



VIRGINIA
CAREER WORKS

BUSINESS SOLUTIONS RESOURCE GUIDE

Business Solutions Resource Guide

Virginia Career Works created this Business Solutions Resource Guide to inform Virginia's employers of the many resources available to assist with their workforce development efforts. There is no wrong door to Virginia Career Works.

To help you better understand what Virginia Career Works is all about, start with our vision, mission, and values:

Virginia Career Works Vision

To provide meaningful employment and a high quality of life for every Virginian and a qualified, job ready workforce for Virginia businesses.

Virginia Career Works Mission

To advance economic growth by preparing and connecting individuals with Virginia businesses looking to hire and build a stronger workforce.

Virginia Career Works Values

- ▶ **Access.** We want to provide convenient, quick engagement, attentive processes, and a clear and streamlined experience.
- ▶ **Trust.** We want to earn credibility through each and every action we take across our professional and dependable network of proven service providers delivering consistent and successful results.
- ▶ **Support.** We will be respectful, responsive, and personable with everyone we meet and care about the people we serve, expressing genuine understanding, empathy, and kindness.
- ▶ **Innovation.** We develop and apply creative solutions and collaborate with others in order to succeed, embracing ambitious and dynamic market realities.

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Virginia Career Works Centers

Virginia Career Works connects businesses and job seekers through a variety of technology applications, employment service networks, and our statewide network of Virginia Career Works Centers. Solutions are customized to each employer's needs and made available at no cost.



Virginia Career Works Centers

The Virginia Career Works Centers provide a variety of employment-related services for businesses for little or no cost. Center staffs can assist with recruiting and screening applicants, offer guidance on training and on hiring incentives, provide information on employment education resources, point you to training and education resources, and conduct research and planning.

To find the Virginia Career Works Center near you, visit VirginiaCareerWorks.com.



Virginia Career Works Business Services Teams

Virginia supports regional Business Services Teams designed to meet the recruitment and workforce training needs of employers. Business Services Teams comprise all of each region's Virginia Career Works partners. Companies can connect with their regional Business Services Team to get started with a consultation to access the services and resources described in this guide.

To find your Business Services Team coordinator, visit VirginiaCareerWorks.com.

Recruitment and Screening

Virginia Career Works connects businesses and job seekers through a variety of technology applications, employment service networks, and our statewide network of Virginia Career Works Centers.

Job Postings

The Virginia Workforce Connection is a free online labor exchange system for businesses. Advertising your jobs on the Virginia Workforce Connection — with access to over 275,000 job seekers — will ensure that you reach the qualified candidates you need to succeed.

Additional features of the Virginia Workforce Connection include:

- ▶ The ability to search for active resumes of job-seeking candidates by their skills and capabilities.
- ▶ Labor market information including industry, labor force, occupational, and wage data and insights on local employment dynamics.

Register online today by going to the Virginia Workforce Connection website at VAWC.Virginia.gov and clicking on the Employer button.

Candidate Screening and Assessment

Based on the required knowledge, skills, and capabilities required by your business, our staff can search and review resumes and provide you with screened, qualified candidates for your employment opportunities. When you develop job orders and advertise openings on the Virginia Workforce Connection, our labor exchange system can automatically populate skills and capabilities from labor market information — or you can develop customized lists of skill requirements.

Job Matching

Our staff can match qualified candidates with your job openings. As job seekers work with our Virginia Career Works Center specialists, we can send you the resumes of candidates who have the skills, education, and experience that you require.

Recruitment and Hiring Events

Our staff will conduct hiring events where you can meet, interview, and hire qualified candidates. The events can be hosted at your facility or at your local Virginia Career Works Center site. Allow us to organize the event so you can focus on connecting with a large number of job seekers. Businesses are also welcome to participate in industry-specific job fairs, coordinated by Virginia Career Works.

Recruitment and Screening

Interview or Meeting Space

Our Virginia Career Works Centers are available for your use for individual or group interviews as well as orientation events, training sessions, or conferences.

For a list of Virginia Career Works Center locations, visit VirginiaCareerWorks.com.

