRAINING, TRAINEE HOURS, & PROGRAM SERVICES COSTS					
Training Provider	Title of Training Course	CIP Code	Training Hours to be Received by Trainees	Number of Trainees	Total Course Cost
BUSINESS TECHNICAL SKILLS TRAINING					
ABC College	Introduction to Welding Metallurgy	11.1111	100	94	\$23,500
Machinery Technical Ctr	Pneumatics	11.1111	48	13	\$3,120
GENERAL TECHNICAL SKILLS TRAINING					
ABC College	Fire Safety	11.1111	7	32	\$840
Machinery Technical Ctr	Introduction to Microsoft Word	11.1111	12	70	\$4,200
NON-TECHNICAL SKILLS TRAINING					
ABC College	Strategic Negotiating Skills	11.1111	24	31	\$3,720
Machinery Technical Ctr	Leadership Skills for Supervisors	11.1111	24	40	\$4,800

COURSE COST CAP = \$1,800 PER TRAINEE
 PROJECT CAP OF \$500,000 FOR SINGLE COMPANY
 CONSORTIA PROJECTS TWO OR MORE COMPANIES
 PROPRIETARY TRAINING LIMIT 50%

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