

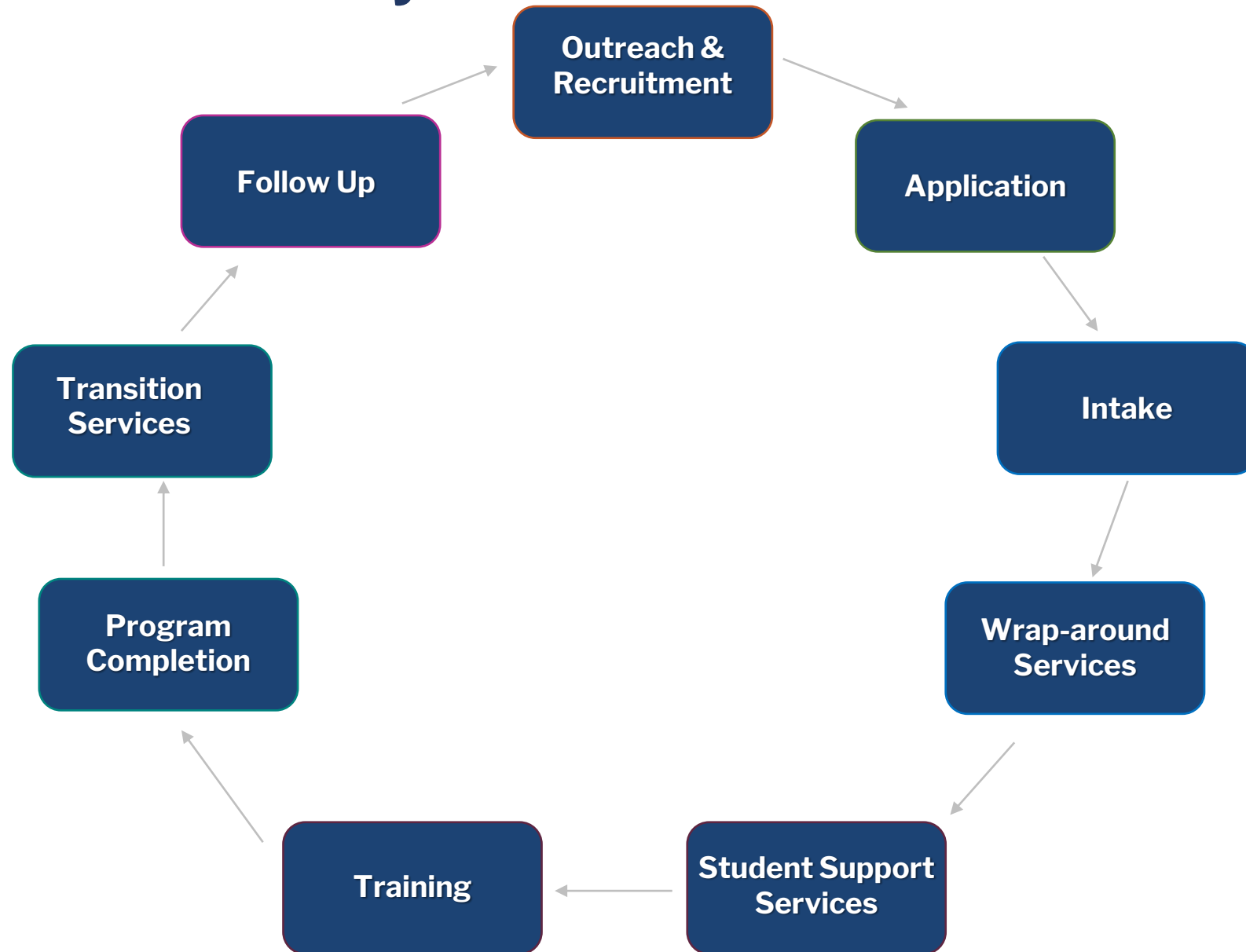
Illinois Works Pre-apprenticeship Program (ILWPP)

Participant LifeCycle from a
Grantee Perspective



ILLINOIS WORKS
Pre-Apprenticeship Program

Pre-apprentice LifeCycle



Outreach & Recruitment

Outreach & Recruitment Coordinator (ORC) engages with potential participant through outreach and recruitment activities



ORC enters participant into IWRS and determine Participant Lead category



Hot



Warm



Cold



Closed



Follow Up



ORC completes the Pre-screen Assessment in IWRS



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheets

Marketing Plan

Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment



Sponsored by  **ILLINOIS WORKS**

Illinois Works
Pre-apprenticeship Program

Are you interested in a career in Construction and the Building Trades?

Illinois Works' **FREE** Pre-apprenticeship program can prepare you to successfully transition to a Department of Labor registered apprenticeship in the trades!

For More Information, Contact:
The Office of Illinois Works
CEO.ILWorks@illinois.gov
Find us online at:
www2.illinois.gov/dceo/IllinoisWorks/Pages/PreApprenticeship.aspx

Target Audience

- All Illinois residents are welcome with an emphasis on women, people of color and veterans

Program Offers

- Classroom Instruction
- Wrap-Around Services
- Student Support Services
- Stipends
- Industry Recognized Certifications (NCCER/NABTU, OSHA, First Aid/CPR)

Eligibility Requirements

- Minimum Age of 18 Years Old
- Possess a High School Diploma/GED/HISET
- Illinois Resident

 **ILLINOIS WORKS**
Pre-Apprenticeship Program

 **Illinois Department of Commerce & Economic Opportunity**
Jill Plicker, Governor

All qualified applicants will receive consideration without regard to race, color, religion, sex, disability, age, marital status, gender identity, national origin, veteran status, or genetic information. Illinois Works is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in its services, programs, and activities.



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan


Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment



ILLINOIS WORKS
Pre-Apprenticeship Program

Illinois Works Pre-apprenticeship Program Information Sheet

Program Design & Goal
The Illinois Works Pre-Apprenticeship program is designed to increase the number of qualified construction and building trades apprentices who are **women, people of color, veterans, and prepares them to enter full apprenticeship programs** on their way to careers in the construction and building trades.

Eligibility Requirements
To enter the program applicants must be/have:
18 years old
Illinois resident
High school diploma or GED
Interest in career in the construction & building trades
Able to pass a drug-test

Additional Criteria
The following criteria are not requirements but will help participants be more successful in the program. If applicants need assistance with any of the following, **the program can offer support services.**
Driver's License
Reliable Transportation
English Proficiency

Support Services Offered
Below is just a sample of the services offered. Additional services are available depending on participant's needs
Childcare
Transportation Assistance
Housing Assistance
Math & Reading Tutoring
Mental Health Counseling

Stipends
Stipends are paid out based on participant performance including attending mandatory sessions and passing module assessments.

Industry Recognized Certifications/Credentials
NCCER Core Curriculum Certification
OSHA 10-Hour Construction Certification
First Aid/CPR Certification

Job Readiness & Registered Apprenticeship Assistance
The program's goal is to help participants enter Registered Apprenticeship Programs. Below are some of the services available:
Resume Writing
Mock Interviews
Apprenticeship Application Assistance
Apprenticeship Program Tours

Module	Required Hours
Introduction to Construction and Its Trades	4
Basic Safety/OSHA 10-Hour Certification	13
Introduction to Construction Math	32
First Aid/CPR	6
Introduction to Hand Tools and Demo/Practicum	12
Introduction to Power Tools and Demo/Practicum	12
Introduction to Construction Drawings	12
Introduction to Basic Rigging	10
Basic Communication Skills	8
Basis Employability Skills—Part 1	8
Introduction to Materials Handling	8
Basic Employability Skills—Part 2	24
Test Taking Skills	4
Practicum/Job Site Work	16
Total Hours	169

[Insert Grantee Logo]

[Insert Grantee Name]
[Insert Grantee Address]
[Insert Grantee Phone Number]
[Insert Grantee Website]

This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan

Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment



Marketing Plan Worksheet

What is your target population? (age, race, ethnicity, gender, geographic location, language etc.)

What do members of your target population care about? Or what services might this group need?

Where do members of your target population get their information?

What is a realistic timeline for your organization to do outreach?

Weekly Biweekly Monthly Quarterly Other:

Will any of your marketing activities cost money? If so, what is the budgeted marketing amount?