Reaching High-Priority Populations

Veterans

Virginia has one of the youngest veteran populations in the United States and the nation's fastest-growing veteran workforce. Thousands of newly transitioned veterans enter Virginia's workforce each year, and that number is projected to rise in the coming years. While many employers are unaware of the value that veterans can bring to their workforce, thousands more are seeking to hire veterans but do not know how.

Virginia Career Works is committed to serving veterans and their families and to ensuring that they reach their career objectives. Veterans are typically highly skilled, reliable employees who can be a valuable component of your successful workforce. Our centers have dedicated staff members on-site who assist veterans and their families with employment and training needs.

The Virginia Values Veterans (V3) Program aims not only to educate companies about why it is a good business decision to recruit, hire, train, and retain veterans, but also to help those committed companies meet their hiring goals through training and certification. Since its inception, the V3 Program has grown to reach hundreds of companies, resulting in more than 33,000 hires reported as of August 2019.

Companies interested in becoming V3-certified attend an in-person, one-day seminar or a live webinar on ways to hire veterans. Upon certification, companies can promote themselves as a V3 company and be promoted by the V3 Program within the veteran community.

For more information on hiring a veteran through the Virginia Workforce Connection, visit the Virginia Employment Commission's Hire a Veteran website at VEC.Virginia.gov/employers/post-a-job-or-find-a-candidate/Hire-a-Veteran. Learn more about the V3 Program at DHSV3.com.

People With Disabilities

Disabilities affect 153,000 of the 3.6 million working Virginians, comprising more than 4% of the state's workforce. Overall, only 34% of Virginians with disabilities between ages 21 and 64 are employed. With an aging workforce and wounded veterans returning to civilian life, the number of people with disabilities in the workplace continues to grow. Inclusion and diversity efforts extend to people with disabilities, who make up the largest minority subgroup in the United States. And 93% of customers surveyed said they feel more favorable toward businesses that hire people with disabilities.

Recruitment and Screening

We offer no-cost services to employers across Virginia to help with recruiting, screening, training, and retaining workers with disabilities. As a result, you can gain dedicated employees, enhance your workplace's diversity and talent, and lower your hiring and training costs. Our dedicated business development managers are a valuable one-stop resource who can increase your awareness of the advantages of hiring people with disabilities.

More information can be found on the Virginia Department for Aging and Rehabilitative Services website at VDARS.org.

People With Visual Impairment

A subgroup of people with disabilities is made up of those who are blind or have visual impairment. Our team is well-versed in services for employers seeking to hire workers with low vision, including assistance with federal contractor hiring under Section 503C of the Rehabilitation Act — which prohibits discrimination against people with disabilities — and corporate initiatives, workforce diversity and inclusion efforts, work site consultations, job retention support, and the many incentives for hiring individuals with disabilities.

More information is available from the Virginia Department for the Blind and Vision Impaired at VDBVI.org/workforce.htm.

Ex-Offenders

Multiple organizations throughout Virginia help offenders successfully reintegrate into local communities upon their release from prisons, jails, or detention facilities. Risk and recidivism reduction services include assessment, training, counseling, mentoring, and tutoring, as well as information and referral, job readiness, and employment services. Post-incarceration services also assist clients in obtaining stabilization and emergency services such as locating food, clothing, transportation, and shelter assistance.

For more information, visit the Virginia Reentry Programs and Assistance webpage at exoffenders.net/reentry-programs-assistance/Virginia, or contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.

Training and Hiring Incentives

Virginia Career Works can help you access incentives and tax credits to offset the cost of recruiting and training your workforce. Additional resources may be available in your region. Contact your local Business Services Team to learn more.



Incumbent Worker Training

You need to provide employee training and education to increase your company's competitiveness and drive success. Incumbent worker training programs provide funding in the form of reimbursements to businesses to upgrade the skills and expertise of their employees. These funds can be used to address changes and challenges affecting your business, including changes in management, the introduction of new technology and/or equipment, and evolving employee skill requirements and job functions.

Local workforce development boards (LWDBs) administer funds that may be used for building incumbent workers' skills. Training must be linked to improving the earning potential of the worker or the competitiveness of the participating business. These training awards are determined by the LWDB, based on funding availability.

To find the Virginia Career Works Center near you, visit VirginiaCareerWorks.com.



