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## Purpose

The Career Plan is a tool intermediaries and specialists can use with their apprentices to:

- Review assessment results.
- Create goals based on assessment results.
- Identify steps/services needed to achieve those goals. (Apprentice information submitted during the application process is used to populate the Career Plan.)
- Document current status and flags when intervention is needed.

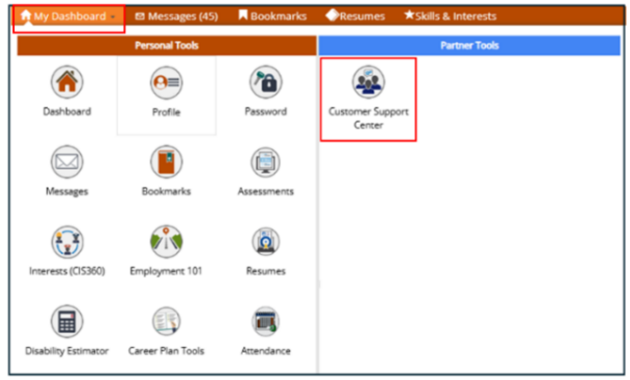
## Who Enters/Maintains Data

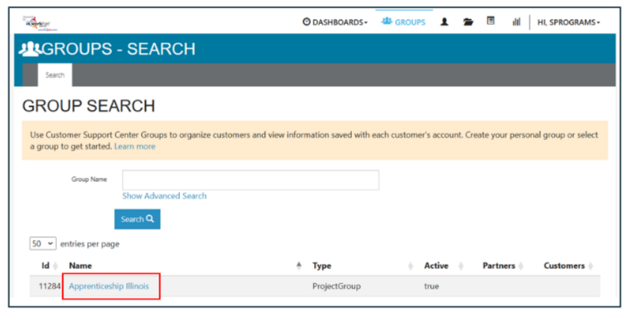
Only staff and apprentices that have been given access to the program can view the Career Plan.

- Statewide User Roles - Statewide staff view/edit Career Plans for all apprentices.
- Intermediaries - Staff can view/edit Career Plans for apprentices in their region/office.
- Apprentices - can access their information from their program tools located in My Dashboard.

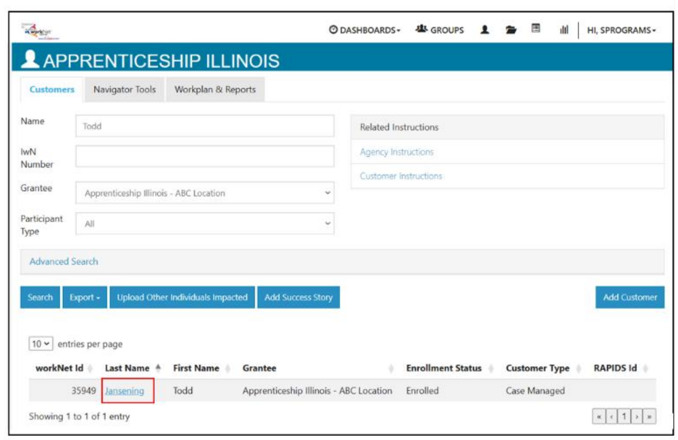
## Access Apprentice Progress Page

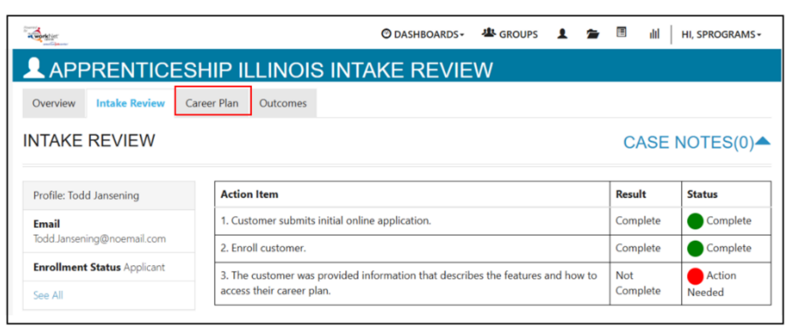
1. Log into [Https://www.illinoisworknet.com](Https://www.illinoisworknet.com)
2. Select My Dashboard.
3. Select Customer Support Center from the Partner Tools.
4. On the Group Search page, select Apprenticeship Illinois.



