

Youth Apprenticeship & Career Pathways Program Tools

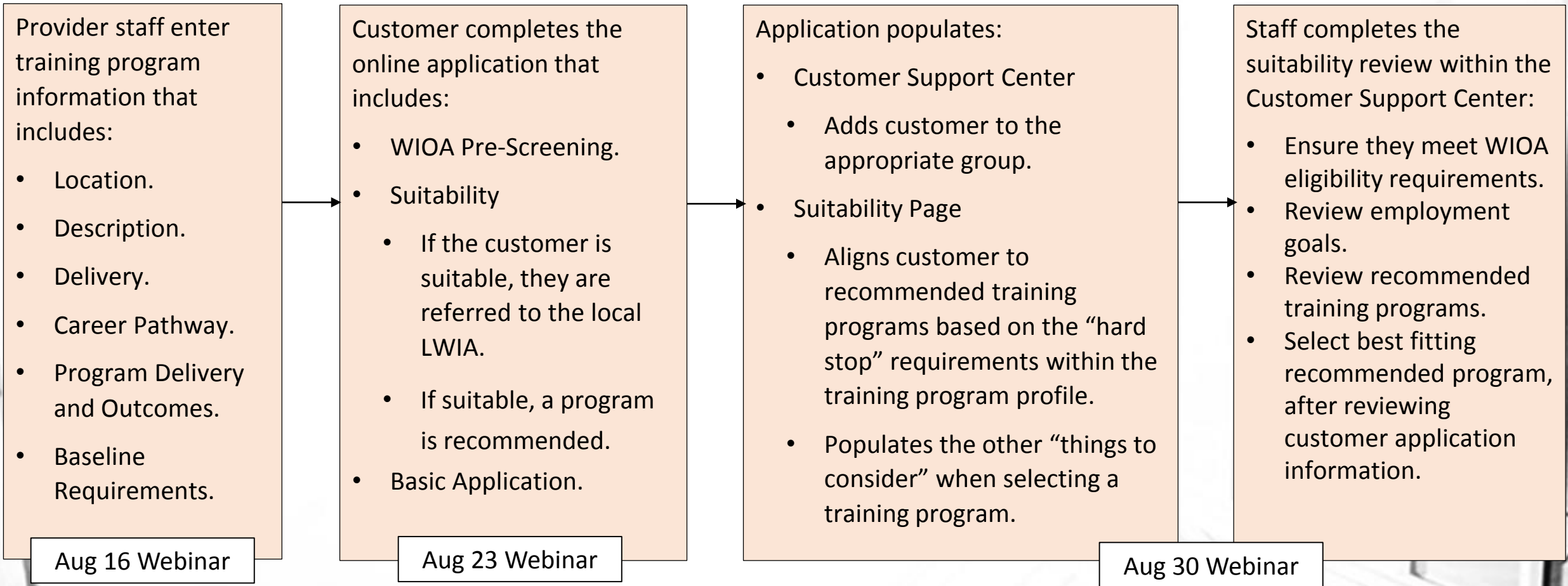
Progress Page & Scheduling Tool Overview
September 13, 2017



Agenda

- Suitability Process Review
- Scheduling Tool Overview
- Progress Page Overview
- Next Steps

Suitability Process Flow Overview



Online Suitability Application Overview

Illinois workNet h
You will need to h
This application c
use solely in con
penalized for you
Individuals compl
By completing the
entered is accur

Cancel Start

© 2017 - Illinois

Illinois workNet h
You will need to h
This application c
use solely in con
penalized for you
Individuals compl
By completing the
entered is accur

Cancel Start

© 2017 - Illinois

Illinois workNet h
You will need to h
This application c
use solely in con
penalized for you
Individuals compl
By completing the
entered is accur

Cancel Start

© 2017 - Illinois

Illinois workNet h
You will need to h
This application c
use solely in con
penalized for you
Individuals compl
By completing the
entered is accur

Complete Online Suitability Application
Customer Instructions - August 2017 v2

? WHY

Why do you need to complete the online suitability application?

It is important to find a program that is suitable for you. Suitable means "right for a particular purpose, person, or situation".¹ The online suitability application collects information about your skills, interest, abilities, and experiences. This information is used to find a training program that is "right" for your purpose (goals) and situation.

i HOW

How do you complete the Youth Apprenticeship and Career Pathway Online Suitability Application?

1. Go to www.illinoisworknet.com/YACPapply.
2. **Login** with your existing Illinois workNet account. If you do not have an Illinois workNet account, setup an account.
3. Read and agree to the **Terms of Use** to continue.
4. Complete the **Pre-screening** section of the application.

