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ROI Worksheet for a Work-based Learning Program

Note: This template will help you in gathering data to make a Return on Investment (ROI) calculation for your work-based learning program. The information gathered using this form can be entered into the ROI Formula for a Work-based Learning Program template, also available for download on this site.

ROI calculations can be a lot of work, but are the most compelling argument from a business perspective for investments in work-based learning efforts. Please note that the cost and benefit types used in this tool are by no means exhaustive...you may add some that are unique to your particular project.

A time frame should be established for all of this data to provide realistic parameters for measuring both costs and benefits. Make sure you leave enough time for benefits to be observed and a value placed on these.

Measuring Costs of Work-based Learning Programs

Cost Type	May Include	Source of Data?	How Will Data Be Measured?	Who Will Collect Data?	Time Frame?	Dollar Value? \$_____	Notes
Design and Development	<ul style="list-style-type: none"> Needs analysis / research Curriculum design and development Course author costs Purchase of copyrights or "off-the-shelf" material Production costs for multimedia materials Promotional costs for course or program 						
Administrative	<ul style="list-style-type: none"> Program management time Administrative support Overheads 						

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Teaching	<ul style="list-style-type: none"> Instructors' salaries, per diems, honoraria Instructors' prep time Instructors' travel and out-of-pocket expenses 						
Materials	<ul style="list-style-type: none"> Instructional materials (books, manuals, CD-ROMs, videos, consumables, etc.) License costs for off-the-shelf materials, software, etc. 						
Facilities and Equipment	<ul style="list-style-type: none"> Training rooms Computer labs Food and drink Computers, projectors, overheads, flip charts, special network connections, etc. 						
Learner Costs	<ul style="list-style-type: none"> Travel, hotel, out-of-pocket, etc. 						
Opportunity Costs	<ul style="list-style-type: none"> Opportunity costs of learners being away from the job / productivity losses / replacement costs 						

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Measuring Benefits of Work-based Learning Programs

Benefit Type	May Include	Source of Data?	How Will Data Be Measured?	Who Will Collect Data?	Time Frame?	Dollar Value \$ _____	Notes
Labor / Time Savings	<ul style="list-style-type: none"> • Reduced duplication of effort • Shorter lead time to reach proficiency (hours saved x \$) • Operations performed faster (hours saved x \$) • Less supervision required (supervisory hours saved x \$) • Less time spent correcting mistakes (hours saved x \$) • Faster access to information (hours saved x\$) 						
Productivity / Performance Improvements	<ul style="list-style-type: none"> • Faster work rate (\$ value of additional units, sales) • Less waste / fewer rejects (real \$ savings) • Less accidents (\$ savings of claims, lost work, regulatory and administrative effort) • Improved competitiveness / higher market share 						

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Other Cost Savings	<ul style="list-style-type: none">• Less maintenance costs because of fewer machine breakdowns• Lower staff turnover rates, resulting in lower recruitment and training costs• Less grievances, claims, job actions (\$ saved)						
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