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan

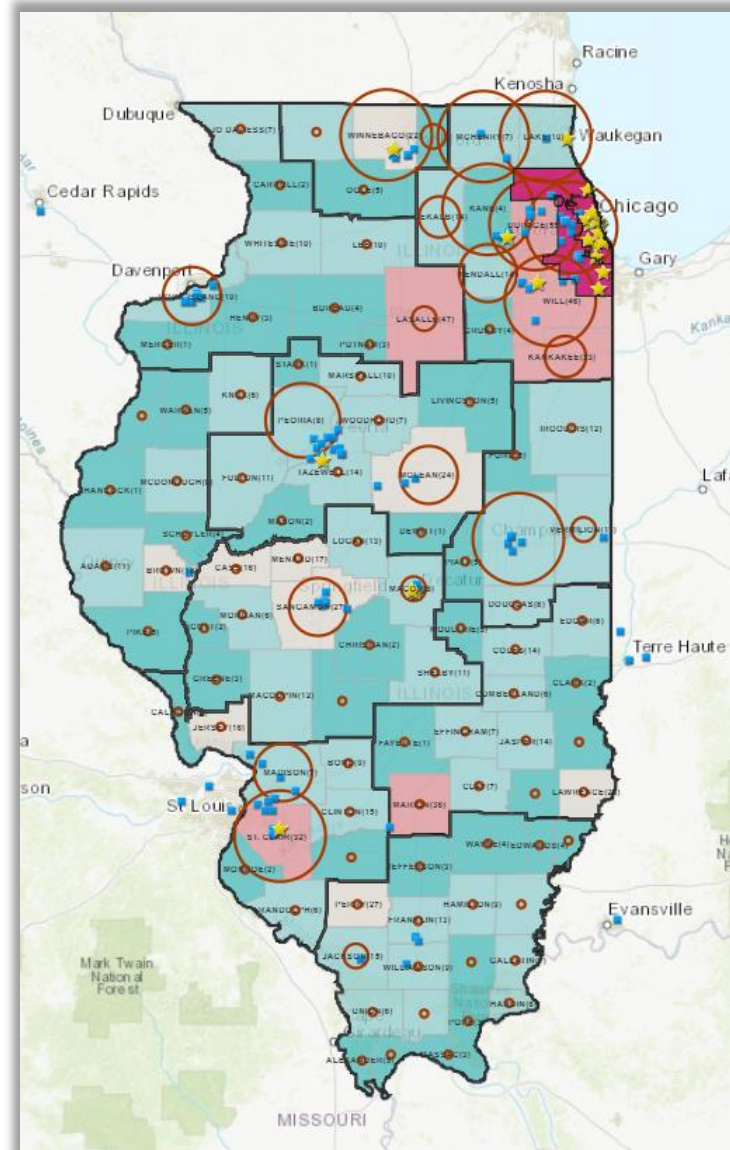
Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan

Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment



Tips for Running an Open House

Hosting an Open House can be an ideal and low-pressure way to meet prospective participants and give them a chance to learn about the program, meet program staff, and begin the application process. Below are some tips to keep in mind as you plan your open house and a sample agenda to help you plan your first event:

I. Date and Time

When you are planning your open house, think about your target population. What is the best day and time for them to attend? Consider your target population's other potential obligations such as school, work, and caring for children. Many open houses will span several hours to accommodate differing schedules, perhaps 5:00 PM – 9:00 PM on a weekday, or an all-day open house on a weekend day.

II. Encourage Your Team and Partners to Attend

Open houses help introduce prospective participants to instructors, staff, and partner agencies that will provide support and help them succeed in the program. Fostering this connection and allowing prospective participants to gather information directly from program staff can increase their confidence and interest in the program.

Additionally, make sure to have staff positioned throughout the event so that potential participants feel welcome, and they know where to go for certain activities including where to complete pre-screening questions, and even fill out an application on-site.

III. Offer an Activity or Learning Opportunity

These events are ideal times to show off the unique aspects of your program and provide participants with a more meaningful experience. Some activities might include providing tours of the classroom space/construction lab, having alumni mini sessions where prospective students can hear from/ask questions of recent graduates, or host a scavenger hunt that teaches potential participants about your program along the way.

IV. Offer Refreshments

Depending on the time of day that is chosen, make sure to offer refreshments in your open house event.

V. Collect Information and Follow Up

The goal of the open house is to recruit new participants into the program. As a result, a key objective during the event is to gather contact information from potential participants. Collect this information as part of the registration process or as attendees arrive (use a sign-in sheet they need to fill out when they arrive). Prior to the event, set a standard for how quickly you want to follow up with attendees, and who will be assigned to do the follow-up.

Some attendees may want to complete pre-screening questions or the full application the night of the open house. Make sure to have staff available to help.

This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan

Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment

ATTACHMENT I: PROPOSED WORK PLAN

Table A: Total Outcome Metrics

Total Number of Cohorts	Total Number of Individuals Recruited (all cohorts)	Total Individuals Enrolled (all cohorts)
Total Individuals Completed (all cohorts)	Total Individuals Transitioned – Primary Outcome (all cohorts)	Total Individuals Transitioned – Secondary Outcome (all cohorts)

*Participant numbers in Table A should align with those in Attachment II: Participant Demographic & Outcomes Summary

- **Recruited:** An individual who is interested in the program and has provided their contact information to be contacted for enrollment.
- **Enrolled Participant:** An individual who completes a pre-screen, application, and standardized interview and is offered to attend the program, accepts the offer, and attends training.
- **Completed Participant:** An individual who begins instruction and successfully completes all required modules and assessments to obtain industry-recognized certifications and credentials.
- **Primary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who has applied and has been accepted to a DOL registered apprenticeship program OR who has applied and has been placed on a waiting list for a DOL registered apprenticeship program.
- **Secondary Outcome Transitioned Participant:** A graduate of an Illinois Works Pre-apprenticeship training program who chooses not to apply for a DOL registered apprenticeship program and instead is actively participating in an alternate outcome (i.e. registered in a college program or other education/training program, accepted a position with employer, etc.)

Table B: Instruction Information

Total Curricula Hours	Length of Training Program (weeks)
Curriculum Offered (NABTU, NCCER, Other nationally recognized curricula)	Certifications offered (minimum of NABTU/ NCCER/Other, OSHA-10, First Aid/CPR)

*Total curricula hours and information should align with information provided on Attachment III: Sample Curriculum and Proposed Curriculum

ed on information per cohort. *Per cohort outcome numbers should*

ins with the first planned outreach activity for each cohort and ends the y of instruction.
 is no later than four weeks before program instruction begins.
 ants should take place before instruction begins.
 re the first and last day of instruction. This should match the number of l in Table B.
sition begins immediately after the end date of the program and months after the program. All transition dates must be within the grant (/2023)

Cohort 1		
	Individuals Completed	
	Individuals Transitioned – Secondary Outcome	
	Start Date	End Date
Cohort 2		
	Individuals Completed	
	Individuals Transitioned – Secondary Outcome	
	Start Date	End Date
Cohort 3		
	Individuals Completed	
	Individuals Transitioned - Secondary Outcome	
	Start Date	End Date
Enrollment		
Program Dates		
Participant Transition		



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan

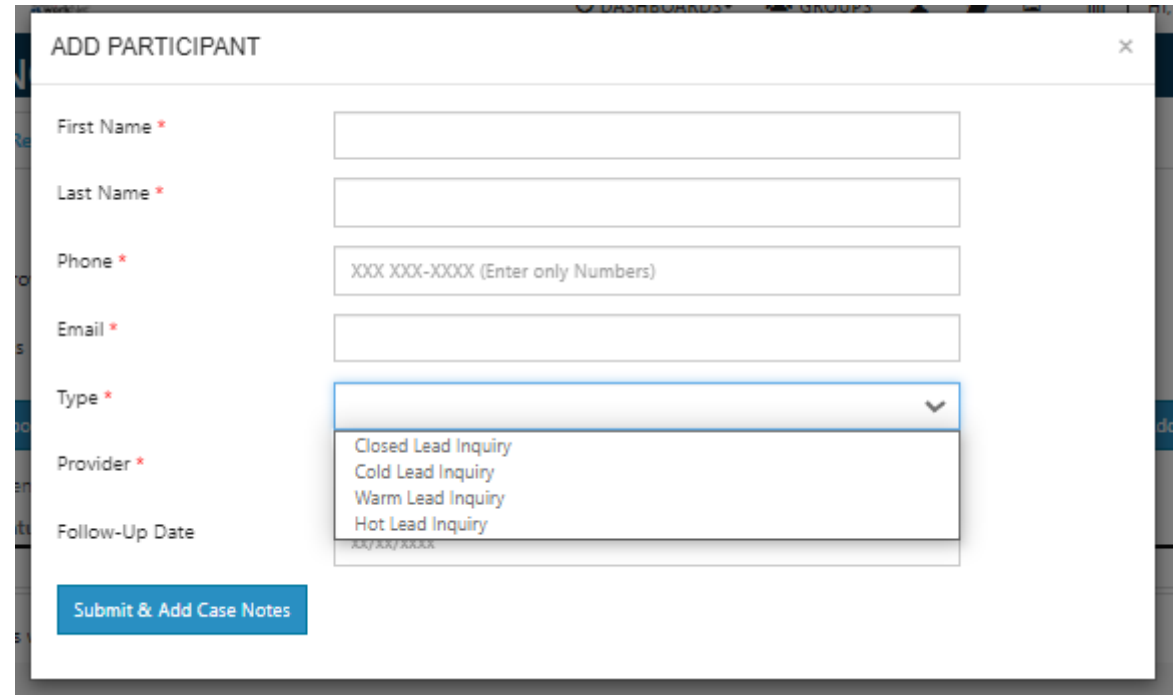
Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment



The screenshot shows a web form titled "ADD PARTICIPANT" with a close button (X) in the top right corner. The form contains the following fields:

- First Name * (text input)
- Last Name * (text input)
- Phone * (text input with placeholder "XXX XXX-XXXX (Enter only Numbers)")
- Email * (text input)
- Type * (dropdown menu with options: Closed Lead Inquiry, Cold Lead Inquiry, Warm Lead Inquiry, Hot Lead Inquiry)
- Provider * (text input)
- Follow-Up Date (text input with placeholder "XX/XX/XXXX")

A blue button labeled "Submit & Add Case Notes" is located at the bottom of the form.



