

BEST PRACTICES FOR APPRENTICESHIP ILLINOIS INTERMEDIARIES



ILLINOIS
WORKFORCE
INNOVATION
BOARD



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NORTHERN ILLINOIS UNIVERSITY

Center for
Governmental Studies

Outreach, Engagement, and Regional Development



Illinois
Department of Commerce
& Economic Opportunity
OFFICE OF EMPLOYMENT & TRAINING
JB Pritzker, Governor



MEET YOUR PRESENTERS



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NORTHERN ILLINOIS UNIVERSITY

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WHAT ARE WE GOING TO COVER TODAY?

- What is an Intermediary?
- Apprenticeship Illinois Intermediaries
- Working with employers
- Working with training providers
- Working with job seekers
- NOFO and other resources

APPRENTICESHIP NOFO WEBSITE

Bookmark This Page!

<https://www.illinoisworknet.com/apprenticeshipnofo2021>



APPRENTICESHIP 2021 NOTICE OF FUNDING OPPORTUNITY

Background

In June 2021, Illinois received a *State Apprenticeship Expansion, Equity and Innovation Grant* for approximately \$6 million from the U.S. Department of Labor (USDOL) to develop, modernize and diversify Registered Apprenticeships in Illinois. The objective of this Notice of Funding Opportunity (NOFO) is to diversify apprenticeship programs and find innovative ways of employing the apprenticeship model to meet the needs of businesses, resulting in a total of 750 new registered apprenticeship programs by the end of 2024. It is Illinois' goal to use this NOFO to increase apprenticeship opportunities for historically underrepresented populations, including but not limited to: individuals with disabilities; youth from underserved communities; older workers; returning citizens from incarceration; and workers in jobs that have been severely impacted by COVID, such as the Arts, Entertainment, Recreation and Hospitality industries. This NOFO supports the Governor's priority of expanding apprenticeship opportunities in Illinois.



Read the [Department of Commerce and Economic Opportunity's \(DCEO\) press release](#) about this funding opportunity.

For more information about Apprenticeships in Illinois, visit ApprenticeshipIllinois.com.

For information on previous Apprenticeship funding opportunities, visit [this page](#).

Program Design

The Apprenticeship Expansion Program design is centered on supporting businesses and individuals. Expanding apprenticeships helps businesses with their current and future workforce needs as well as individuals with a career pathway, which includes work-based learning. Commerce will accept proposals that expand registered apprenticeships in Illinois. This may include projects that serve youth, adults, displaced workers, and/or incumbent workers that are eligible under the

NOFO Materials

- 2021 Apprenticeship Expansion NOFO
- ATTACHMENT I. EXECUTIVE SUMMARY
- ATTACHMENT II. PROJECT IMPLEMENTATION PLAN

intermediary noun

 Save Word

in·ter·me·di·ary | \ ˌin-tər-ˈmē-dē-er-ē  \

plural **intermediaries**

Definition of *intermediary* (Entry 1 of 2)

- 1 **a** : MEDIATOR, GO-BETWEEN
- b** : MEDIUM, MEANS

Meaning of *intermediary* in English



intermediary

noun [C]

US /,ɪn.təˈmiː.di.ə.ri/ UK /,ɪn.təˈmiː.di.ə.ri/



someone who carries messages between people who are unwilling or unable to meet:

- The police negotiated with the gunman **through** an intermediary.
- The former president has agreed to act as an intermediary **between** the government and the rebels.

WORKFORCE INTERMEDIARIES

- Organizations that adopt a dual customer approach, serving both job seekers and employers
- Work with training providers and employers to build skill development opportunities within firms
- They exist in many different forms, for example
 - Community-based non-profit organizations
 - Education institutions (high schools, public and private colleges)
 - Local government
 - Regional workforce development agencies
 - Unions

