**STAFFING PLAN** 

As part of the Illinois Works Pre-apprenticeship Program, the Office of Illinois Works requires that successful applicants provide staff in eight key areas including program administration, outreach and recruitment, intake, wrap-around services (non-academic needs), student support services (academic needs), instruction, transition, and data entry. *These areas can be staffed by full-time or part-time employees of the organization, contractors, sub-contractors, or partner organizations*.   
   
Resumes, partnership agreements, or MOUs should be attached to this plan for all staff members, partners contractors, and sub-contractors listed in Table A below.

***Role definitions:***

Please note successful applicants are not required to have these specific role titles; however, all responsibilities within each role must be assigned to a staff member or partner.

**Program Administrator** - Responsible for program compliance and ensuring that performance metrics are met and required reporting is done, oversees program operations, onboards staff, and monitors performance of other program roles.  

**Outreach and Recruitment Coordinator (ORC) -** Secures a constant flow of leads for the program, conducts pre-screen assessments, ensures program applications are completed, and conducts, along with other team members, standardized interviews.  

**Wrap-around Service Coordinator (WSC)** - Responsible for non-academic supports beginning with the Wrap-Around Service Assessment during Intake. This role will complete the assessment, set up necessary services, and work with the Academic Support Specialist to offer additional supports if participants begin to struggle academically, if needed. The WSC will also source from outside providers and partners

other needed support services and refer participants to those services, if needed.  

**Instructor -** Each organization is required to have qualified and dedicated instructors for their program. This does not mean the instructors have to be employees, only that programs have a contract with an

individual or partner organization that will be carrying out the training portion of their pre-apprenticeship program. Instructors should provide classroom, hands-on, and worksite training,

and tutoring. 

**Student Support Services Coordinator (SSSC) -** Responsible for the academic needs of students, specifically the implementation of Student Support Services, participant progress reports, action plans, monitoring attendance and academic performance, hosting make-up sessions or post-assessment retakes, and coordinating tutoring services for participants.  

**Transition Services Coordinator (TSC)** *-* Responsible for ensuring the Career Assessments are completed and individualized career plans are created in coordination with other program staff including the creation of resumes, and the delivery of career services such as mock interviews, and assistance with

completing apprenticeship applications, among others. The TSC also works with employers,

DOL-registered apprenticeship programs, and other partners to ensure the timely and successful

transition of program graduates. The TSC also conducts the required post-program proactive

follow-up of graduates.  

**Data Entry Coordinator (DEC)** -Programs can determine how their program data is entered and reported in the Illinois Works Reporting System (IWRS). This may be completed by a DEC or it may be part of the other roles in the program. The DEC is responsible for ensuring timely reporting of program data in IWRS including entering participant information, programmatic and service data, outcome metrics, and verifying data accuracy, among others.

***Table A: Staff Capacity***

|  |  |  |
| --- | --- | --- |
| **Staff Role** | **Name of staff member(s), partner(s), contractor(s), sub-contractor(s)** | **Is this role filled by an existing staff member/partnership?** |
| **Program Administrator** |  |  |
| **Outreach and Recruitment Coordinator (ORC)** |  |  |
| **Wrap-around Service Coordinator (WSC)** |  |  |
| **Instructor** |  |  |
| **Student Support Services Coordinator (SSSC)** |  |  |
| **Transition Services Coordinator (TSC)** |  |  |
| **Data Entry Coordinator (DEC)** |  |  |

*\*Please note that many of these roles have access to participant’s private information. When determining how to cover the responsibilities outlined above, applicants should consider how to ensure participant information is protected.*