Outreach & Recruitment – Tools & IWRS

Flyer

One-sheeter

Marketing Plan

Heat Map

Tips for Running an Open House

Work Plan

Lead Entry

Pre-screen assessment

ADD PARTICIPANT PRE SCREENING

First Name * Johnny

Last Name * Doe

Phone * 123 456-7890

Email * johnny@test.com

Provider * Chicago Test Provider 1

Type * Hot Lead Inquiry

Do you have an interest in making a career in the construction industry? *
Yes No

Do you have the availability to attend the program? *
Yes No

Do you have a High School diploma or GED/HISET? *
Yes No

Are you at least 18 years of age? *
Yes No

Are you an Illinois resident? *
Yes No

How did you hear about this program? Email Social Media Family or Friends American Job Center Organization Website Nonprofit/Faith-based organization referral Mailings Newspaper or Magazine Radio TV Other

Pre Screening Result * Meets pre-screening requirements. Interested in participating.

Pre Screening Date * 08/01/2022

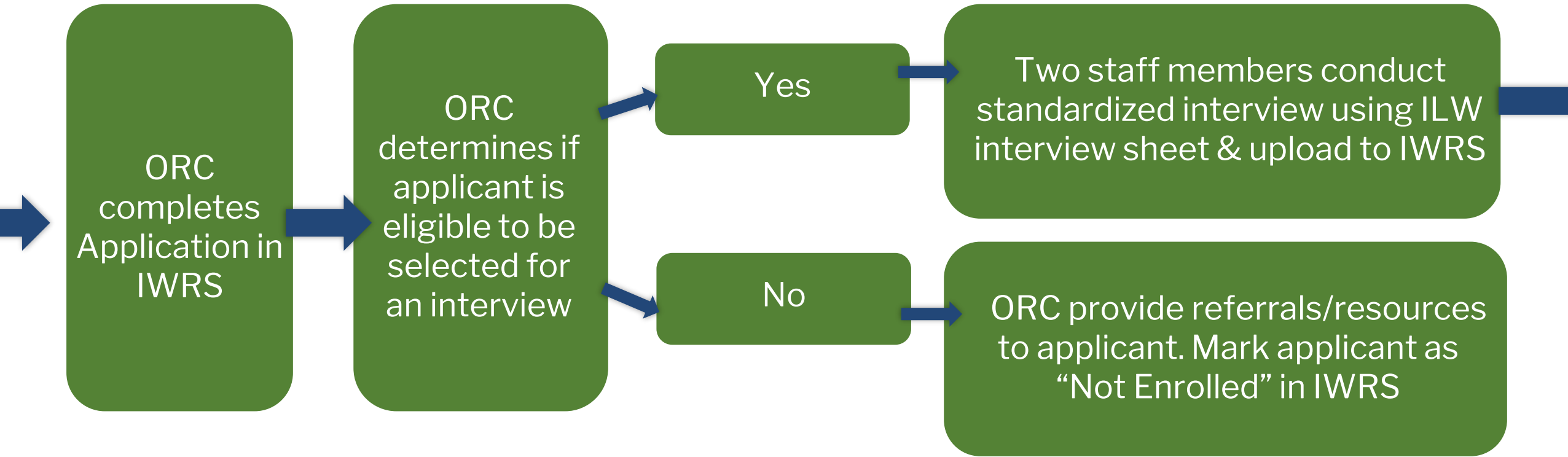
Follow-Up Date xx/xx/xxxx

Sex * Male

Races *
Select all that apply.
 American Indian or Alaskan Native
 Asian
 Black/African American
 Hawaiian or Pacific Islander
 Hispanic
 Prefer not to answer
 White



Application




Application – Tools & IWRS

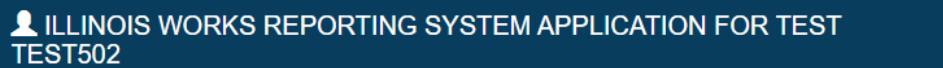
Application – Paper/Virtual

Interview sheets

Applicant/Participant Referral Form


Pre-apprenticeship Program Application

Application Date: _____
Name: _____
Email: _____
Street Address 1: _____
City, State, Zip Code: _____
Primary Phone: _____ Primary Phone Type: _____
Social Media Type: _____ Social Media Username: _____
Date of Birth: ____/____/____
Sex at Birth: Male Female Preferred Gender: Male Female Non-B
Military Status: Active Military Recently Separated Veteran War or Comb
 Retired Veteran Disabled Veteran N/A
Marital Status: Married Single Divorced Other
Ethnicity: American Indian or Alaskan Native Asian Black/African
 Latino/Hispanic Hawaiian or Pacific Islander White, No
Are you authorized to work in the United States? Yes No
Highest Level of Education (Grade Level or Degree): _____
Do you have a High School Diploma or a GED/HISET certificate? Yes No
Explain: _____
Have you participated in a pre-apprenticeship training program before? Yes No
If yes, what was the name of the program/organization?
Do you have a Driver's License? Yes No
If no, are you willing and able to get a Driver's License? Yes No


Demographic & Contact Information Education Other Considerations Work History

First Name * Test
Last Name * Test502
Email * test502@test.com
Confirm Email * test502@test.com
Street Address 1 * _____
Street Address 2 _____
City * _____
State * Select
ZIP Code * 60661
Primary Phone * _____
Primary Phone Type * Select
Alternate Phone (Format: XXX-XXX-XXXX) _____
Alternate Phone Type Select
Date of Birth * 1/1/2001
Sex at Birth * Select
Preferred Gender Identification Select
Military Status * Select
Marital Status * Select
Racial/Ethnicity * _____



Application – Tools & IWRS

Application – Paper/Virtual

Interview sheets

Applicant/Participant Referral Form



Pre-Apprenticeship Training Program Interview Questionnaire

Interview Directions:

Each participant interview should be conducted by two program representatives who must independently score the applicant's responses. Interviewers should take detailed notes regarding the applicant's responses. Once the interviewers have completed their questionnaires and scored the applicant's answers, the total scores from both interviewers should be averaged. An average score of **40 (100%) is the maximum score** a participant can receive, while the **minimum score for acceptance to the program is 32 (80%)**. Once the final score has been calculated, it should be entered into the Illinois Works Reporting System (ILWRS) along with scanned copies of both questionnaires. Applicant interviews usually last 45 – 60 minutes. Time should be allocated for interviewer questions as well as a dedicated time for the applicant to ask questions.

Rating Scale: 1 = Poor 2 = Average 3 = Good 4 = Excellent

Candidate Name: _____ Date: _____ Time: _____

Interviewer Name: _____

Interviewer Title: _____

Interview Type: Face to Face ___ Phone ___

Interview Questions:

1. Why are you interested in the construction industry?

Scores & Probing Questions

Score = _____

What trades are you interested in? (carpentry, operator, laborer etc.)

Do you have members of your personal or professional network that are in the construction trades?

2. What do you know about construction pre-apprenticeship programs?

Score = _____

Have you researched other construction pre-apprenticeship programs?

Do you know what type of training is offered in these programs? Classroom, work-based learning etc.

Score = _____

Are you being asked and/or required to participate in this program?

What are the top 2 or 3 things you are expecting to gain from participating in this program?

program?

Score = _____

Do you have any experience with construction/building/rehab work (personal or professional)?

career?

Score = _____

If I were to ask a friend or family member what your greatest skills are what would they say?

When you think about your future career are there certain skills you feel you lack or want to improve?

transitioning align with

Score = _____

Is pursuing a construction apprenticeship something you see yourself pursuing immediately after this program?

program?

Score = _____

If yes, can you provide an example on how you will deal with potential barriers?

10% of the have at least a completing

Score = _____

Based on your typical work or life commitments, can you commit to being present as required?

Are there any barriers that might make it difficult for you to meet the 70% passing rate?

laboration. This you have

Score = _____

When thinking about "respect and professionalism" what actions come to mind?

Describe how you have had a positive relationship with others in the past either in a professional, educational, or personal setting (community groups, sports teams etc.)

Total Score



Application – Tools & IWRS

Application – Paper/Virtual

Interview sheets

Applicant/Participant Referral Form

 [Insert Grantee Logo]

Applicant/Participant Referral Form

Participant Name: _____ Referral Date: _____

Referral Service Category:

Delivery of Other Instruction Wrap-Around Services

Student Support Services Transition Services

Referral(s):

Specific Service	Agency	Phone Number	Agency Address	Agency Website
<i>Example: Childcare</i>	<i>KidsCare123</i>	<i>708-555-5555</i>	<i>123 Chicago Ln. Chicago, IL 60613</i>	<i>www.KidsCare123.org</i>