On-the-Job Training

Our on-the-job training (OJT) program helps offset the cost of hiring and training new employees. Through an OJT contract, the employer provides occupational skills training for the eligible worker in exchange for reimbursement of a percentage of the employee's wages. This reimbursement compensates employers for the cost of providing training and supervision as well as the potentially lower productivity of the participant while in training. Local workforce development boards administer funds that may be used for OJT, and awards are based on funding availability.

For more information, contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.



Work Experience

Our work experience program allows you to observe the skills and work ethic of a job candidate before making a hiring decision. Eligible work experience participants receive incentive payments directly through Virginia Career Works and are able to provide the business with up to 300 hours of labor at no cost. This minimizes the risk for the business and also provides job seekers with the job readiness skills, experience, and training they need to become an exemplary employee.

For more information, contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.

Training and Hiring Incentives

FastForward

The FastForward grant, formerly known as the Workforce Credential Grant, is designed to provide students with low-cost opportunities for training in a high-demand field and earning an industry-endorsed certification or state license. Students pay only one-third of the program cost upon enrollment; for those who complete the training and certification, the FastForward grant covers the remaining two-thirds of the cost. Students can access the training and certification programs at any of Virginia's 23 community colleges or participating higher education centers.

Employers who use the program for training new hires or incumbent workers may pay the students' share of the program cost, with the remainder — up to \$3,000 per student — covered by the grant.

More information about FastForward can be found at FastForwardVA.org. Details about courses covered by the grant are on the Virginia Community College System website at VCCS.edu/workforce/Workforce-Credential-Grant.

Virginia Values Veterans Employment Grant Program

In 2015, the governor and Virginia's General Assembly unanimously approved an annual appropriation of \$500,000 to fund employment grants for employers certified by the Virginia Values Veterans (V3) Program. The Department of Veterans Services and the V3 Program administer V3 grants of up to \$10,000, awarding \$1,000 for each eligible veteran hired.

To qualify for the V3 Employment Grant, companies must be V3-certified with a V3 employer ID number and have fewer than 300 employees at the time of the grant application.

More information about Virginia Values Veterans can be found at DVS3.com, and details about V3 grants can be found at DVS3.com/about/V3-Employment-Grant.

Federal Bonding Program

The U.S. Department of Labor established the Federal Bonding Program (FBP) in 1966 to provide fidelity bonds for hard-to-place job seekers. The program gives employers peace of mind by bonding job candidates considered to be high-risk hires. FBP provides \$5,000 in fidelity bond coverage for the first six months of employment. The bonds are free of charge and carry no deductible.

Training and Hiring Incentives

FBP primarily targets individuals whose backgrounds can pose significant barriers to securing or retaining employment, including those who are:

- ▶ Justice-involved
- ▶ In recovery from substance use disorders
- ▶ Welfare recipients
- ▶ With poor credit records
- ▶ Economically disadvantaged youths
- ▶ Adults who lack work histories
- ▶ Dishonorably discharged from the military

Bonds can be applied to any job with any employer in any state, and they cover any employee for acts of dishonesty committed in or away from the workplace. Full- or part-time employees receiving paid wages (with federal taxes automatically deducted from pay) can be bonded, including those hired by temporary agencies. Bonds can also be purchased to cover employed workers who need bonding to prevent being laid off or to secure a transfer or promotion to a different job with a current employer.

More information about the Federal Bonding Program can be found at bonds4jobs.com.



Virginia Jobs Investment Program

The Virginia Jobs Investment Program (VJIP) provides consulting services and funding to companies that are creating new jobs or experiencing technological change to reduce the human resource development costs for new companies, expanding companies, and companies retraining their employees. VJIP is an economic development incentive for qualifying projects that meet minimum thresholds of job creation and capital investment.

Funding for each net new full-time job created or full-time employee retrained is based on a customized budget determined by an assessment of the company's recruitment and training activities. Funding is reimbursable 90 days after the trainee is hired (for new jobs programs) or after the retraining activity has occurred (for retraining programs).

More information on the program and eligibility requirements can be found on the Virginia Economic Development Partnership website at VEDP.org/incentive/Virginia-Jobs-Investment-Program-VJIP.