Illinois workNet h
You will need to h
This application c
use solely in con
penalized for you
Individuals compl
By completing the
entered is accur

It is important to select a training program in an area in which you are interested. Complete the Career Cluster Inventory (5-10 minutes) to identify which career cluster(s) may be a good fit for you.

STEP 1 Complete Career Cluster Inventory

- Rate 80 activities as: like very much, like, dislike, or not sure.
- This will open in a new window/tab.
- View the results graph to see how your interests match up to each career cluster.
- Come back to this page to complete step 2.

STEP 2 Enter your top three career cluster results below:

First Choice *

Second Choice *

Third Choice *

- a. Answer a few questions to make sure you are eligible for the program.
- b. If you are eligible, you will complete a skills and interest survey. This survey will show you which career pathways may be a good match for you.
- c. You will enter in your top three career pathways into the suitability application. The system will check to see if there is a training program for one or more of your selected pathways.

Scheduling Tool

LWIA staff enter available appointment times.

DASHBOARDS CUSTOMERS GROUPS RESOURCES WORKSITE PLACEMENT HI, INFO@TRAIN10_SIUCCWD.COM

RESOURCES

Agencies Training Programs

YOUTH BUILD MCLEAN COUNTY

Agency Details **Schedule**

EDIT SCHEDULE FOR NATASHA TELGER MEETING TIMES

List Calendar **Add Appointment**

Date	Time	Number of Openings	Details
9/27/2017	1:30 PM - 2:30 PM	2	Details
9/20/2017	1:30 PM - 2:30 PM	2	Details

Provider staff select an appointment time

DASHBOARDS CUSTOMERS GROUPS RESOURCES WORKSITE PLACEMENT HI, INFO@TRAIN10_SIUCCWD.COM

YOUTH APPRENTICESHIP PROGRESS PAGE

Application Suitability **Progress** Case Notes

PROGRESS

[CASE NOTES\(1\)](#)

Profile

First Name Benjamin
Last Name Bratt
Email info@intakeB_siuccwd.com
User Name IntakeB
Last 4 SSN 8797
DOB 12/19/1996

Contact & Appointment Information

Contacts

Contact *
Select

Appointment Details

Schedule Appointment

Update

[View Contacts](#)

[Sync With IWDS](#)

Appointment Details

Location/Name: Natasha Telger Meeting Times

Notes: Please park Make sure you bring.....

Date: 9/27/2017

Time: 1:30 PM - 2:30 PM

Remove

Progress Page

YOUTH APPRENTICESHIP PROGRESS PAGE

Application Suitability **Progress** Case Notes

PROGRESS

Profile

First Name Benjamin

Last Name Bratt

Email info@intakeB_siuccwd.com

User Name IntakeB

Last 4 SSN 8797

DOB 12/19/1996

[Sync With IWDS](#)

Last Sync: N/A

- Contact & Appointment Information
- Enrollment and Employment Information
- Goals
- Barriers
- Services**
- Service Credentials
- Uploaded Documents

Services

[Add Service](#)

Show 10 entries Search:

Service/Program Name	Provider	Start Date	End Date	Status	Credential Earned	Source	Remove
Occupational Classroom Training	N/A	9/12/2017	Not Complete	Started/Open	N/A	Request Sent	✗
Financial Literacy Education	N/A	9/15/2017	Not Complete	Not Started (Scheduled)	N/A	Not Requested	✗

Showing 1 to 2 of 2 entries Previous 1 Next

Next Steps

- Have youth complete the Online Suitability Application. *For those who are already in IWDS, have the customers complete the online application before October 1st. We will sync the customers to those who are already in IWDS.*
- Make the recommendation on the customer's Suitability page.
- Release to production the sync with IWDS.
- Schedule Additional TA Webinars for Wednesday's @ 11:00.
 - September 20 - Sync with IWDS and Worksite Placement
 - September 27 - Review Assessment and Optimal Resume Tools (partner view)
- Schedule TA webinar(s) with grantees, who are not entering customers into IWDS, and LWIA staff who will be entering those customers.

Setting Up Your Account

1. Go to www.illinoisworknet.com and log into your Illinois workNet account or create an account.
2. Make sure your organization's location is set up as a partner in the [Illinois workNet Service Finder](#).
3. Request to become a partner by sending an email to info@illinoisworknet.com. Include the following information:
 - **Reason for the email: I would like to request an Illinois workNet partner account.**
 - **Your name as it appears in your Illinois workNet account.**
 - **Name of your organization as it appears in the Illinois workNet Service Finder.**
 - **Organization address and work phone number.**
4. We will review your request, confirm your information is accurate, and provide you with a partner account.