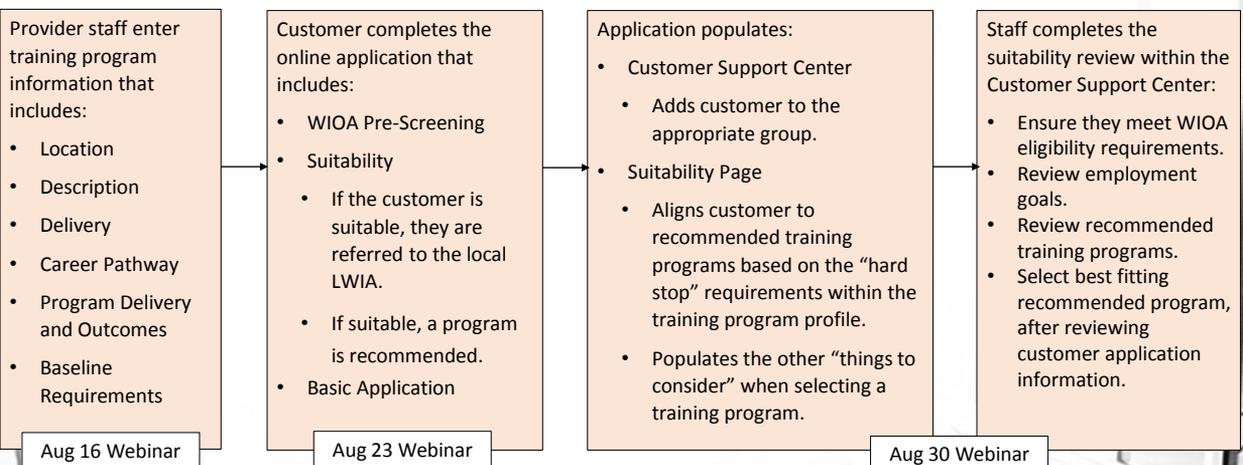




Youth Apprenticeship & Career Pathways Program Tools

Partner Tools Overview
September 27, 2017

Suitability Process Flow Overview



Training Program Information Data Entry

RESOURCES

Agencies **Training Programs**

Provider:

Show 10 entries

Program Name	Length Of Program	Industry	Projected Number of Participants	Actual Enrollment	Contact Name	Options
Construction	3 weeks	Architecture and Construction	45	0	WPP Train10	Edit - Remove
Healthcare	5 weeks	Health Science	20	0	WPP Train10	Edit - Remove

Showing 1 to 2 of 2 entries

Previous Next

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RESOURCES

Agencies **Training Programs**

ADD TRAINING PROGRAM FOR YOUTH BUILD MCLEAN COUNTY

Name *

Description *

Is your projected number of participants to serve? *

Program Contact *

Street Address 1 *

Street Address 2

City *

State *

ZIP Code *

Online Suitability Application Overview

YOUTH APPRENTICESHIP APPLICATION

HE INTAKED

Pre-Screening Application

Agreement WIDA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

By completing the online suitability application, you agree to the terms and conditions of the application. If you have any questions, please contact your local WorkNet office.

Do you have 3 or more motor vehicle infractions (including parking tickets) in the past three years? Yes No

YOUTH APPRENTICESHIP APPLICATION

HE INTAKED

Pre-Screening Application

Agreement WIDA Pre-Screening Skills and Interests Provider Baseline Questions Recommendations

Employment Goals Training Delivery Physical Demands Other Items

YOUTH APPRENTICESHIP APPLICATION

HE INTAKED

Pre-Screening Application

Contact Information Information About You Education Level Employment History Potential Barriers Final Questions

Gender *

Date of Birth *

Military Status *

Marital Status *

Ethnicity *

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". 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.

HOW

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

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

STEP 1 Complete Career Cluster Inventory

STEP 2 Enter your top three career cluster results below:

Rate 10 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.

First Choice *

Second Choice *

Third Choice *

- Answer a few questions to make sure you are eligible for the program.
- 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.
- 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.