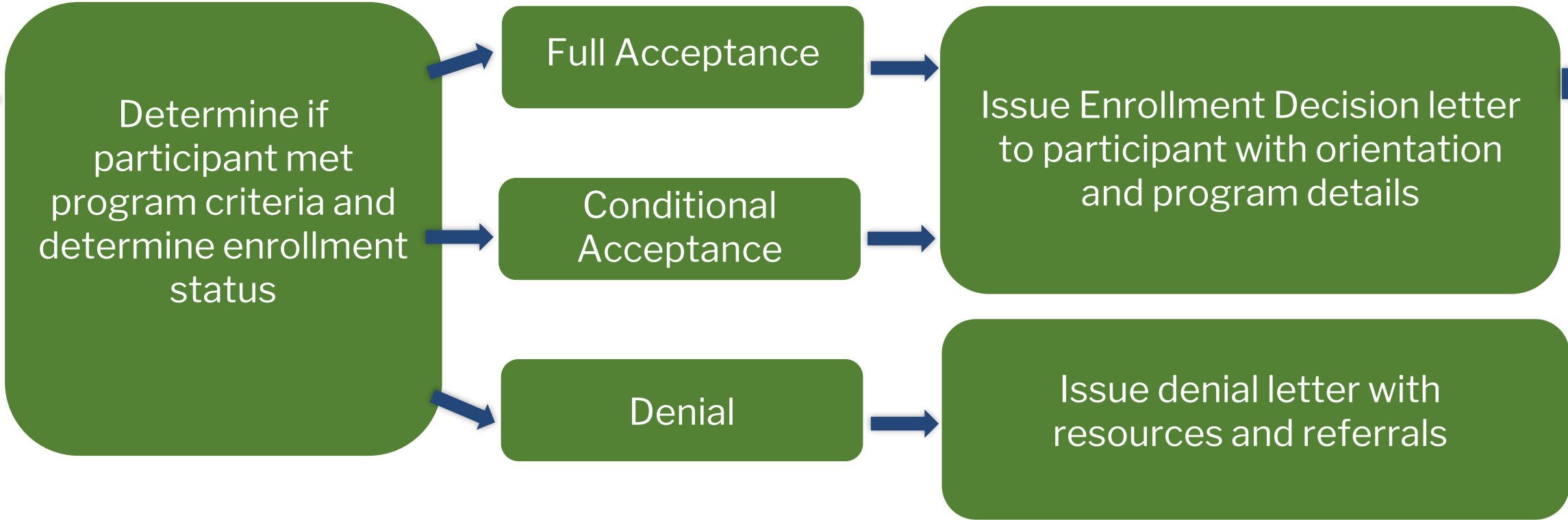
Grantee Staff Name: _____

Grantee Staff Title: _____

This document was developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantees.



Application



Application – Tools & IWRS

Enrollment Letters



[Date]
[Participant Name]
[Participant Address]
[Participant City, State, Zip Code]

Dear [Participant Name],

Congratulations! It is with great pleasure that I offer you acceptance into the Illinois Works Pre-apprenticeship program at [Provider Name]. Based on your application and interview, I have confidence that you will be an outstanding addition to our cohort beginning this [Fall/Winter/Spring/Summer]. Prior to beginning the program, we ask that you complete the following steps:

□ **Verification Documents**

Prior to or on your first day of training, please bring in documentation that confirms your date of birth (i.e., Driver's License/State ID, Birth Certificate) and your high school/GED completion (i.e., Diploma, Official Transcript, Certificate).

□ **Set-up an Intake Appointment**

Now that you have been accepted to the program, there is a host of support services available to you. During your intake appointment, our team will provide you with a list of services available through our agency or partner agencies designed to bolster your success. During this meeting, we also welcome any questions you may have about the program. Call our office at [Provider Phone Number] to set-up your intake appointment as soon as possible.

Please note that if you do not complete the items above, your acceptance to the program may be revoked at the discretion of the program.

Please find program information below:

Program Address: [Program Address]

Program Dates & Times: [Program Dates & Times]

We cannot wait for you to join our program! Please do not hesitate to reach out to me or any member of our team.

Sincerely,

[Program Contact Signature]
[Program Contact Typed Name]
[Program Contact Email]
[Program Contact Phone Number]



[Date]
[Participant Name]
[Participant Address]
[Participant City, State, Zip Code]

Dear [Participant Name],

Unfortunately, our program is unable to offer you acceptance into the Illinois Works Pre-apprenticeship program at [Provider Name].

[For eligibility that cannot be changed – i.e., no GED or License and unwilling to get these etc. OR alternate reason – i.e., low scores on standardized interview]

Based on your application you are presently unable to meet the eligibility requirements for the program. However, we would like to refer you to [referral partner or Illinois workNet] for alternate programs and services.

[For eligibility that can be changed – i.e., no GED but willing to get this]

Based on your application you are presently unable to meet the eligibility requirements for the program due to [insert eligibility requirement]. However, our organization provided you with information for [referral partner].

Through [referral partner]'s program you have the opportunity to become eligible for our program. We will maintain your information and follow up with you periodically to determine your interest in reapplying for our program. Please find [referral partner]'s information listed below.

[Referral Partner Name]
[Referral Partner Address]
[Referral Partner Phone Number]
[Referral Partner Website]

If our team can be of additional assistance, please feel free to reach out to me or any member of our team.

Sincerely,

[Program Contact Signature]
[Program Contact Typed Name]
[Program Contact Email]
[Program Contact Phone Number]



[Date]
[Participant Name]
[Participant Address]
[Participant City, State, Zip Code]

Dear [Participant Name],

Congratulations! It is with great pleasure that I offer you conditional acceptance to the Illinois Works Pre-apprenticeship Program at [Provider Name]. Based on your application and interview, I have confidence that you will be an outstanding addition to our cohort beginning this [Fall/Winter/Spring/Summer]. Prior to beginning the program, we ask that you complete the following steps:

I. *[Insert Conditional Item – Highlight any conditional item]*

II. **Verification Documents**

Prior to or on your first day of training please bring in documentation that confirms your date of birth (i.e., Driver's License/State ID, Birth Certificate) and your high school/GED completion (i.e., Diploma, Official Transcript).

III. **Set-up an Intake Appointment**

Now that you have been accepted to the program, there are a host of support services available to you. During your intake appointment our team will provide you with a list of services available through our agency or partner agencies designed to bolster your success. During this meeting we also welcome any questions about the program. Call our office at [Provider Phone Number] to set-up your intake appointment as soon as possible.

Please note that if you do not complete the item(s) highlighted above, your acceptance to the program may be revoked at the discretion of the program.

Program Information:

Program Address: [Program Address]

Program Dates & Times: [Program Dates & Times]

We cannot wait for you to join our program! Please don't hesitate to reach out to me or any member of our team.

Sincerely,

Intake & Wrap-Around Services (Enrollment)

Wrap-around Service Coordinator Conduct Intake Meeting & Complete the Wrap-around Service Assessment in IWRS

Including, but not limited to:

- *Apprenticeship Application Fees*
 - *Transportation*
 - *Childcare*
- *Technology Rental/Assistance*
 - *Alumni Networking*
 - *Mentoring*
 - *Financial Literacy*



Intake & Wrap-Around Services (Enrollment): Tools & IWRS

Discrimination, Harassment,
and Bullying policy and
procedures

Wrap-around service
assessment

Wrap-around service tracking in
IWRS



[Insert Organization Logo]

Sample Discrimination, Harassment and Bullying Policy

[Grantee Name] strives to create and maintain a working and training environment in which people are treated with dignity, decency, and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. [Grantee Name] will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, [Grantee] will seek to prevent, correct, and discipline behavior that violates this policy.

All employees, regardless of their positions, and program participants are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or participant who violates this policy. Managers and employees who knowingly allow or tolerate discrimination, harassment, or bullying, including the failure to immediately report such misconduct are in violation of this policy and subject to discipline.

Prohibited Conduct Under This Policy

[Grantee Name], in compliance with all applicable federal, state, and local anti-discrimination, harassment, and bullying laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of [Grantee Name]'s policy to discriminate in the provision of training opportunities, benefits or privileges; to create discriminatory training conditions; or to use discriminatory evaluative standards in training if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or expression, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. Discrimination in violation of this policy will be subject to disciplinary measures up to and including dismissal from the program, if participants, or termination, if staff.

Harassment

[Grantee Name] prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten,

[Organization Logo]

Bullying Complaint Form

(Discrimination, Harassment, or Bullying, sexual orientation)

(If necessary)

its

Bullying

Comments



Intake & Wrap-Around Services (Enrollment): Tools & IWRS

Discrimination, Harassment, and Bullying policy and procedures

Wrap-around service assessment

Wrap-around service tracking in IWRS

ADD WRAP AROUND SERVICES

APPRENTICESHIP APPLICATION FEES:
There may be fees associated with applying to join a DOL-registered apprenticeship program. Application fees can range from \$20 to \$30. Is this a cost you are confident you can pay on your own or with the provided stipend? *

Select Response

TRANSPORTATION COSTS:
Do you have reliable transportation to and from the program? *

Select Response

CHILDCARE/FAMILY MEMBER CARE:
Do you have any family members that depend on your care? *

Select Response

TECHNOLOGY ASSISTANCE FOR VIRTUAL LEARNING (BROADBAND AND HARDWARE) – IF VIRTUAL LEARNING WILL BE EMPLOYED:
Do you have steady and reliable access to internet? *

Select Response

Do you have a computer that will allow you to access lesson including online instruction? *

Select Response

DRIVER’S EDUCATION FEES
Are you confident that you will be able to cover all costs associated with obtaining your Illinois Driver’s License no later than the completion of the program?

Select Response

Are you confident that you will be able to cover all costs associated with obtaining/renewing your Illinois Driver’s License?