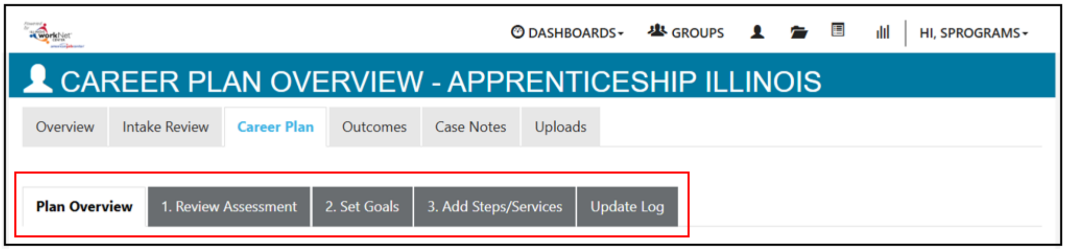




5. Select the apprentice's last name to access their information.
6. Select the Career Plan tab.



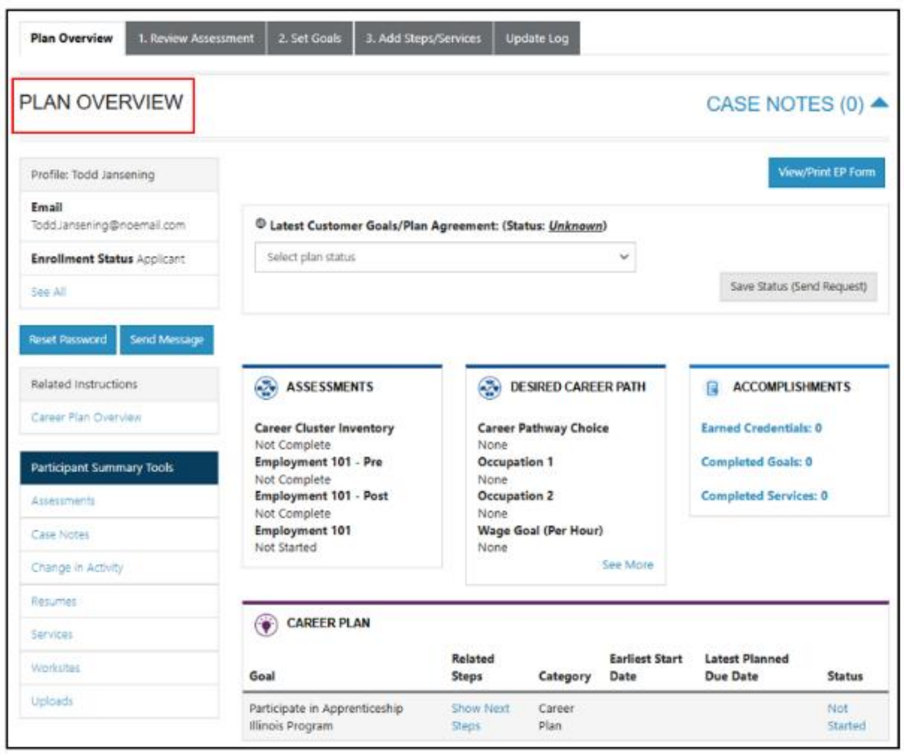
## How is the Career Plan organized?




1. Plan Overview provides a summary view of assessments, career goals, accomplishments, and the steps to achieve their goals.
2. Review Assessment provides assessment results that are saved in Illinois workNet and an area to write a summary of the assessment results.
3. Set Goals provides an area to identify goals and categorize them as short/long term, type, and status.
4. Add Step/Services provides system generated recommended services/steps and can be added to the plan.
5. Update Log provides a log for case notes to document changes, updates, and other notes.