Training and Hiring Incentives

Trade Adjustment Assistance Program

The federal Trade Adjustment Assistance (TAA) program provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The goal is to help such laid-off workers return to suitable employment as quickly as possible. The TAA program offers eligible workers a variety of benefits and reemployment services, including training, job search and relocation allowances, and income support.

Company officials may file a petition for TAA certification as an affected employer, or a petition may be filed by a group of three or more workers, by their union, or by another authorized representative. The U.S. Department of Labor makes the final certification determination.

For more information, contact the Virginia Employment Commission Trade Act Unit in Richmond at 804-786-8825 or the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.

Virginia Worker Retraining Tax Credit

The Virginia worker retraining tax credit allows an employer to claim a tax credit for the cost of providing eligible worker retraining to qualified employees. Eligible worker retraining includes noncredit courses that are approved by the Virginia Economic Development Partnership as well as credit or noncredit retraining courses taken through an apprenticeship agreement approved by the commissioner of labor and industry.

Generally, the tax credit is for 30% of all classroom training costs. However, the credit is limited to \$200 annually per student for coursework at a private school or \$300 annually per qualified employee for retraining in a science, technology, engineering, arts, or math (STEAM) discipline.

In addition, for taxable years beginning on or after Jan. 1, 2018, a business primarily engaged in manufacturing can apply for a credit of 35%, up to \$2,000, of its direct costs incurred during the taxable year for conducting orientation, instruction, and training in Virginia relating to the business's manufacturing activities. The orientation, instruction, or training must be for students in grades 6–12, coordinated with the local school division, conducted at the business or at a public middle or high school in Virginia, and approved by the Virginia Economic Development Partnership.

Virginia is authorized to issue up to \$1 million in retraining tax credits annually. When the annual total requested tax credits exceed this amount, employers receive a prorated amount of authorized credit. Credits taken may not exceed the employer's tax liability in a single taxable year, but unused credits may be carried forward for three years. Businesses may not claim this tax credit for worker retraining paid for by another Virginia program.

More information can be found on the Virginia Tax website at tax.Virginia.gov/business-development-credits.

Training and Hiring Incentives



Federal Tax Credits

The IRS offers a range of tax credits and deductions to businesses that hire and accommodate individuals from specific target groups, such as unemployed workers, veterans, people with disabilities, ex-offenders, and those who receive Temporary Assistance for Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) benefits.

More detailed information may be found on the IRS website at [IRS.gov](https://www.irs.gov).

Work Opportunity Tax Credit

The federal Work Opportunity Tax Credit (WOTC), administered by the Virginia Employment Commission, provides an incentive for businesses to hire individuals from 10 target workforce populations who have historically faced significant barriers to employment. The objective of this program is to enable target employee populations to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while also allowing participating employers to reduce their federal income tax liability.

The WOTC is a one-time tax credit for each new hire, and there is no limit to the number of new hires who can qualify. The employer must file a WOTC prescreening notice and certification request with the state workforce agency within 28 days after the eligible worker's start date. The credit may not be retroactively used for current employees or for employees who were rehired.

The requirements for this program are set by the IRS and the U.S. Department of Labor Employment and Training Administration, and the WOTC is subject to congressional reauthorization each year. Employers can earn \$1,200 to \$9,600 per eligible employee, depending on the amount of hours the employee works in a calendar year.

The nine target workforce populations are:

- ▶ Veterans
- ▶ TANF recipients
- ▶ SNAP recipients
- ▶ Residents of designated empowerment zones or rural renewal counties
- ▶ Vocational rehabilitation referrals
- ▶ Ex-offenders
- ▶ Supplemental Security Income recipients
- ▶ Summer youth employees living in empowerment zones
- ▶ Qualified long-term Unemployment Insurance recipients

Training and Hiring Incentives

More information about these target groups and their definitions can be found on the Virginia Employment Commission website at [VEC.Virginia.gov/employers/incentives/Work-Opportunity-Tax-Credit](https://vec.virginia.gov/employers/incentives/Work-Opportunity-Tax-Credit).

Disabled Access Credit

The Disabled Access Credit provides a nonrefundable credit for small businesses that incur expenses for the purpose of providing access to people with disabilities to comply with the Americans with Disabilities Act. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities, and an individual with a disability must have a record of having, or being regarded as having, such an impairment.