APPRENTICESHIP ILLINOIS INTERMEDIARIES



Coordinates with Navigators and designs registered apprenticeship programs



Recruits apprentices and prepares them for apprenticeships



Implements and manages apprenticeship partnerships or programs



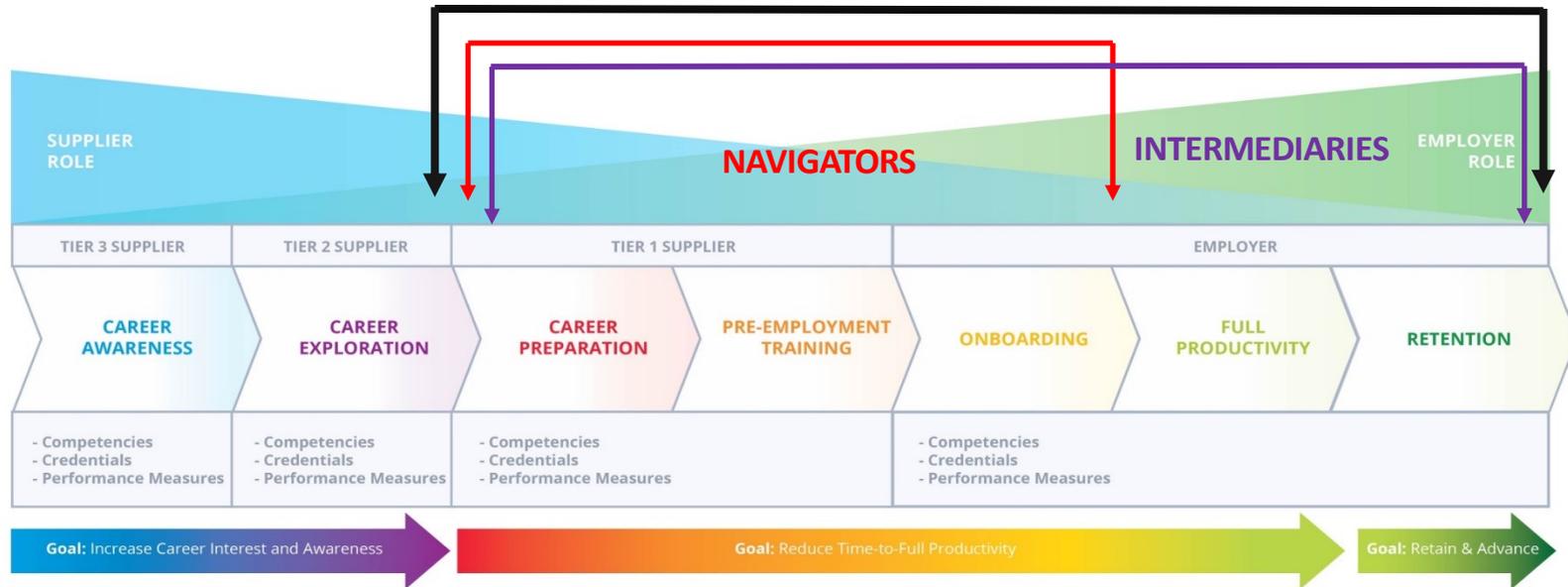
Provides participant supports and coordinate training

APPRENTICESHIP ILLINOIS INTERMEDIARIES

- **Coordinate with a regional navigator to facilitate the registration of new programs with the USDOL Office of Apprenticeship**
- **They help the employer determine their needs**
- **Work with employers to hire and mentor apprentices**
- **Intermediaries must understand business development and workforce development**

MAIN GOAL: They ease the burden for businesses, particularly small companies that do not have the personnel to execute such tasks