## Career Plan Sections

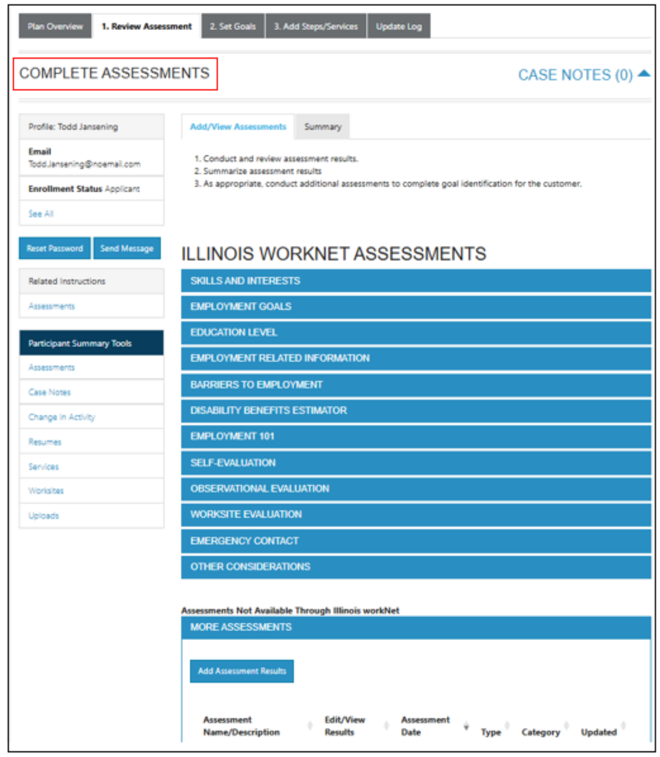
## Plan Overview




1. Customer Goal/Plan Agreement provides evidence that the customer participated in the development of their Career Plan. Use the print customer copy button and have the customer sign the bottom of the document. Then upload the agreement to the Uploads Tab.
2. Assessments view a high level of completed assessments.
3. Desired Career Path is part of the Employment Goal assessment. This information can be updated at any time. Select See More to go directly to the Employment Goal assessment section.
4. Accomplishment provides a quick count of earned credentials, completed goals, and completed services that link to a list of those items.
5. The Career Plan section is organized by goals. It includes a list of the steps/services associated with each goal. The start and end dates for the goals are automatically generated by the steps/service for that goal.
6. Goal status is set by the intermediary and is used to identify not started, on track, off track, or complete.

## Review Assessments

It is important to complete assessments to identify customer skills, interests, goals and barriers. Some of this information is collected when the customer completes the online application (initial assessment).




1. Go through each of the assessment sections. Information populates appropriate sections from the intake assessment.

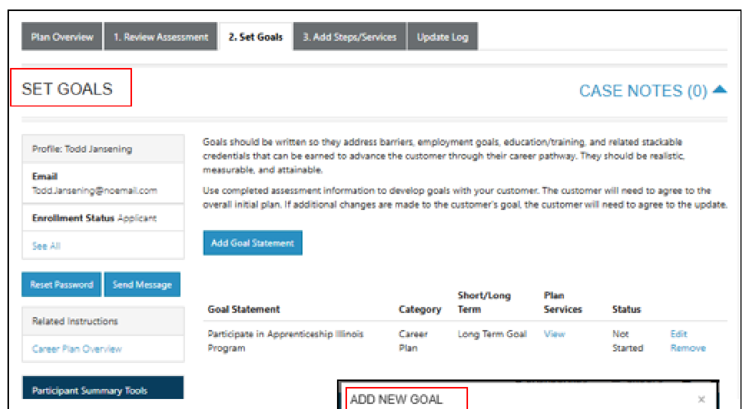
2. Add an Assessment Summary. Saved assessment summaries are available in the Assessment Summary tab.

## Set Goals

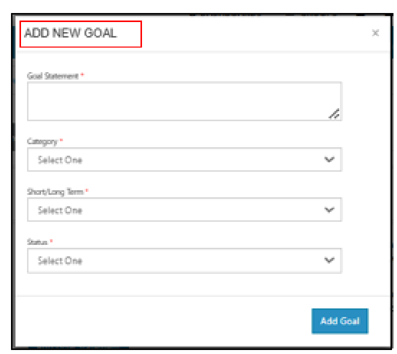
Goals should be written so they address barriers, employment goals, education/training and related stackable credentials that can be earned to advance the customer through their career pathway. Goals should be realistic, measurable and attainable.

*Each Apprentice will have a pre-populated goal of Participate in Apprenticeship Illinois Program.*

Use completed assessments as a resource to discuss and develop goals with your customer. The customer will need to agree to the overall initial plan. If customer goals are added or marked as off track, the customer will need to agree to the update.