Businesses can receive a nonrefundable credit of up to \$5,000 annually in each and every year that they incur access costs. This credit is part of the general business credit.

More information can be found on the Equal Employment Opportunity Commission website at [EEOC.gov/facts/fs-disab.html](https://eoc.gov/facts/fs-disab.html) and the IRS website at [IRS.gov/businesses/small-businesses-self-employed/tax-benefits-for-businesses-who-have-employees-with-disabilities](https://irs.gov/businesses/small-businesses-self-employed/tax-benefits-for-businesses-who-have-employees-with-disabilities).

Architectural Barrier Removal Tax Deduction

The Architectural Barrier Removal Tax Deduction encourages businesses of any size to remove architectural and transportation barriers to the mobility of people with disabilities and older adults. The deduction can be used to cover a variety of costs to make a facility or public transportation vehicle that is owned or leased for use in the business more accessible to and usable by people with disabilities.

Businesses may claim a deduction of up to \$15,000 a year for qualified expenses that normally must be capitalized. Also, businesses may add any costs over this limit to the basis of the property and depreciate these excess costs.

For more information, visit the Equal Employment Opportunity Commission website at [EEOC.gov/facts/fs-disab.html](https://eoc.gov/facts/fs-disab.html) and the IRS website at [IRS.gov/businesses/small-businesses-self-employed/tax-benefits-for-businesses-who-have-employees-with-disabilities](https://irs.gov/businesses/small-businesses-self-employed/tax-benefits-for-businesses-who-have-employees-with-disabilities).



Other Tax Credits and Local and State Incentives

You may be able to take advantage of other tax credits and local or state incentive programs if your business is hiring, expanding, or making capital investment in your Virginia facility. Virginia Career Works can provide you with additional information on these incentives or connect you with the appropriate organizations, based on your business's circumstances.

For more information on Virginia's incentives for businesses, visit the Virginia Economic Development Partnership website at [VEDP.org/incentives](https://vedp.org/incentives) or read the Guide to Incentives at [VEDP.org/VEDP-reports-and-publications](https://vedp.org/VEDP-reports-and-publications).

Employment Education and Resources

Virginia Career Works can help you increase employee awareness and improve employee retention.

Employer Conferences

Virginia hosts an annual employer conference to bring valuable information and updates to our business community. Local chambers of commerce, law firms, industry associations, and the local chapters of the Society for Human Resource Management (SHRM) can also be good sources for information on workforce-related conferences and workshops.

More information can be found on the Virginia Employment Commission website at VEC.Virginia.gov/employers and the Virginia SHRM State Council website at HRVirginia.org.

Employment Law

Employment law can be confusing to many employers. We can help you navigate federal and state regulations related to pay, assignment of wages, minimum wages, employment of children and contractors, the right to work, poster requirements, and certain statutes that relate to the workplace.

The U.S. Department of Labor (DOL) publishes an Employment Law Guide on the major statutes and regulations that affect businesses and workers. The guide is designed mainly for those needing “hands-on” information to develop wage, benefit, safety and health, and nondiscrimination policies for businesses. Because ongoing statutory and regulatory changes may affect the information in this guide, check the DOL website periodically for the latest information on all laws.

More information about employment law can be found on the DOL website at DOL.gov/compliance/guide or DOL.gov/OFCCP/# and the Virginia Department of Labor and Industry website at DOLI.Virginia.gov/labor-law.

Agriculture and Foreign Labor Certification

Virginia’s Agriculture and Foreign Labor Certification (FLC) program helps employers find the right workers to meet their labor needs. This can be accomplished by recruiting U.S. workers through our statewide job exchange or by using one of the federal FLC programs to recruit workers from another country. The Agriculture and FLC program staff can also provide information on pertinent labor laws, required labor law posters, and migrant housing regulations, and can conduct farm labor seminars on a statewide basis.

More information about these programs can be found on the Virginia Employment Commission website at VEC.Virginia.gov/employers/agricultural-services.

Virginia Occupational Safety and Health Program

The Virginia Occupational Safety and Health (VOSH) program is the Commonwealth's counterpart to the federal Occupational Safety and Health Administration and is responsible for enforcing occupational safety and health laws and regulations in the private and public sectors. The VOSH program also provides free consultative, outreach, and training services to encourage and provide assistance to Virginia's employers to enhance safety and health protections for their employees.

