

Outreach and Recruitment

Tips for Running an Open House

Sample Marketing Plan Worksheet & Timeline

Sample Illinois Works Pre-Apprenticeship Program Information Sheet

Illinois Works Pre-Apprenticeship Program Open House Sample Agenda

Application

2022 Pre-Apprenticeship Program Application

Pre-Apprenticeship Program Interview Questionnaire

Sample Applicant/Participant Referral Form

Enrollment Decision Sample Letter – Full Acceptance

Enrollment Decision Sample Letter – Conditional Acceptance

Enrollment Decision Sample Letter – Denial

Intake

Sample Discrimination, Harassment, and Bullying Policy

Sample Discrimination/Harassment/Bullying Complaint Form

Sample Checklist for Addressing Discrimination/Harassment/Bullying Complaints

Student Support Services

Sample Extenuating Circumstances Policy for Make-Up Post-assessments and Sessions

Sample Make-Up Sessions and Post-assessment Policy

Training

Illinois Works Sample Orientation Agenda

Pre-apprenticeship Training Program Commitment Agreement

Career Assessment – Orientation

Illinois Works Performance-based Stipend Policy

Sample Illinois Works Pre-apprenticeship Program Curriculum

Sample Instructional Plan

Sample Level 1 Evaluation Tool

Program Completion

Exit Interview Questionnaire