APPRENTICESHIP ILLINOIS INTERMEDIARIES



U.S. CHAMBER OF COMMERCE FOUNDATION
 Education and Workforce

THREE COMPONENTS TO A SUCCESSFUL APPRENTICESHIP



EMPLOYERS



TRAINING PROVIDERS

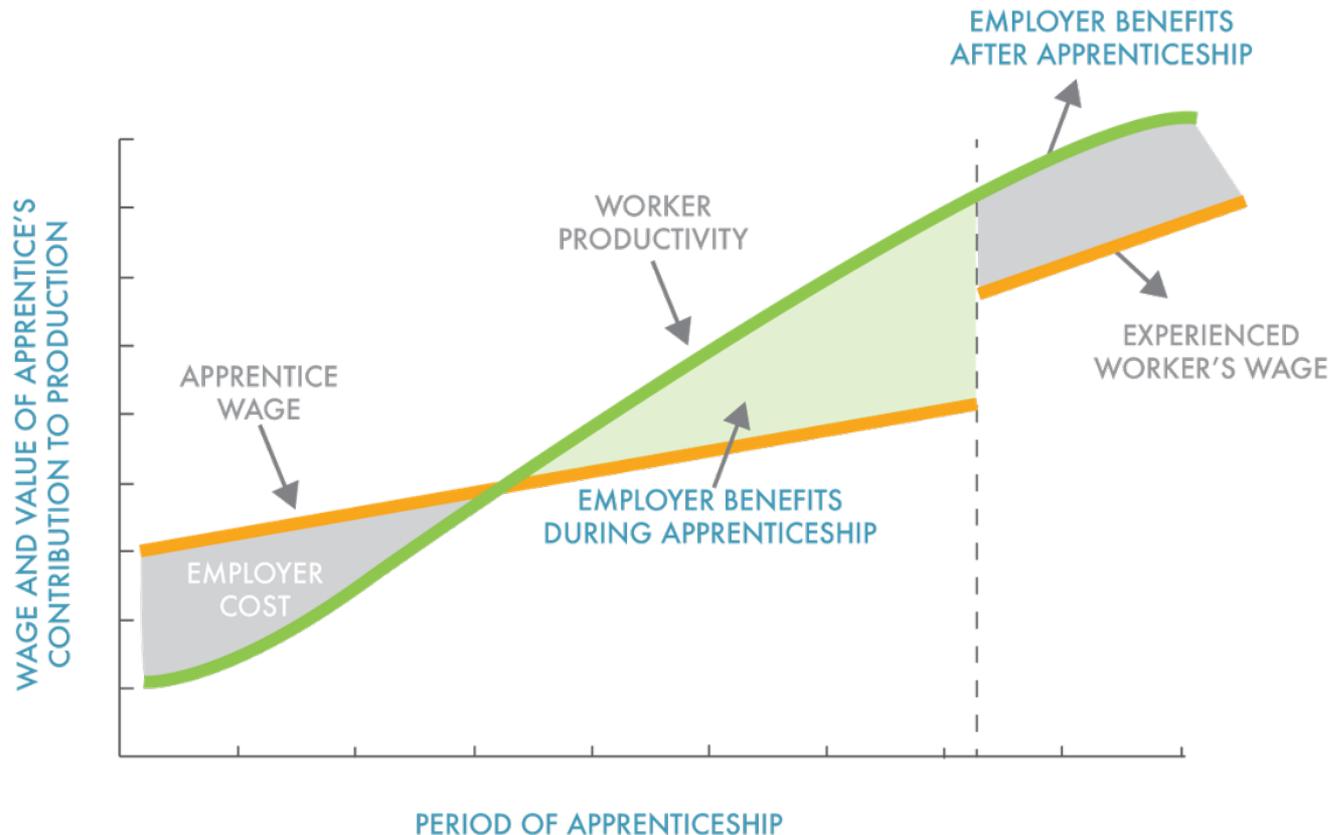


APPRENTICES

EMPLOYERS AND APPRENTICESHIP

Employers face real and perceived risks in adopting apprenticeship

ILLUSTRATIVE WAGES AND PRODUCTIVITY, RELATIVE TO STANDARD FTE



REDUCING EMPLOYER RISK

- Real risk
 - Reduce training costs through public training funds
 - Local workforce areas
 - Training providers
 - Apprenticeship Education Tax Credit
 - Reduce risk of apprentice cancelations by identifying supportive services

Intermediaries reduce employers' risk by identifying external sources of support for apprentices and reducing employer costs

REDUCING EMPLOYER RISK

- Perceived risk
 - Educate employers on benefits
 - Production: Companies gain the value of output by apprentices and graduates, plus a reduction in errors.
 - Workforce: Companies experience reduced turnover and improved recruitment, gain a pipeline of skilled employees, and develop future managers.
 - Soft skills: Apprenticeships lead to improved employee engagement, greater problem-solving ability, flexibility to perform a variety of tasks, and a reduced need for supervision

Intermediaries educate employers about the benefits of apprenticeship, thereby reducing their perceptions of the risks involved.

BEST PRACTICES: ENGAGING EMPLOYERS

Use the U. S. Chamber of Commerce's Talent Pipeline Management's approach to workforce development along with other business engagement best practices, engage employers and sell the idea of apprenticeship as a strategy for addressing talent pipeline challenges.