More information can be found on the Virginia Department of Labor and Industry website at DOLI.Virginia.gov/VOSH-programs.

Unemployment Insurance

Businesses must file Unemployment Insurance Tax Reports and pay Unemployment Insurance taxes. Our staff can help you learn more about employer tax filing and registration and determine which method of filing best fits your needs.

More information can be found on the Virginia Employment Commission website at VEC.Virginia.gov.

Access to Capital

Often business growth is limited by a lack of access to capital. Through the Virginia Small Business Financing Authority (VSBFA), businesses, not-for-profits, and economic development authorities may access the financing needed for economic growth and expansion throughout the Commonwealth. The VSBFA offers loans directly to businesses and nonprofits, credit enhancements to banks that are lending to businesses and nonprofits, and bond financing to for-profit businesses and 501(c)(3) not-for-profit entities and supports clean energy and public-private partnerships for transportation projects. The VSBFA also helps small businesses seeking to attract equity investments by providing an equity incentive grant program.

More information can be found on the Virginia Department of Small Business and Supplier Diversity website at SBSD.Virginia.gov/Virginia-Small-Business-Financing-Authority.

Small Business Technical Assistance

Several resources are available to support the start-up and growth of Virginia small businesses. From learning about the marketing advantages of Virginia's certification as a Small, Woman-owned, or Minority-owned (SWaM) business or microbusiness, to attending workshops on registering to do business with the Commonwealth or growing sales, to receiving customized counseling and education, small businesses can grow their sales and their workforce by taking advantage of these valuable resources.

More information can be found on these websites:

- ▶ Virginia Business One Stop at BOS.Virginia.gov
- ▶ Virginia Small Business Development Center at VirginiaSBDC.org
- ▶ Virginia Business Development and Outreach Services at SBSD.Virginia.gov/business-development-and-outreach
- ▶ Small Business Administration at SBA.gov
- ▶ Virginia Economic Development Partnership's Guide to Establishing a Business at VEDP.org/VEDP-reports-and-publications



Manufacturing Technical Assistance

GENEDGE is a business consulting organization providing Virginia's industrial and manufacturing sectors access to expert business solutions, which otherwise are often accessible only to larger companies. As a part of the Manufacturing Extension Partnership national network of over 50 centers nationwide, GENEDGE has access to industrywide benchmarks and proven, results-based solutions.

Core services focus on:

- ▶ Innovation and growth
- ▶ Continuous process improvement
- ▶ Sustainability
- ▶ Supply chain optimization
- ▶ Technology acceleration
- ▶ Cybersecurity risk management

For more information, visit GENEDGE.org.

Support for Economic Development Projects

Virginia's lead agency for economic development projects is the Virginia Economic Development Partnership (VEDP), which focuses on business recruitment, expansion, and international trade. With dedicated and knowledgeable professionals committed to Virginia's economic success, VEDP helps businesses find the resources they need for successful relocation and expansion.

More information can be found at VEDP.org.

Support for Agribusiness

Agriculture is Virginia's largest private industry by far. The Virginia Department of Agriculture and Consumer Services (VDACS) supports the state's varied agricultural community by helping producers and processors locate the best markets for their products, both domestically and abroad. The VDACS team excels at helping entrepreneurs and growing agribusiness companies navigate local, state, and federal business assistance resources, as well as industry-specific partnerships.

More information can be found at VDACS.Virginia.gov/marketing-and-economic-development.shtml.

Training and Education

Workforce Education and Training Support

Virginia's workforce system provides a comprehensive training solution for employers, offering a wide range of development options to enhance Virginia's business climate and competitiveness. The system works in close partnership with employers to prepare the next generation of workers, hone the skills of entry-level workers, and upskill existing workers.

