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## **BUSINESS SOLUTIONS REPRESENTATIVE (BSR) WORKFORCE TRAINING FUND QUESTIONS**

When speaking with a Business Services Representative (BSR) at the local workforce development agency to inquire about training funds for employers, it's important to ask the right questions to gather relevant information and understand the available resources and support. Here are some key questions to ask:

**1. What Training Funds Are Available?**

- Begin by asking about the specific training funds and resources available to employers. This question helps you get an overview of the types of assistance that might be offered.

**2. What Are the Eligibility Criteria?**

- Inquire about the eligibility requirements that employers need to meet to access training funds. This can include factors such as the size of the business, industry, and employee training needs.

**3. How Do Employers Apply for Training Funds?**

- Ask for information about the application process. What forms or documentation are required, and what is the timeline for applying?

**4. What Types of Training Programs Are Supported?**

- Determine the range of training programs and activities that can be supported with these funds. This could include on-the-job training, apprenticeships, classroom instruction, and more.

**5. Is There a Limit on Funding Per Employee or Training Program?**

- Find out if there are any limits or caps on the amount of funding that can be provided for individual employees or specific training programs.

**6. What Are the Reporting and Accountability Requirements?**

- Ask about any reporting or accountability requirements that employers need to meet, such as tracking and documenting the training provided or reporting on the outcomes of the training.

**7. Are There Any Matching Requirements?**

- Inquire about any matching or cost-sharing requirements. Some training funds may require employers to contribute a certain percentage of the training costs.

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### **8. Is There Flexibility in How Funds Can Be Used?**

- Determine if there is flexibility in how the funds can be used. Can they be used for tuition, materials, trainers' salaries, or other training-related expenses?

### **9. What Is the Process for Identifying Skill Gaps and Training Needs?**

- Ask how employers can work with the workforce development agency to identify skill gaps and training needs among their employees.

### **10. Are There Resources for Developing Custom Training Programs?**

- Inquire about the availability of resources and support for developing custom training programs tailored to the specific needs of the business.

### **11. What Support Services Are Available for Employers?**

- Find out about any support services that employers can access, such as assistance with recruitment, job matching, or other workforce development needs.

### **12. How Can Employers Access Information and Guidance?**

- Ask about the process for employers to access information, guidance, and support in navigating the training funds application and utilization process.

### **13. What Is the Timeline for Awarding and Receiving Funds?**

- Learn about the timeline for the application review process, including when employers can expect to receive the funds.

### **14. Is Technical Assistance Available for Employers?**

- Inquire about the availability of technical assistance or workshops to help employers understand and utilize training funds effectively.

### **15. How Are the Training Funds Allocated and Administered?**

- Ask about the administrative process for allocating and managing the training funds, including the role of the workforce development agency or partner organizations.

These questions will help you gather important information about available training funds for employers and ensure that you are well-informed about the application process and expectations for utilizing the funds to support workforce development and employee training.