Select Response

MENTORSHIP:
Would you be interested in being partnered with a mentor? *

Select Response

FINANCIAL LITERACY:
Do you feel confident in your ability to manage your personal finances including budgeting, saving, investing, or debt management? *

Select Response

ALUMNI NETWORKING:
Would you find benefit in being connected to former graduates from our program that are working in the trade(s) you’re interested in? *

Select Response

OTHER WRAP-AROUND SUPPORT SERVICES:

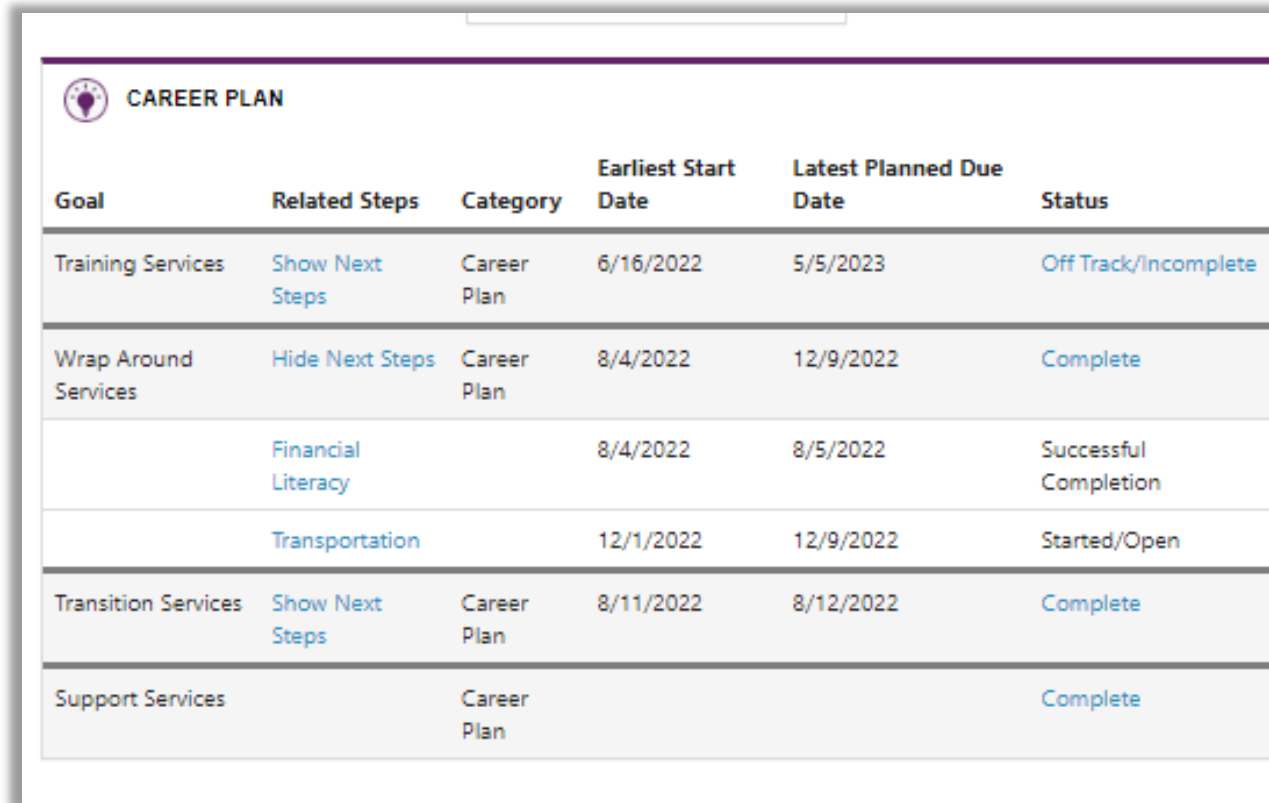


Intake & Wrap-Around Services (Enrollment): Tools & IWRS

Discrimination, Harassment, and Bullying policy and procedures

Wrap-around service assessment

Wrap-around service tracking in IWRS



Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/16/2022	5/5/2023	Off Track/Incomplete
Wrap Around Services	Hide Next Steps	Career Plan	8/4/2022	12/9/2022	Complete
	Financial Literacy		8/4/2022	8/5/2022	Successful Completion
	Transportation		12/1/2022	12/9/2022	Started/Open
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services		Career Plan			Complete



Training

Host participant Orientation & Complete Orientation Career Assessment & Commitment Agreement

Mark participants who are present for instruction on day 1 as “Enrolled” in IWRS

If any participants are not present, attempt to follow up with them twice. If no response, mark individual as Administrative Withdrawal in IWRS

Training: Tools & IWRS

Orientation Agenda

Career Assessment – Orientation

Program Commitment Letter/Agreement



[Insert Grantee Logo]

Illinois Works Sample Orientation Agenda

Instructions:

The orientation should be facilitated by a program manager/director or an Academic Success Specialist, someone that will be working with students on a daily basis.

- **Introductions (30 minutes)**
 - The staff and instructors who will be working with the participants introduce themselves
 - Ask the cohort members to introduce themselves to their fellow classmates
 - [Sample Icebreakers & Introductions](#)
- **Introduction to [Provider Name] (15 minutes)**
 - Provide a short history of the organization and program
 - State the mission, vision, and goals of the organization
 - What is the organizations “why”? Why apprenticeship programs are important? How do they benefit participants?
- **Introduction to Illinois Works (1 hour)**
 - Illinois Works Job Act History
 - Rebuild Illinois
 - Historic barriers for target populations
 - DCEO and the Office of Illinois Works
 - Goals of the Illinois Works program
 - Pre-Apprenticeship Program
 - What is a pre-apprenticeship?
 - What happens after a pre-apprenticeship program?
 - What career options are available to apprentices?
- **10-minute break**
- **Program Requirements and Expectations (1.5 hours)**
 - Expectations of the program
 - Time commitment
 - Dress code
 - Attendance
 - Participant demeanor
 - Wrap-around services
 - Student support services
 - Classroom training and certifications (requirements for each)
 - Construction lab training
 - Worksite training
 - Current worksite partners/sites
 - Transition services

[Insert Grantee Logo]

n. Equity

to know each other. These help to get participants laughing and feel free to use one below, find more online, or create one that is

together and set a timer for 1 minute. During that one minute have name, interest in construction, interest in program etc.). When that gift to the person next to them (left or right of them) and start the minutes individuals will have met at least 5 new people!

participant to introduce themselves and then to share something about m different from everyone else in the room. This can be anything “I eat pickles with peanut butter.” These unique facts can help an encourage openness and individuality in the group.

three or four and give each group 20 sticks of dry spaghetti, a marshmallow. The goal is to see which team can build the row on top of the finished product. The icebreaker allows for forming which will serve them well in the program!



Training: Tools & IWRS

Orientation Agenda

Career Assessment – Orientation

Program Commitment Letter/Agreement



[Insert Grantee Logo]

Career Assessment – Orientation

Instructions:

This form will be utilized to create your personalized career plan while you're enrolled in the Illinois Works Pre-apprenticeship program. You will have the opportunity to complete another career assessment near the end of the program.

Date: _____

Participant Name: _____

Job Readiness

Do you have an up-to-date resume? Yes No

Do you have experience taking part in job interviews? Yes No

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? Yes No

If no, when do you plan to transition? (i.e. within 3 months, 6 months, 1 year, more than 1 year or other).

1-3 months 3-6 months 6 months – 1 year 1 year + Other: _____

What is the **primary** goal for your career? (Select one)

<input type="checkbox"/>	DOL-registered apprenticeship - union	Advanced construction training/education (including college)
<input type="checkbox"/>	DOL-registered apprenticeship – non-union	Non-construction training/education
<input type="checkbox"/>	Construction employment (outside DOL registered apprenticeship)	Start construction business
<input type="checkbox"/>	Non-construction Employment	Start non-construction business
<input type="checkbox"/>	Non-construction apprenticeship	Other:

What is **secondary** goal for your career? (Select one)

<input type="checkbox"/>	DOL-registered apprenticeship - union	Advanced construction training/education (including college)
<input type="checkbox"/>	DOL-registered apprenticeship – non-union	Non-construction training/education
<input type="checkbox"/>	Construction employment (outside DOL registered apprenticeship)	Start construction business
<input type="checkbox"/>	Non-construction Employment	Start non-construction business
<input type="checkbox"/>	Non-construction apprenticeship	Other:

[Insert Grantee Logo]

construction, is there a specific trade or trades that you're interested in

<input type="checkbox"/>	Electrician*	<input type="checkbox"/>	Operating engineer/operator
<input type="checkbox"/>	Plumber	<input type="checkbox"/>	Cement Mason
<input type="checkbox"/>	Pipefitter	<input type="checkbox"/>	Boilermaker
<input type="checkbox"/>	Drywall finisher	<input type="checkbox"/>	Elevator constructor
<input type="checkbox"/>	Heat and frost insulator	<input type="checkbox"/>	Iron worker
<input type="checkbox"/>	Machinery movers, riggers, and erector	<input type="checkbox"/>	Millwright
<input type="checkbox"/>	Roofer/waterproofers	<input type="checkbox"/>	Sheet metal worker
<input type="checkbox"/>	Structural iron worker	<input type="checkbox"/>	Teamsters
<input type="checkbox"/>	Tuckpointer	<input type="checkbox"/>	Steamfitter

need to have one-year of high school level Algebra 1 or equivalent

Illinois Works for the use by Illinois Work grantees.