- Labor Market Information
- Competencies and Credentials
- Common Pain Points
- Unfilled Positions
- Upskilling
- Retention

BEST PRACTICES: ENGAGING EMPLOYERS

A TARGETED APPROACH TO APPRENTICESHIP

BUSINESS ENGAGEMENT



THREE KEY PHASES OF BUSINESS ENGAGEMENT

RESEARCH & PREPARATION

- Recognize the top challenges apprenticeship can help address
- Use research to identify businesses that could benefit from apprenticeship
- Keep track of what you learn
- Know the value of apprenticeship, and
- Prepare for your initial business meeting

THREE KEY PHASES OF BUSINESS ENGAGEMENT

BUILDING RELATIONSHIPS

- Validate pain points and learn the business's culture
- Introduce apprenticeship in the context of existing business practices
- Build trust

GETTING TO COMMITMENT

- Address concerns
- Build organizational buy-in for the apprenticeship model
- Bring the right partners to the table

BEST PRACTICES: APPRENTICESHIP MODELS

Intermediaries tailor apprenticeships to employer needs



Example shows a four-year program; however, program length varies and is driven by industry needs.



Example shows a program with diminishing time spent in related classroom instruction; however, all related instruction could occur at the beginning of program.



Example shows a one-year program spread out over two years with related instruction segmented between periods of on-the-job training.

TRAINING PROVIDERS

All apprenticeships include Related Training Instruction (RTI)

- Community colleges
- Private training providers
- Industry associations
- Company employees

The key role for the intermediary to play is to connect employers with appropriate training providers and ensure that the needs of the employer are met

- Content
- Scheduling

TRAINING PROVIDERS

Innovative practice: incumbent worker as training provider



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[SEARCH JOBS](#)

APPRENTICES

Potential apprentices can be located through a variety of sources

- Training providers
- Pre-apprenticeship programs and other non-profit agencies
- Employers
 - New applicants
 - Incumbent workers

Intermediaries help employers find qualified candidates and help job seekers prepare for apprenticeships

APPRENTICES

Best practice: incumbent workers as an employer's first experience with apprenticeship

- Upskill workers who have proven to be good employees
- Establishes a mentoring team for future new hire apprentices
- Creates a reproduceable system by 'training the trainer'
- Can improve shop floor dynamics by giving incumbent workers a greater sense of responsibility and purpose

TARGETED POPULATIONS

- Low-income individuals
- Returning citizens (previously incarcerated)
- Homeless individuals
- Justice involved youth
- Youth who are in the foster care system or have aged out of the foster care system
- Individuals who are English language learners
- Individuals who have low levels of literacy, and
- Individuals facing substantial cultural barriers

TARGETED POPULATIONS

- Eligible migrant and seasonal farmworkers
- Single parents (including single pregnant women)
- Long-term unemployed individuals
- Older workers
- Individuals with disabilities
- LGBTQ individuals
- Minorities that are under-represented in registered apprenticeships in Illinois

