

WORKPLACE EDUCATION POLICIES FOR INSTRUCTION AND MATCHING FUNDS

**Intensity and
Duration of
Instruction:**

The Workplace Needs Analysis Includes Planning for Instructional Hours Per Year.

1. Instructional Hours Per Year

A minimum of 32 weeks of instruction per fiscal year is required, however these instructional weeks may be delivered in blocks or cycles. A minimum of four (4) hours per week of instruction is required. Partnerships, however, are encouraged to offer the maximum number of instructional hours per week and weeks per year. Partnerships are encouraged to augment instruction through distance learning and, if possible, to incorporate technology into the curriculum.

2. Release time is optional but encouraged strongly.

With 100% release time, all instruction time is on company time. With 50% release time, workers attend 50% of their instructional hours on company time and 50% of the instructional time is on the workers' time.

An employer may offer paid stipends for students to attend class when classes are held on the workers' time. Applicants proposing to deliver instruction other than by release time must explain fully how students will access instruction.

Match:

1. No Match Funds Required for the Workplace Needs Analysis

No match funds are required for a planning grant to conduct a Workplace Needs Analysis.