Suitability Page Overview

SUITABILITY CASE NOTES(1)

Profile
 First Name: Deion
 Last Name: Day
 Email: info@intalee@success.com
 User Name: IntaleeD
 Last 4 SSN: 6521
 DOB: 11/1/1992

WIOA Eligibility Requirements
 Birthdate: 11/1/1992
 In/Out School: Out of School
 Do you meet the following requirements? Yes

Employment Goals
 Immediate Employment Goal: Full Time
 When are you able to work? Day, Evening, Night, Weekends
 What kind of work would you like to do? Professional/Technical
 Where do you see yourself in 5 years? working full time
 Where do you see yourself in 5 years? working full time in higher paying position in the same career field.
 What steps have you taken to get there? Researched Careers, Wages, and Trends, Researched Training Providers, Started/Completed Some Training
 What do you see as your work related skills/strengths? listening skills

Recommended Training Programs
 How long are you willing to stay in training? Up to 24 weeks
 How are you able to participate in training? Classroom Instruction, On-site, Day Classes, Weekend Classes, Night Classes, Online Classes, On-the-job Training/Apprenticeship, Work Experience
 How can you travel to training? Driving
 How far are you willing to travel? 5-15 miles
 What is the longest amount of time that you could spend upright in the workplace? 6 hours
 What is the heaviest load that you could lift in the workplace? 55 pounds
 Are you able to sit for long periods of time? Yes but I need to get up and move around from time to time

Select	Training Program Name	Length of Training	Distance
<input checked="" type="checkbox"/>	Healthcare	5 weeks	122.96 miles

Recommendation: Recommend For Enrollment
 WPP Train17 8/28/2017

Save

VIEW PROGRAM

Program Name: Healthcare

Description: Participants will attend full time academic and vocational training programs working to increase basic skills and complete secondary school while also working on obtaining national, industry recognized career certifications in healthcare.

Industry: Health Science

Address: 360 Wylie Drive, Suite 305 Normal, IL 61761

Primary Contact: WPP Train10

Projected Number of Participants: 20

CIS Link: https://apps4-work-net.com/cis/Clusters/OccupationDetails/100140?parentid=110800

Minimum Age: 18

Time to Complete: 5 weeks

Minimum Age: 18

View Non-Recommended Training Programs

Nine "hard stop" baseline requirements are identified in the following table. If the information provided in the customer's application does not align with the training program information, the program will not be recommended. The following table will help you understand why certain programs were recommended and others were not.

Name	Medical Tests	Drug Test	Vision	Appearance	Smell	Taste/ 3 or More	Valid License	Background Check
Construction	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Food Service	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Radio	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hotel	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Scheduling Tool

LWIA staff enter available appointment times.

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

YOUTH APPRENTICESHIP PROGRESS PAGE

Application Suitability Progress Case Notes

PROGRESS CASE NOTES(1)

Contact & Appointment Information

Contacts Appointment Details

Contact* Select Schedule Appointment

Update View Contacts

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@intake8_succvd.com
- User Name: Intake8
- Last 4 SSN: 8797
- DOB: 12/19/1996
- Sync With IWDS: [button]
- Last Sync: N/A
- Reset Password | Send Message

Services

Add Service

Show 10 entries

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

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Services and Outcomes

YOUTH APPRENTICESHIP SERVICES/OUTCOMES

Application | Suitability | Progress | **Services/Outcomes** | Case Notes | Assessments | Optimal Resume | Worksite Placement

SERVICES/OUTCOMES

Profile

- First Name: Walter
- Last Name: Apprenticeship
- Email: me1@you.com
- User Name: WalterA
- Last 4 SSN: 0201
- workNet ID: 20237
- DOB: 3/14/1998
- Application Submit Date: 9/14/2017
- IWDS Application Status: Inquirer

Service Start Date: Service Completion Date:

Filter Export

Show 50 entries

Service/Program Name	Provider	Start Date	End Date	Status	Credential Earned	Source
Cash Incentives/Stipends	N/A	9/30/2017	Not Complete	Started/Open	N/A	workNet
Labor Market Information	N/A	9/18/2017	9/18/2017	Successful Completion	N/A	IWDS

Showing 1 to 2 of 2 entries

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Case Notes

YOUTH APPRENTICESHIP CASE NOTES

Application Suitability Progress Services/Outcomes **Case Notes** Assessments Optimal Resume Worksite Placement

CASE NOTES

Profile

First Name Walter

Last Name Apprenticeship

Email me1@you.com

User Name WalterA

Last 4 SSN 0201

workNet ID 20237

DOB 3/14/1998

Application Submit Date 9/14/2017

IWDS Application Status Inquiring

Start Date: End Date:

Show **50** entries Search:

