

Learning Opportunities Guidance

Overview

Learning Opportunities are hosted by providers that serve youth in our community. Identified milestones are designed to promote the professional growth and development of the participant through practical and hands-on tasks, projects, and applications. The participant and the career coach will collaboratively complete a learning agreement, with input from the provider supervisor, to determine the goals and expected professional development of the participant. At scheduled intervals, the career coach will assess what milestones the participant has achieved.

Audience

Customers of our Youth programs with a completed PDX Youth@Work Fund Registration.

Learning Opportunity Standards and Criteria

- LO is a structured and short-term learning experience with documented learning objectives.
- LO includes identified milestones to promote the growth and development of the participant.
- LO is designed to explore, learn, or practice skills directly tied to Career Goals identified in the Learning Opportunity Agreement.
- LO **cannot** include activities typically done by an employee to the benefit of the business.

Learning Opportunity Agreements are not to exceed \$599. Exceptions can be made up to \$1,200 with approval of program manager. Note: all participants receiving more than \$599 through PDX Youth@Work will be issued a [1099](#) for tax reporting.

Delivery

Recommended Programs of Study

Online Learning Courses

LinkedIn Learning Courses & Learning Paths: LinkedIn Learning is an online learning platform available for free from the Multnomah County and Washington County library systems.

Metrix Learning Courses & Learning Paths: *New in 2022* Metrix Learning offers various tools to assess for skill gaps, provide training content to close gaps, explore career pathways, and connect job seekers with open positions.

Everfi Financial Literacy Course: These interactive lessons translate complex financial concepts and help students develop actionable strategies for managing their finances.

Other Learning Opportunities may be permissible per the discretion of each provider. All Learning Opportunities must follow the standards and criteria outlined here and **CANNOT include activities in which a “[employer-employee relationship](#)” exists**. See the “[Forms of Payment for WIOA Youth Program Participants](#)” document for additional guidance.

Milestones Stipend Payment Guidance

Estimate the value of a Learning Opportunity activity based on the criteria below. **Key factors to consider: engagement and participation requirements, estimated length of time involved, and rigor of the activity.** All stipends will be submitted based on these milestones, NOT an hourly rate for activities.

Activity	Value
Career Lab (<i>for each skill</i>)	\$20
Learning Opportunity Level 1 (<i>engagement & participation estimated at 1 hour</i>)	\$20
Learning Opportunity Level 2 (<i>engagement & participation estimated at 1-2 hours</i>)	\$40
Learning Opportunity Level 3 (<i>engagement & participation estimated at 3-4 hours</i>)	\$80
Learning Opportunity Level 4 (<i>engagement & participation estimated at 4-5 hours</i>)	\$100
Learning Opportunity Level 5 (<i>a structured activity lasting longer than 5 hours</i>)	\$120
Everfi Financial Literacy Course or comparable Financial Literacy Program	\$100
Structured full day seminars, courses, workshops, programs of study	\$160/ day
Career Exposure Activities- <i>Short-term Job Shadows, Informational Interview, etc</i> <i>Use Level System outlined above</i>	See above
Career Learning Projects- <i>Professional Portfolio, Career Path Presentation</i> <i>Use Level System outlined above</i>	See above
Service-Learning Projects- <i>Use Level System outlined above</i>	See above
Academic Intervention Activities- <i>Use Level System outlined above</i>	See above

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Data Entry and Documentation

I-Trac:

- ✓ Complete PDX Youth@Work Fund Registration
- ✓ Matched to a Learning Opportunity in Services Tab under Work Based Learning

Documentation:

- ✓ Learning Opportunity Training Agreement
- ✓ I-Trac Data entry
- ✓ Learning Milestone Completion records as applicable.
 - Completion of the Learning Opportunity can be documented through verified attendance of a training or documentation of learning milestone completion such as a certificate or Credential. If neither are possible, the participant can complete a reflection exercise (video or written report) after completion of the training.

Career Catalyst Workday Payment System

- ✓ Submit stipend requests through the Career Catalyst Community Site.

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