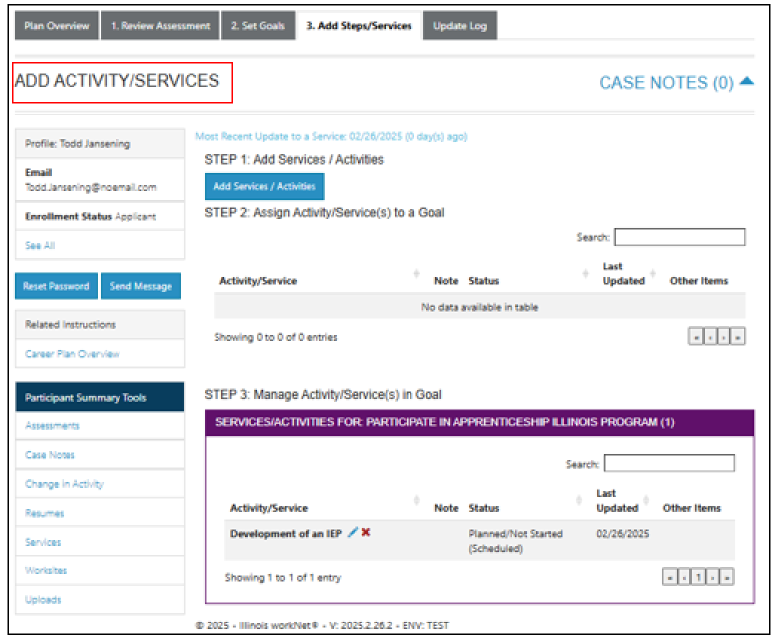



1. Select Set Goals tab and add a goal statement.
2. Enter a goal statement. (144 characters or less)
3. Select a category.
4. Identify if the goal is a short-term or long-term goal.
5. Select status.
6. Click Add Goal.
7. Set goal status.
   - Not Started = This status is the default setting. The intermediary should update when the apprentice has started working towards this goal.
   - On Track = The apprentice is continuing to progress through the steps in this section of the plan at an acceptable rate.
   - Off Track = The apprentice is not progressing through the steps in this section of the plan at an acceptable rate.
   - Complete = The intermediary has verified the apprentice has completed this section of the plan.



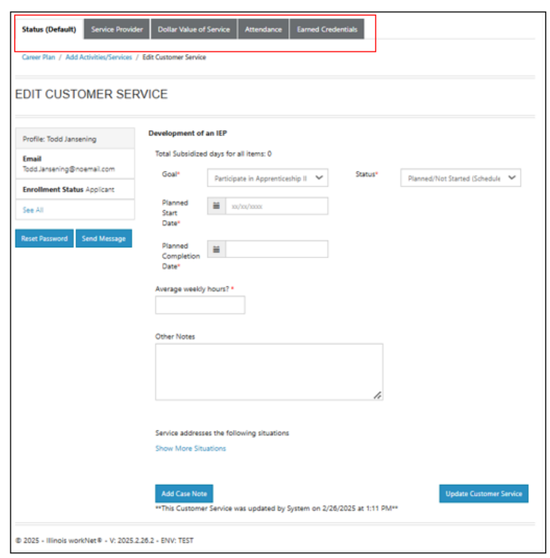
## Add Steps/Services

Start adding planned services/steps for the customer to reach their goals.




1. Select Add Services/Activities from a list of system generated recommended services to identify the planned services.
2. The service is added to the appropriate goal selected for the service.
3. Edit the planned services (click the pencil) to identify the related goals, barriers the step addresses, step status, the service provider, dollar value of service, and more.

## Service/Step Level Information (Not Worksite Placements)




1. Status - All services include the related goal, status, start date, weekly hours, WIOA funded (depends upon co-enrollment), notes, and related barriers. A completion date is required if the status is complete.
2. Service Provider - Identify who is providing the service. The grantee will be the default provider. If the grantee is not providing the service, enter the provider's information.
3. Dollar Value (not required) - Enter the dollar amount related to the service. For example, if transportation bus pass or gas card was provided, you can add it to this service.
4. Attendance – Attendance is documented.
5. Earned Credentials - If a credential is associated with the step or service, it can be added manually or from the Credential Registry. Track credential attainment on this tab.