Comment	Entered By	Entered
Your application has been submitted. DO NOT REPLY TO THIS MESSAGE! This is just a confirmation message for informational purposes only.	System	9/14/2017 9:24 AM
Your application has been submitted. DO NOT REPLY TO THIS MESSAGE! This is just a confirmation message for informational purposes only.	System	9/13/2017 5:00 PM

Showing 1 to 2 of 2 entries

Assessments

YOUTH APPRENTICESHIP ASSESSMENTS

Application Suitability Progress Services/Outcomes Case Notes **Assessments** Optimal Resume Worksite Placement

ASSESSMENTS

Profile

First Name Walter

Last Name Apprenticeship

Email me1@you.com

User Name WalterA

Last 4 SSN 0201

workNet ID 20237

DOB 3/14/1998

Application Submit Date 9/14/2017

IWDS Application Status Inquiring

Disability Benefits Estimator | Employment 101 | NOCTI | Observational Evaluation | Worksite Interest Results

- DISABILITY BENEFITS ESTIMATOR
- EMPLOYMENT 101
- NOCTI RESULTS
- OBSERVATIONAL EVALUATION
- WORKSITE EVALUATION

Assessments Not Available Through Illinois workNet

- ENTER MORE ASSESSMENTS
- Add Assessment Results

ENTER ASSESSMENT

Assessment Type *

Assessment Category *

Assessment Name *

Assessment Description *

Assessment Date *

Educational Functional Level *

Grade Level Equivalent *

Test Score *

Results *

How was this assessment delivered?

Computer-Based Self-Guided

Optimal Resume

YOUTH APPRENTICESHIP OPTIMAL RESUME

Application Suitability Progress Services/Outcomes Case Notes Assessments **Optimal Resume** Worksite Placement

OPTIMAL RESUME

Show 10 entries Search:

Name	Type	Date Created	Date Last Updated	View Options
Basic Skills Assessment	Assessment	10/25/2016	10/25/2016	Web
Professional Portfolio	Portfolio	10/25/2016	10/25/2016	Web
Professional Resume	Resume	10/25/2016	10/25/2016	Web - RTF - PDF
ProjectWebsite	Website	10/25/2016	10/25/2016	Web
Resume Letter	Letter	10/25/2016	10/25/2016	Web - RTF - PDF

Showing 1 to 5 of 5 entries Previous 1 Next

Worksite Placement

YOUTH APPRENTICESHIP WORKSITE PLACEMENT

Application Suitability Progress Services/Outcomes Case Notes Assessments Optimal Resume **Worksite Placement**

WORKSITE PLACEMENT

Show 10 entries Search:

No data available in table

Showing 0 to 0 of 0 entries Previous Next

PAYROLL

Show 10 entries Search:

No data available in table

Showing 0 to 0 of 0 entries Previous Next

WORKSITE PLACEMENT

Employers Worksite Placement Payroll

Project: Youth Apprenticeship

Agency: Select

Employment Type: Select

Filter

Add Employer/Worksite

SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.

Show 10 entries Search:

Add Customers:	Employer:	Worksite:	Job:	Total Number of Openings:	Full Time Positions Filled:	Part Time Positions Filled:
roba rides	roba rides	Marketing Managers		0	1	0

Showing 1 to 1 of 1 entries Previous 1 Next

Partner Guide

The screenshot shows a web browser window with the URL <https://www.illinoisworknet.com/yacppartners>. The page title is "Youth Apprenticeship/Career Pathways Partner Guide". The navigation bar includes "Login" and "Sign Up" buttons, the Illinois WorkNet logo, and "Search", "Español", and "Share" options. A "Back to Workforce & Education Partner Resources" link is visible. A notice states: "This guide is intended to be used by Workforce Partners participating in Youth Apprenticeship and Career Pathways projects. This site will be updated ongoing as the projects progress and materials are needed." Below this is a link to the "Youth Apprenticeship/Career Pathways Partner Tools Dashboard (Log in with your Illinois workNet partner account)". The main content is organized into three columns: "All Resources" (with links for Full List of Resources, Restricted Resources, Training Materials & Videos, Frequently Asked Questions, and Updates), "Guidance by Category" (with sections for Get Started, Training Program Information Data Entry, and Recruiting, each containing specific PDF links), and "Archived Webinars" (featuring a video player for "Apprenticeship & Career Pathways" and a "More from this Playlist" section).