Training: Tools & IWRS

Orientation Agenda

Career Assessment –
Orientation

Program Commitment
Letter/Agreement



Pre-Apprenticeship Training Program Commitment Letter

I, Participant Name, understand and agree to the following:

- I am entering into an approximate Enter Week Training Program, known as Program Name, delivered by the Grantee Name in partnership with the Office of Illinois Works (ILW) and the Department of Commerce and Economic Opportunity (DCEO).
- I will successfully complete the requirements of the program as follows:
 - Minimum of 80% attendance for each of the program's courses-absences excused on a case-by-case basis only
 - Achieving a score of 70% or more each of the course's post assessments
 - Maintaining a professional attitude, demeanor, and conduct respectful of all participants, instructors, and program staff
- Training will take place on Instruction Days/I beginning Start Date and running until End Date. Classes will take place in person at Program Address. If you arrive later than the starting time and/or you have multiple absences, it may result in dismissal from the training program and, as a result, unsuccessful completion.
- Due to situations beyond the control of the program, this program may temporarily or permanently move to a hybrid or virtual learning format. If this occurs, additional instructions and information will be supplied to you. During these times you will need access to a computer with a camera and audio and Internet access in order to fully participate.
- If you are loaned any technology from Grantee Name or one of its partners, you are required to follow the established technology policy established by Grantee Name and ILW.
- These courses are offered by Grantee Name. Funding is provided by a grant from Illinois Works and DCEO.
- Instructors and program staff will be issuing reports based on attendance, tardiness, participation, performance, and professionalism to Grantee Name and the ILW.
- If I am having any personal or professional challenges that interfere with training or attending other required program activities, I will contact the Student Success Coordinator from Grantee Name that is assigned to me as soon as possible.
- I will commit to providing Grantee Name all documentation required for tracking key performance indicators required by ILW and DCEO.
- I will commit to participating in the evaluation to be conducted by Grantee Name after training is completed.
- I will comply with all random drug tests required by Grantee Name.
- I will commit to complying with all COVID-19 protocols and requirements as outlined by Grantee Name, in response to requirement and recommendations from all competent authorities.

Privacy Act (FERPA), I give permission to
this program to the DCEO and ILW.

Date: _____

Date: _____



Training

Instructor/
Instructional
Partner delivers
training following
the approved
curriculum.

Data Entry Coordinator (DEC)
tracks attendance, post-
assessment scores and
credentials in IWRS throughout
the tenure of the program.

Participant Performance Thresholds

Attendance

80% + per module

Post-Assessments

70% + per module

Pay out stipends
to participants
based on
performance



Training: Tools & IWRS

Final Curriculum Form

IWRS Attendance

Attendance Roster

IWRS Post-Assessments

Stipend Policy

Stipend Procedure

DASHBOARDS - GROUPS HI CELYNNILW -

EDIT WEEKLY ATTENDANCE (WEEK OF 1/1/2023-1/7/2023)

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Make-up Session	Updated
Sunday 1/1/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Monday 1/2/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Tuesday 1/3/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Wednesday 1/4/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Thursday 1/5/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Friday 1/6/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Saturday 1/7/2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a

Required Weekly Hours Actual Weekly Hours Attendance %



Training: Tools & IWRS

Final Curriculum Form

IWRS Attendance

Attendance Roster

IWRS Post-Assessments

Stipend Policy

Stipend Procedure

The screenshot displays the 'EDIT CUSTOMER SERVICE' interface. At the top, there are tabs for 'Status (Default)', 'Service Provider', 'Attendance', 'Post-Assessments', and 'Earned Credentials'. Below the tabs is a breadcrumb trail: 'Career Plan / Add Activities/Services / Edit Customer Service'. The main heading is 'EDIT CUSTOMER SERVICE'. On the left, a profile card for 'Joe Jackson' includes fields for 'Email' (shoelessjoe@whitesox.net), 'User Name' (JJackson58), 'Last 4 SSN', and 'Grantee' (Chicago Test Provider 1). Below the profile are 'Reset Password' and 'Send Message' buttons. The main content area is titled 'Module 1 - Illinois Works Pre-apprenticeship Program Orientation (2 hours)'. It features an 'Add Post-Assessment' button and a 'Passing %' input field set to 70. A search bar is located to the right. Below is a table with columns for 'Post-Assessment Name', 'Score', and 'Date'. One entry is shown: 'NCCER - Module 1' with a score of 87 and a date of 3/1/2023. The table is followed by 'Showing 1 to 1 of 1 entries' and pagination controls (Previous, 1, Next). At the bottom, a note states '**This Customer Service was updated by Dan Martinez on 3/27/2023 at 3:14 PM**' and an 'Update Customer Service' button.

Post-Assessment Name	Score	Date
NCCER - Module 1	87	3/1/2023



Training: Tools & IWRS

Final Curriculum Form

IWRS Attendance

Attendance Roster

IWRS Post-Assessments

Stipend Policy

Stipend Procedure



Performance-Based Stipend Policy

The Illinois Works Pre-Apprenticeship Program seeks to eliminate economic barriers commonly associated with an individual's inability to invest in skills training and work readiness. To mitigate these barriers, Illinois Works requires the use of stipend payments for all pre-apprenticeship program participants.

A stipend is a fixed regular small payment made to pre-apprenticeship individuals to encourage the participation in certain activities. Performance-based stipends should be based on attendance, academic performance, and participants reaching program milestones. Payments may be used to reward pre-apprentices who complete incremental benchmarks in their program and provide needs-based payments for costs associated with attending the pre-apprenticeship program. **The stipend is not a wage**; it is intended to cover incidental costs incurred while attending the pre-apprenticeship training program.

Stipends may be paid based on actual hours of attendance. Attendance in the activity must be documented as the basis of stipend payments. Stipends may be paid to participants for their successful participation in education or training services (except such allowances may not be provided to participants in paid activities including, work, and internships). Performance-based stipends paid based on attendance and academic performance should not exceed \$13 per training hour. Justification of need does not need to be documented in the participant's file since it is not need-based, and it is given to all participants. These payments should be paid on a weekly or biweekly basis based on performance measures established in the grantee's policy.

Although, participants are given the opportunity to make-up hours to reach required attendance per module, grantees are not required to offer a stipend for these hours. It is at the discretion of the grantee to pay stipends once make-up hours are completed, but any stipends for make-up hours must be tracked strictly to ensure compliance with financial reporting.

This document was created based in part on a sample from San Diego Workforce. (2020). Incentive & Stipend Draft – Subject to Change. San Diego Workforce Partnership. <https://workforce.org/wp-content/uploads/2020/10/Attachment-Incentive-and-Stipend-Policy-Draft.pdf>



Training: Tools & IWRS

Final Curriculum Form

IWRS Attendance

Attendance Roster

IWRS Post-Assessments

Stipend Policy

Stipend Procedure



All Illinois Works Pre-apprenticeship program grantees are required to provide a stipend payment to participants throughout the program. Stipend payments are meant to financially sustain participants during the tenure of the pre-apprenticeship program so they can effectively engage in training.

Each grantee should have both a stipend policy and procedure. The stipend policy outlines the purpose of a stipend, offers relevant definitions, and provides high-level detail regarding the grantee's stipend disbursement. The stipend procedure is designed to provide logistical details on stipend amounts, how stipends will be provided to participants, how stipends are documented, and how participant stipend amounts are reduced due to low attendance or performance.

It is important and required to provide all participants with both the stipend policy and procedure during orientation to ensure they understand how their stipend will be earned and disbursed to them.

Page 2 of this document provides a sample procedure is provided for a fictional grantee – ABC Organization. This sample provides all the essential information that participants must know about their stipend payments.

Page 3 of this document provides an example of how this procedure would be applied.

Page 4 of this document provides the same procedure with the fictional grantee's information removed. Grantees can use this template by entering their program's information into the highlighted fields or by using this template as a basis for a custom stipend procedure.

This sample and template were developed by the Office of Illinois Works for the use by Illinois Works Pre-apprenticeship Program grantee.

Procedure

on participants are
This curriculum will last
al of 169 training hours.

ing performance are
ce is based on rosters that
l based on post-

aining day participants
ng week, and \$2,197 total.
g post-assessments.

g day. If participants
made up on an alternate
nate date the participant's
s missed.

hours up, their stipend

aining module. To pass a
ant fails the post-

for that training day,
t training day they will

osit. ABC Organization
ores to determine the
ent report that will outline
ment.

stipend Amount

Post-Assessment Adjustment	Stipend Payment
\$0	\$65
\$0	\$65
\$0	\$65
\$0	\$39
\$0	\$52
(\$15)	\$50
Total	\$336

od if she had attended

t paid the full amount
essment which reduced

ABC Organization will
yment. Making up all
payment.

en if she passes she will



Training

If a participant falls below the attendance or post-assessment thresholds, the Student Support Service Coordinator (SSSC) must offer appropriate services

Including, but not limited to:

- Make up hours or tests
 - Test retakes
- Additional test taking time
 - Tutoring

DEC uploads verification document for required certificates:

- NCCER, MC3, ICCB, other approved curriculum
- First Aid/CPR
- OSHA-10
- Any additional certificates



Training: Tools & IWRS

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

Sample Make-Up Sessions and Post-assessment Policy

IWRS Student Support Services

Acceptable items for completion verification



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

What are Extenuating circumstances (EC)?

Extenuating circumstances (EC) are circumstances that are unavoidable, unexpected and beyond a participant's control. It may have a direct, substantial, and negative impact on the ability to undertake or complete an exam or attend a scheduled instruction session. Extenuating circumstances are usually health-related or serious personal or family situations such as a serious illness or the death of a close relative.

What may be accepted as EC?

The basic principle of EC is 'beyond the control of participant'. Reasons such as minor illness, family event, travel plan, employment responsibility, or transportation difficulty will not normally be accepted.