Our education and training partners include:

- ▶ Four-year universities
- ▶ Regional higher education centers
- ▶ Centers of excellence
- ▶ Community colleges
- ▶ Private training providers and career colleges
- ▶ Adult education programs
- ▶ High school career technical education programs

We provide flexible options to meet your unique training needs, including:

- ▶ Classroom training
- ▶ On-site training
- ▶ Online training
- ▶ Registered Apprenticeships
- ▶ Customized training
- ▶ On-the-job training

Higher Education in Virginia

Virginia is home to many institutions of higher learning, including 15 public four-year colleges and universities, 23 public two-year community colleges, one public two-year college, and a wide range of nonprofit and for-profit private schools and colleges.

Training and Education

Virginia consistently has multiple schools in the top of national university rankings and has one of the nation's highest four-year college graduation rates. Businesses can take advantage of the talent graduating from colleges and universities near their businesses by working with the career services departments at these institutions or with the programs most relevant to their business.

More information on Virginia's four-year colleges and universities can be found on the State Council of Higher Education for Virginia website at [SCHEV.edu/index/students-and-parents/explore/Virginia-institutions](https://www.schev.edu/index/students-and-parents/explore/Virginia-institutions). For information on Virginia's community colleges, visit [VCCS.edu](https://www.vccs.edu).



Customized Training

Customized training programs are available in every region of the Commonwealth to address the ever-changing opportunities and challenges faced by businesses. Our staff will work with you to design and implement customized training programs to update and improve the skills of your workforce, increase employee engagement, improve company performance, and achieve your organizational goals.

More information on customized training is available by contacting the workforce or continuing education division at any of Virginia's institutions of higher education, which can be found on the State Council of Higher Education for Virginia website at [SCHEV.edu/index/students-and-parents/explore/Virginia-institutions](https://www.schev.edu/index/students-and-parents/explore/Virginia-institutions) and at [VCCS.edu](https://www.vccs.edu).



Registered Apprenticeships

Registered Apprenticeship programs provide many advantages for both businesses and their employees. Investing in Registered Apprenticeships is a commitment to the future success of your organization. The Registered Apprenticeship program in Virginia produces highly skilled workers to meet the demands of employers competing in a global economy, through a combination of on-the-job training and classroom instruction.

The Virginia Registered Apprenticeship program currently meets the needs of about 2,000 Virginia sponsors, employers who provide custom-designed on-the-job training programs for their employees in a variety of occupations, from high-tech to highly skilled trades. Related instruction may be provided through your local community college, a vocational and technical center, online programs, or, in some instances, your workplace.

More information on the Registered Apprenticeship program can be found on the Virginia Department of Labor and Industry website at [DOLI.Virginia.gov/apprenticeship](https://www.doli.virginia.gov/apprenticeship).



Adult Education

The adult education program provides services in several areas including adult basic education, adult secondary education, English as a second language, high school equivalency preparation, integrated

Training and Education

English literacy and civics education, integrated education and training, workplace adult education, and workforce preparation. These programs are designed for individuals who are age 16 or older and have been released from compulsory education. Integrated education and training programs are accelerated, intensive programs designed with an occupational training provider to result in an industry-recognized credential that is in demand in the region.

Employers who implement workplace education classes at their place of business are helping to improve their employees' basic skills. This can lead to increased productivity and efficiency, improved communication with customers or clients, reduced employee turnover, and improved worker morale.

Employees benefit from workplace adult education by improving work-related skills, earning a high school equivalency diploma, improving their English language skills, or increasing their workforce preparation skills, such as communication, self-directedness, and collaboration. Participating in classes can also help to build workers' knowledge and understanding of workplace structures and policies, company benefits, and job requirements. As a result, workers can better advocate for themselves, perform their jobs more effectively, or move into higher-skilled or better-paying jobs.

The PluggedInVA grant program uses a career pathway approach to prepare adults with the workforce training and education they need to succeed in high-demand, high-wage careers. In partnership with local employers and postsecondary education and training institutions, the program provides concurrent academic instruction and occupational training while supporting students with career coaching in a cohort model. Learners in a PluggedInVA cohort earn a secondary credential (if needed), strengthen their academic skills for higher education and training, and earn digital literacy and occupational credentials. Working closely with local employers, students participate in work-based learning and are prepared for employment within a career pathway.

More information can be found on the Virginia Department of Education website at [DOE.Virginia.gov/instruction/adulted](https://doe.virginia.gov/instruction/adulted), the State Council of Higher Education for Virginia website at [SCHEV.edu/index/students-and-parents/explore/adult-education-programs](https://schev.edu/index/students-and-parents/explore/adult-education-programs), and at PluggedInVA.com.