## Service/Step Level Information (Worksite Placements)

Notes:

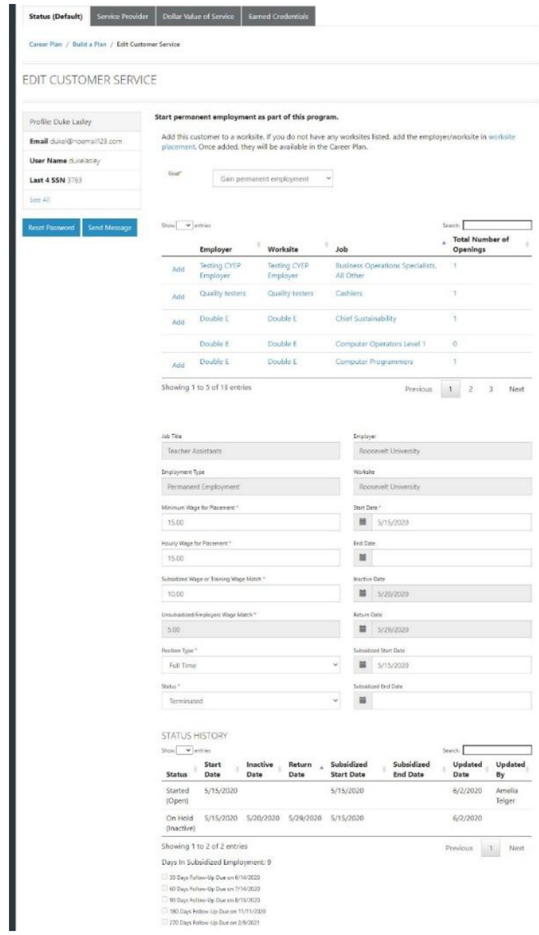
- Before you start entering worksite placements into the Career Plan, make sure that all employers and worksites have been identified in the worksite placement tool.
- Adding the customer to a worksite using the Career Plan will also populate the worksite placement tool.
- Payroll is uploaded to the worksite placement so that you can enter the information for the entire group.

## Status

All services include the related goal, status, start date, weekly hours, WIOA funded (answer no for this project), notes, and related barriers. This type of service/step also includes worksite placement fields:

- Select Add to add the customer and enter the following information:
  - Minimum wage for placement based on your region and customer age/circumstance.
  - Hourly wage will be pre-populated with the information that was entered with the job. You can change this for each customer. Hourly wage must be equal to or greater than minimum wage.
    - Enter the subsidized wage.
      - The subsidized wage should be no more than the minimum wage.
      - Customers may only receive 90-days of subsidized wages regardless of the number of placements. (Check the grant for day limitations)
    - Start date begins the day limit for the subsidized wage. This is based on the customer and not on a particular placement.
    - Days in subsidized employment is listed with each placement. Unsubsidized wage will automatically calculate by subtracting the subsidized wage from the hourly wage.
- Select the type of position.
  - Full-time
  - Part-time
- Select a Status.
  - Planned/Not Started – The subsidized wage 90-day time period will not begin with this status.
  - Started (Open) – The start date begins the time limit for the subsidized wage.
  - On Hold (inactive) – This status "pauses" the subsidized wage 90-day time period.
  - Terminated – This status "pauses" the subsidized wage 90-day time period.
- Enter the Start/End Date.
- Follow-up is suggested at 30, 60, 90, 180, and 270 days. The follow-up section will be available/activated once each of the timeframes have been met. When the customer reaches each of these milestones, review the information for accuracy, update the subsidized wage as needed, and select that you have verified employment.
  - NOTE: A worksite evaluation is due with the 30-day review. The other milestones do not require the evaluation, but you can choose to use the evaluation tool.

- When an apprentice is terminated from their position, complete the Participant Employment Termination Report (PDF). Then upload the report to the apprentice's progress page.
- When an apprentice is marked "Inactive" – the Inactive Date field becomes available.
    - The 90-day subsidized wage count-down clock stops. To resume, make the apprentice active [change Status to Started (Open)] and enter in the return date.
    - If Inactive status is activated, a Status History will update to reflect inactivity. If an apprentice needs to become Inactive again, repeat the steps above to change the status and enter the dates.
- Days in subsidized employment – tracks from all positions entered in the career plan. i.e. if one job has 35 days and another has 13 days, the Days in Subsidized will show 48 days. The job with recent dates will have the most current count.
    - Entered and Exited Subsidized Employment dates are entered to track on what date a customer begins and ends subsidized employment. This also stops the clock if a customer leaves subsidized employment before the 90 days are over. The dates are added to the Status History section.




## Service Provider

The grantee will be the default provider.

## Dollar Value (not required)

Enter the dollar amount related to the service. Do not use this as payroll upload. Those costs should be added via payroll upload. A possible future enhancement could be to pull in payroll uploads into this section.