Some examples that may be accepted:

- Acute illness or injury on the day of or during the examination, including COVID-19
- The death or serious illness of a close family member or dependent
- Suddenly worsening of a long-term health condition
- Extended illness or injury that lasts for more than five days that is serious enough to stop you from studying, writing, or revising
- Serious personal injury
- Being the victim of a serious crime
- Unavoidable and/or unforeseen transport difficulties (e.g., through natural disaster)
- Court attendance/Jury service
- Jury service where deferral has been refused by the court

Examples that are unlikely to be accepted:

- Any reasons submitted without supporting evidence
- Mistaking the date/time/location of the examination
- Routine employment commitments
- Transport difficulties, foreseeable or planned travel disruption

Expected due date (candidates who are pregnant can seek special arrangements by submitting a request to the instructor)

Repurposed from Royal College of Obstetricians & Gynecologists. (2022). Exams Extenuating Circumstances Policy. <https://www.rcog.org.uk/en/careers-training/mrcog-exams/exams-extenuating-circumstances-policy/>



Training: Tools & IWRS

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

Sample Make-Up Sessions
and Post-assessment
Policy

IWRS Student Support
Services

Acceptable items for
completion verification



[Insert Grantee Logo]

Sample Make-Up Sessions and Post-Assessment Policy

To instill good habits that are needed in the construction and building trades, Illinois Works has a firm attendance policy. Class participation is vital to developing the knowledge, skills, and attitudes essential for success as an apprentice. Attendance will be excused for the situations outlined in the **Extenuating Circumstances Policy for Make-Up Exams and Sessions, but participants are still required to attend at least 80% of a module's instructional hours (along with obtaining at least a 70% score on the module's post-assessment) in order to successfully complete the module.**

Make up of time and of tests will be scheduled and coordinated by the program's Academic Success Specialist in partnership with program instructors and other instructional staff.

Missed Instruction Sessions

Participants must make up missed class(es) when the instructor and the academic success staff schedule a make-up time session. Ideally missed time, is made up no later than two weeks after a module has ended. If missed class time is not made up before the scheduled term has ended, the participant will not receive a completion certificate until the obligation is met. Excessive absences and failure to meet make-up deadlines will lead to disciplinary action, which could result in dismissal from the program.

Missed Post-assessments

Participants must make up missed exams when the instructor and the academic success staff schedule a make-up exam session. Ideally missed exams are made up no later than two weeks after a module has ended. If missed exams are made up before the scheduled term has ended, the participant will not receive a completion certificate until the obligation is met. Failure to meet make-up exam deadlines will lead to disciplinary action, which could result in dismissal from the program.

Failed Post-assessments

Participants must retake failed exams when the instructor and the academic success staff schedule a make-up/retake exam session. Ideally failed exams are retaken no later than two weeks after a module has ended. If failed exams are not retaken before the scheduled term has ended, the participant will not receive a completion certificate until the obligation is met. Failure to meet retake deadlines will lead to disciplinary action, which could result in dismissal from the program.

Excessive Absenteeism and Missed Post-assessments

Participants that display a pattern of excessive absenteeism and/or continually miss exams need to meet with the Academic Success Specialist who will first understand their situation and offer, in partnership with instructors and other program staff, support and opportunities for correction. If the patterns continue or worsen, the Academic Success Specialist will meet with the participant:

and warn them about the consequences of not attending and if a completion certificate is not made, participants can be dismissed from the program.

The Academic Success Specialist will provide a student a second warning about potential dismissal from the program.

Dismissal procedures, in partnership with the program director, will be used to remove the participant from the program.

Warnings given in IWRS, and warnings given to participants must also be documented. An Academic Success Specialist meets with them.

Rules and requirements are in place to maintain the learning environment and classroom interactions.

During training sessions, participants are required to obtain a completion certificate in accordance with current health and safety guidelines. If they are sick, they must not attend.

Health directives for isolation or quarantine. Participants must clean the classroom and work areas if students wish to wipe down surfaces.

COVID-19

Due to COVID-19 illness, isolation or quarantine, they must immediately make arrangements to make up missed work. Arrangements for assignments and exams. In most cases, the make-up should be made up within one week after the isolation period.




Training: Tools & IWRS

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

Sample Make-Up Sessions
and Post-assessment
Policy

IWRS Student Support Services

Acceptable items for
completion verification

 CAREER PLAN					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/16/2022	5/5/2023	Off Track/Incomplete
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	Complete
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Support Services	Hide Next Steps	Career Plan	5/1/2023	5/31/2023	Complete
	Tutoring		5/1/2023	5/31/2023	Successful Completion



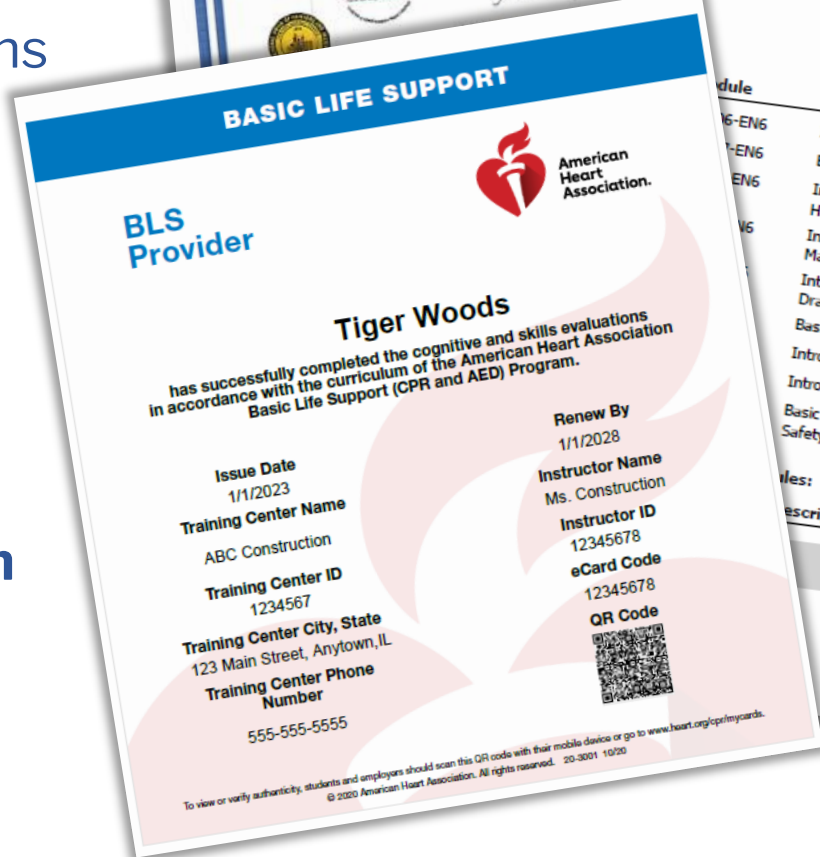
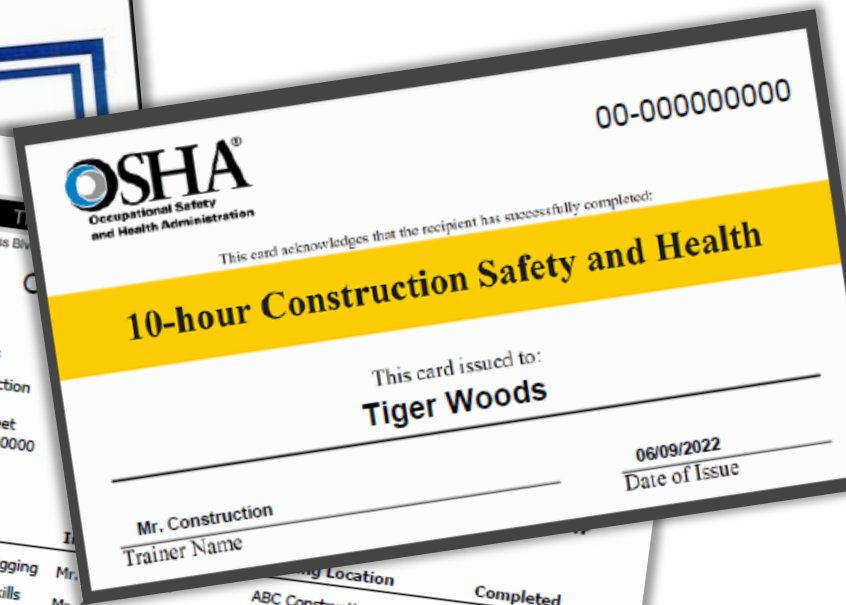
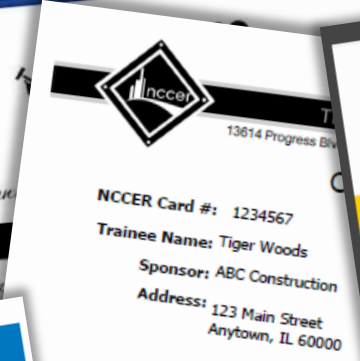
Training: Tools & IWRS

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

Sample Make-Up Sessions and Post-assessment Policy

IWRS Student Support Services

Acceptable items for completion verification



Module	Description	Instructor	Training Location	Completed
EN6	Introduction to Basic Rigging	Mr. Construction	ABC Construction	9/17/2022
EN6	Basic Communication Skills	Mr. Construction	ABC Construction	9/17/2022
EN6	Introduction to Materials Handling	Mr. Construction	ABC Construction	9/17/2022
EN6	Introduction to Construction Math	Mr. Construction	ABC Construction	9/16/2022
	Introduction to Construction Drawings	Mr. Construction	ABC Construction	9/16/2022
	Basic Employability Skills	Mr. Construction	ABC Construction	7/25/2022
	Introduction to Power Tools	Mr. Construction	ABC Construction	7/22/2022
	Introduction to Hand Tools	Mr. Construction	ABC Construction	6/27/2022
	Basic Safety (Construction Site Safety Orientation)	Mr. Construction	ABC Construction	6/23/2022

NO ENTRIES BELOW THIS LINE



Training

3-4 weeks prior to the end of the program, the Transition Service Coordinator (TSC) completes the Pre-Transition Career Assessment

TSC develops the Transition Plan in IWRS based on the Pre-Transition Career Assessment.

