Badges Toolkit: Worksheet

(Part 2 of 5)

Acknowledgments

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*Note: All elements of the Badges Toolkit are tools designed for use by potential program implementors. They are not “off-the-shelf” products intended for immediate deployment. Program implementers must review and modify as needed, revise verification criteria to match local requirements, complete worksheets, and otherwise define the parameters of their own badging program.*

This worksheet is provided as a courtesy. Modify as needed.

If you are interested in incorporating a badges program into your installer training, answer the questions below to shape your policies and define your badges program.

Examples of How a Badges Program Might Be Incorporated Into Weatherization Assistance Program (WAP)

**Training Entities**

* A training entity could align their crew leader (CL) curriculum with the badges/job task analysis (JTA) alignment spreadsheet. They could determine how workers may earn badges and require badges as a prerequisite for attending accredited CL training. That comprehensive CL training would then need to cover only the parts of the JTA not already addressed by the badges.
* A training entity could use the badges to make their training program more modular. Once the entity determines how workers can earn badges, the badges become a way to track workers’ progression through the JTA.

**Grantees**

* A grantee[[1]](#footnote-1) might incorporate badge requirements into corrective action plans. The badges, if policies are developed adequately, may provide more opportunity for long-term transfer of learning from the training to the job site than traditional classroom training. This also allows training to be completed at least partially on the job, reducing disruption to production schedules.
* A grantee may define a set of “core” badges based on their housing stock and typical measures and require that all workers installing measures in WAP earn those badges within a set time from hire.
* Grantees may work with accredited training providers[[2]](#footnote-2) to determine how badges might be incorporated into on-the-job training and work toward meeting the comprehensive training requirements of Weatherization Program Notice (WPN) 15-4.

**Local** **Providers**

* Local WAP providers may decide to incorporate some form of badges program at their own discretion. Badges help document and regulate on-the-job training and ensure installers are getting experience in the full range of measures for maximum functionality (e.g., if one worker calls out sick, it will be more likely that other workers would know how to install any measure on the work order).

Questions for Badges Worksheet

*Note: We use the term “approved supervisor” to indicate the person eligible to sign off on work/tasks meeting badge requirements.*

**Context for Earning Badges**

1. Will workers be able to earn badges on the job?
2. Will workers be able to earn badges at a training center?
3. What are the minimum requirements for training centers/training providers?
4. How many times will workers need to correctly perform each task to earn the badge?
5. Will completion of the designated badges result in pay raise or change of title,[[3]](#footnote-3) award, or recognition? How will completion be made visible?
6. How often will badges need to be reverified or recertified?
7. Will there be a time limit from date of obtaining the installer position or promotion to needing to earn the badges?

**Designating Approved Supervisors**

1. What are minimum qualifications for approved supervisors signing off on badges earned on the job? (e.g., certified Quality Control Inspector (QCI) or CL?)
2. What are the minimum required qualifications for approved supervisors signing off on badges earned at training centers?

**Liability and Accountability**

1. Is the approved supervisor liable for signing off?
2. Will there be a second level of quality control or some level of quality assurance to ensure work meets standards before it is signed off on?
3. What is the policy if you find out a worker is falsifying the signoffs?
4. What is the policy if you find out an approved supervisor is signing off on work that does not meet the installation standards?
5. How will you track badges awarded?

1. [Grantee](https://www.ecfr.gov/cgi-bin/text-idx?SID=422e0e5ba6bc8ea98ec2078755819ead&mc=true&node=se10.3.440_13&rgn=div8) means the State or other entity named in the Notification of Grant Award as the recipient. 10 CFR §440.3 [↑](#footnote-ref-1)
2. [Interstate Renewable Energy Council (IREC) Training Provider Accreditation](https://irecusa.org/wp-content/uploads/2017/03/CandidateHandbook_v14_March-2017-1.pdf) — A credential awarded to organizations which offer job-related training in clean energy technologies and practices and meet the requirements of IREC Standard 01023 for quality systems, resources, personnel, and curriculum. Curricula is aligned with one or more IREC accepted job task analyses. Training Providers offer programs of sufficient length and depth to properly prepare graduates to perform all the tasks defined for successful performance in a job category. [↑](#footnote-ref-2)
3. For example, one agency currently using this model provides a certificate and a $1/hr. raise when workers complete their passports. [↑](#footnote-ref-3)