TARGETED POPULATIONS

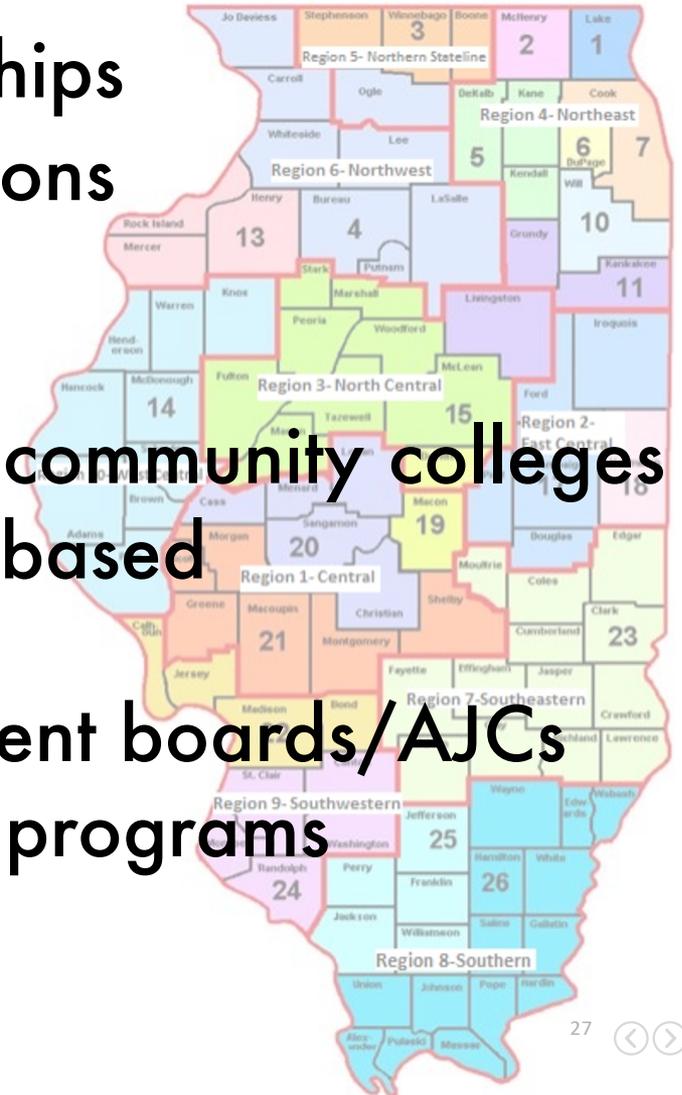
Some strategies to address DEI include:

- Changes in recruitment practices
- Intentional marketing (including using images of women and people of color)
- Addressing discrimination within programs and at workplaces, and
- Offering supports that boost retention and completion, such as childcare, transportation, and career counseling.

PARTNERSHIPS

Intermediaries build partnerships

- Industry/business associations
- Chambers of commerce
- Unions
- Training providers such as community colleges
- Non-profit and community-based organizations
- Local workforce development boards/AJCs
- Pre-apprenticeship/bridge programs



DISTINGUISHING FEATURES BETWEEN NEW AND EXISTING INTERMEDIARIES

NEW

- ✓ Not previously an Intermediary
- ✓ New industries
- ✓ New region of the state
- ✓ Recognizes differences in outcomes for start-up programs

EXISTING

- ✓ Expands Registered Apprenticeship Quickly
- ✓ Supporting programs that can hit the ground running
- ✓ Desire to leverage existing programs without double counting

MOU COMPONENTS

Memorandum of Understanding between applicant and Local Workforce Area



APPLICATION TIMELINE



APPLICATION TIMELINES

Grant Information Workshops	July
Applications Due	5:00 p.m. CT September 15, 2021
Grant Negotiation	October/November/December
Grant Award (Anticipated)	January 1, 2022



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GRANTEE REQUIREMENTS

- **Service Finder—IwN—**
 - location, contacts and Apprenticeship status
- **Engagement of employers (contact vs engaged)**
- **Success stories**
- **Quarterly Reporting (PPR/PFR)**

Providers must be on ETPL—Eligible Training Provider List—
Link below to check

<https://www.illinoisworknet.com/Training/Pages/WIOATrainingProgramSearch.aspx>

APPRENTICESHIP INTERMEDIARY DELIVERABLES/ OUTCOMES

- ***New Registered Apprentices***
 - Pre-Apprenticeship participants who successfully transition into a Registered Apprenticeship program before the grant ends
 - Individuals that will be provided with apprenticeship-related services
 - Individuals within targeted populations provided with apprenticeship-related services
- Number of businesses engaged
- Registered Apprenticeship programs
 - New Registered Apprenticeship programs
 - Existing Registered Apprenticeship programs that will be expanded

APPRENTICESHIP INTERMEDIARY OTHER METRICS

- Tracking the activities that will lead to deliverables
 - Number of partners in underutilized areas that receive apprenticeship expansion support
 - Number of apprenticeship sponsors receiving support
 - Number of outreach events and number of targeted attendees
 - Number of industry sector partnerships supported
 - Number of industry sector partnerships developed
 - Amount of matching and leveraged funding (not required but preferred)

TRAINING COURSE REQUIRED FOR APPRENTICESHIP EXPANSION INTERMEDIARY GRANTEES

There is a new training course required for Apprenticeship Expansion Intermediary grantees called: ***How to Use Illinois workNet to Track Apprenticeship Illinois Participants (for Intermediaries)***. Information about the training is here: <https://www.illinoisworknet.com/appilpartners>.