Federal Contractor Compliance

Under Section 503 regulations, 7% of federal contractor and subcontractor workforces must be qualified individuals with disabilities, and these contractors must take specific actions in the areas of recruitment, training, record keeping, and policy. Our disability service agencies can assist you in following these Section 503 regulations with customized solutions for your business.

For more information, contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.

Training and Education



Disability Awareness Training

We can help create a positive work environment within your company by providing training to your staff on disability etiquette, the Americans with Disabilities Act, and “people first” language. We can help your staff adopt best practices for hiring, accommodating, and communicating with workers and customers with disabilities. Trainings are tailored to address the needs of each business and encompass awareness of all disabilities.

For more information, contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.



Workplace Accommodations and Assistive Technology

Sometimes employees need an adjustment or modification in the workplace to perform their job productively. We can develop or revise job descriptions, identify reasonable accommodations for prospective or existing employees with disabilities, or improve workplace accessibility. In some cases, we can even partner with job coaches to guide the clients you hire who need extra support services.

In cases of disability due to illness or nonoccupational injury, our disability services agencies can help reduce your turnover and training costs by providing solutions that keep valuable skills and expertise in your workplace.

Devices, services, or accommodations may help individuals live and work independently while helping businesses improve workplace accessibility. In many cases, an accommodation is a simple, inexpensive fix that our assistive technology engineers can build and install, such as an ergonomic keyboard, a software application designed for needed tasks, or a modified work schedule. Trained staff members can assist with orientation and mobility, information technology, and assistive technology, allowing all parties to navigate the process successfully. Our vocational rehabilitative agencies can also help identify potential resources for obtaining equipment through the Virginia Assistive Technology System, the Assistive Technology Loan Fund Authority, and Centers for Independent Living.

For more information, contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.

Research and Planning

We can provide you with the expertise and informational resources to help address your workforce and economic questions and challenges.



Labor Market Information

Through analysis of local and economic data, Virginia Career Works can uncover key insights to drive your business and help develop your recruitment strategy.

This data is accessible at no cost through the Virginia Labor Market Information web portal at VirginiaWorks.com.

Available information includes:

- ▶ Regional and state demographics
- ▶ Current employment data by industry and occupation
- ▶ Employment projections by industry and occupation
- ▶ State and regional wage rates
- ▶ Target industries and high-demand occupation data
- ▶ Targeted candidate data
- ▶ Commuter data
- ▶ Community reports

This information can answer questions such as:

- ▶ How many workers are available to expand my business?
- ▶ How much should I pay new employees to be competitive in the region?
- ▶ Where can I look for talented and qualified job candidates?



Outplacement and Business Competitiveness Services

Through Virginia's Rapid Response program, we can assist businesses in the region that are currently or potentially downsizing due to economic factors or other circumstances and provide services to employees to minimize the impact on sustainability. Rapid Response teams work with employers and any employee representative to quickly maximize public and private resources to minimize disruptions for companies, affected workers, and communities that are associated with job loss.

Research and Planning

Services may include presentations to employees on services available in the region and the development of a resume, cover letter, and job application, as well as assistance in organizing hiring events prior to layoff dates. Businesses in the unfortunate situation of downsizing are encouraged to seek out services early in the process to support the affected workforce and help provide a smooth transition for workers into new employment.

The Rapid Response program can also support employers who may wish to retain their workforce but need to take action to remain competitive. Rapid Response-funded projects available to businesses include consultation services for business growth or diversification as well as skills development for the existing workforce.

Additional resources to support employee retention during a slowdown include tools such as the short-term compensation program, a variation of the Unemployment Insurance program that allows for a partial reduction of employees' hours of work as an alternative to laying off workers.



Workforce Strategy and Planning

Whether your business is expanding or downsizing, Virginia Career Works is here to assist you. Partnering with economic development entities at the local and state levels, we can connect you with information, resources, and planning services to help your business compete and succeed.

For more information, contact the Virginia Career Works Center near you. A list of the centers can be found at VirginiaCareerWorks.com.

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