All intermediary grantees will be required to complete the training with the first quarter after receiving an award.

RESOURCES

- ApprenticeshipIllinois.com
- Apprenticeship Study Act Report
- 2021 Illinois Economic Report – IDES
- 2021 WIOA Regional and Local Planning – Data Packets

<https://www.illinoisworknet.com/WIOA/RegPlanning/Pages/RegionalPlanning.aspx>

- Internet – finding resources and partners

RESOURCES

- IDES Labor Market Economist
- Local Workforce Area Business Reps
- Community College Business Reps and Apprenticeship Programs
- School District programs and Education for Employment regional representatives
- American Job Centers and Services

US DOL RESOURCES

• WorkforceGPS.org

Communities

- Apprenticeship Community
- Apprenticeship State Expansion Grants (ASE) Community

WorkforceGPS
Navigate to Success

My WorkforceGPS ▾ | Resources | ETA Grants | Communities ▾ | Events | Member Directory | Help | About

Communities offer you the chance to find resources on specific topics, programs, or initiatives--all while engaging with peers on those matters that most interest you.

Agricultural Connection	ETA Grantee Products	Indian & Native American Programs	TA Help - for ETA
Apprenticeship	Evaluation and Research Hub	ION - Innovation and Opportunity Network	Trade Adjustment Assistance for Workers
Apprenticeship State Expansion Grants (ASE)	Grants Application and Management	LMI Central	Unemployment Insurance
Business Engagement Collaborative	H-1B America's Promise	Older Workers	Veterans' Priority & Military Employment
Career Pathways	H-1B Ready To Work	Performance Reporting	WIOA Partners - for Federal Staff
College Connection	H-1B Scaling Apprenticeship Through Sector-Based Strategies	Reemployment Connections	Workforce System Strategies

APPRENTICESHIP ILLINOIS PROFESSIONAL DEVELOPMENT COURSES

ApprenticeshipIllinois.com

1. Click on “Resources”



2. Click on “Apprenticeship Professional Development”



3. Click on course

For the Downloadable Resources, which correspond to each of the courses, please click on the links below: (Please the courses are available)

Apprenticeship Illinois Professional Development Courses
Welcome, Kickoff Meeting
Session 1: Foundations for Registered Apprenticeship
Session 2: Apprenticeship Illinois Overview
Session 3: Navigator Best Practices
Session 4: Intermediary Best Practices
Session 5: Innovated Opportunities to Leverage Funding
Session 6-A: Apprenticeship Illinois Tracking System
Session 6-B: Apprenticeship Illinois Tracking System

APPRENTICESHIP ILLINOIS OTHER RESOURCES



ApprenticeshipIllinois.com

1. Click on “Resources”



2. Click on “Resource Library”



3. Click from multiple topics:



Note: Please share your resources, and we will add them to this page.

APPRENTICESHIP ILLINOIS PARTNER GUIDE

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APPRENTICESHIP ILLINOIS PARTNER GUIDE

← Back to Workforce & Education Partner Resources.

This guide is intended to be used by Workforce Partners participating in the Apprenticeship Illinois Program. This site will be updated ongoing as the projects progress and materials are needed. *If you send a request for assistance to info@illinoisworknet.com please include a reference to the Apprenticeship Illinois program to enable easy routing of your help request.*

Only partner accounts that have been granted access will see this program listed in their Customer Support Center Group list.

[Go to the Customer Support Center to access Apprenticeship Illinois Dashboards and Partner Tools.](#)

Link to Apprenticeship Illinois pages: <https://www.illinoisworknet.com/apprenticeshipil/Pages/default.aspx>

User Guides

Type here to search

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CHICAGO APPRENTICE NETWORK

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This website is proudly built and powered by apprentices.

STARTING YOUR OWN PROGRAM



Apprenticeship Playbook

Chicago Apprentice Network founders provide a step-by-step guide to setting up a successful apprenticeship program.



Apprenticeship Starter Guide

Want a quick overview? The Chicago Apprentice Network Starter Guide offers highlights of the Apprenticeship Playbook.

Q and A



All questions regarding this NOFO must be submitted in writing via email to:

apprenticeship@illinoisworknet.com



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Comments & Questions

THANK YOU



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