Based on participant transition plans, the TSC activates their partner network.



Pre-Transition Career Assessment

4. Complete screening for wrap around support services

[View Wrap Around Support Services Screening 8/9/2022](#)

5. Career Assessment

[Add Career Assessment](#)

Show 10 entries

Assessment	Recommended Action
07/23/2022 Career Assessment	Begin outlining an action plan that will ensure the p meet the nec...
06/14/2022 Career Assessment	Begin outlining an action plan that will ensure the p meet the nec...
06/14/2022 Career Assessment	Begin outlining an action plan that will ensure the p meet the nec...

6. Use Customer's Training & Services/Career Plan to:

1. Use Customer's Career Plan to:

1. Discuss initial application responses saved in the career plan and add a summary

ADD CAREER ASSESSMENT

Assessment Date *

Do you have an up-to-date resume? *

Do you have experience taking part in job interviews *

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? *

Primary Goal *

Secondary Goal *

If career goals are related to construction is there a specific trade(s) you're interested in pursuing? (Select at least one) *

Carpenter
 Painter
 Bricklayer
 Ceramic Tile Finisher
 Glazier
 Laborer
 Plasterer
 Sprinklerfitter
 Technical Engineer
 Electricians
 Plumbers
 Pipefitter
 Drywall Finisher
 Heat & Frost Insulator
 Machinery Mover, Rigger, & Erector
 Roofer/Waterproofeer

Structural Iron Worker
 Tuckpointer
 Operating Engineer/Operator
 Cement Mason
 Boilermaker
 Elevator Constructor
 Iron Worker
 Millwright
 Sheet Metal Worker
 Teamster
 Steamfitters
 * Ceramic Tile Layer
 * Operating Engineer - Heavy Equipment Technician
 * Painter/Drywall Finisher
 N/A

2. Let them know they may be asked to electronically sign the career plan if changes are



Program Completion

At the end of the program, the DEC assigns a final status to each participant in IWRS.

Complete

Grantee staff continue working with participant to transition

Complete & In Transition

Grantee staff upload transition verification documents in IWRS

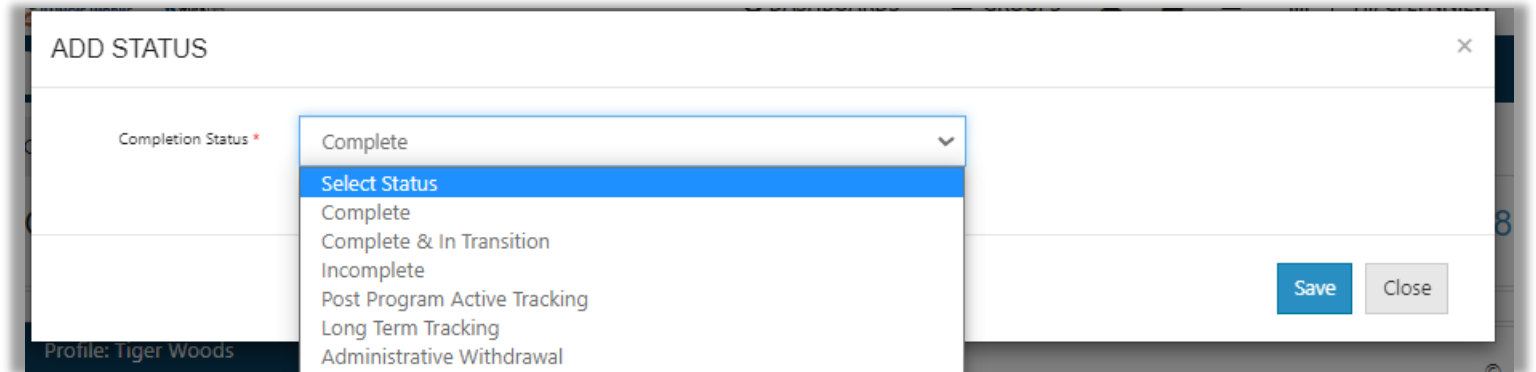
Incomplete

Grantee staff continue to work the participant to help them complete the program, if possible

Program Completion: Tools & IWRS

IWRS Program Completion Statuses

Exit Interview Questionnaire




The screenshot shows a web form titled "ADD STATUS" with a close button (X) in the top right corner. The form contains a field labeled "Completion Status" with a red asterisk, indicating it is required. A dropdown menu is open, showing the following options: "Complete", "Select Status" (highlighted in blue), "Complete", "Complete & In Transition", "Incomplete", "Post Program Active Tracking", "Long Term Tracking", and "Administrative Withdrawal". At the bottom right of the form, there are two buttons: "Save" (in blue) and "Close" (in grey). A dark blue bar at the bottom left of the form displays the text "Profile: Tiger Woods".

Program Completion: Tools & IWRS

IWRS Program Completion Statuses

Exit Interview Questionnaire



[Insert Grantee Logo]

Exit Interview Questionnaire

[Insert Grantee Logo]

Grantee Name: _____ Date of Interview: _____

Interviewer Name and Title: _____

Participant Name: _____

Program Start Date: _____ Date of Participant Exit: _____

Reason for Leaving:

Moving out of the city or state Changed mind about working in construction and the trades
 Need seek employment Going to college Want to attend another training program
 Family/personal life changes that prevent from attending Do not like the program Other

Please rate your overall program experience (1 – Poor, 5 – Excellent)

1 2 3 4 5

What have you most enjoyed about the pre-apprenticeship program? Why?

What have you least enjoyed about the pre-apprenticeship program? Why?

Please rate your experience with the following program areas (1 – Poor, 5 – Excellent)

Intake & Application Process	1	2	3	4	5	n/a
Wrap-Around Services	1	2	3	4	5	n/a
Student Support Services	1	2	3	4	5	n/a
Classroom Training/Instruction	1	2	3	4	5	n/a
Worksite Training/Instruction	1	2	3	4	5	n/a
Transition Services	1	2	3	4	5	n/a

Would you like to provide any comments for the ratings above?

pre-apprenticeship training program to your friends or family? Why?

as to how your program might be improved?

ents you would like to make?

reenrolling in the program in the future? Yes No

ow up? Follow up date: _____

Pre-apprenticeship exit interview. (2002). Leaders in Business. Pre-Apprenticeship Program Interview Form-2020/



Transition Services

TSC helps those participants that successfully complete with any transition service needs

Including, but not limited to:

- Job Search
- Apprenticeship Application Assistance
 - Mock Interviewing
 - Resume Prep/Review
- Connection/Introduction to DOL RAPs, Unions, Employers etc.



Transition Services: Tools & IWRS

Transition Tracking in IWRS

IWRS Transition Support Services

Transition verification documents

Profile: Tiger Woods

Email: testing@tw.com

DOB: 1/1/2000

Last 4 SSN:

[See All](#)

Participant Summary Tools

- [Assessments](#)
- [Attendance](#)
- [Case Notes](#)
- [Credentials](#)
- [Training/Services](#)
- [Uploads](#)
- [Worksites](#)

Instructions/Resources

- [Intake Instructions](#)
- [Case File Organizer Sheets](#)

Enter Program Completion Status

[Add Completion Status](#)

[Add Case Note](#)

Current Completion Status: Complete & In Transition [View Baseline](#)

Follow Up Date: 7/10/2023

PRIMARY TRANSITION	SECONDARY TRANSITION	SECONDARY TRANSITION
<ul style="list-style-type: none">✓ Complete & In Transition✓ Planning to Enter a DOL Registered Apprenticeship Program<ul style="list-style-type: none">✓ Applied to DOL Registered Apprenticeship ProgramOn the waitlist for DOL Registered Apprenticeship ProgramEnrolled in DOL Registered Apprenticeship Program	<ul style="list-style-type: none">✓ Complete & In TransitionNot Planning to Enter a DOL Registered Apprenticeship Program<ul style="list-style-type: none">Opened a small businessPursuing employment onlyOther	<ul style="list-style-type: none">✓ Complete & In Transition✓ Planning to Enter a DOL Registered Apprenticeship Program<ul style="list-style-type: none">Planning to apply for a DOL apprenticeship

Upload Primary Transition Document

No file chosen



Transition Services: Tools & IWRS

Transition Tracking in
IWRS

**IWRS Transition Support
Services**

Transition verification
documents

CAREER PLAN					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Show Next Steps	Career Plan	6/16/2022	5/5/2023	Off Track/Incomplete
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	Complete
Transition Services	Hide Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
	Assistance with completing an apprenticeship program application		8/11/2022	8/12/2022	Successful Completion
Support Services	Show Next Steps	Career Plan	5/1/2023	5/31/2023	Complete

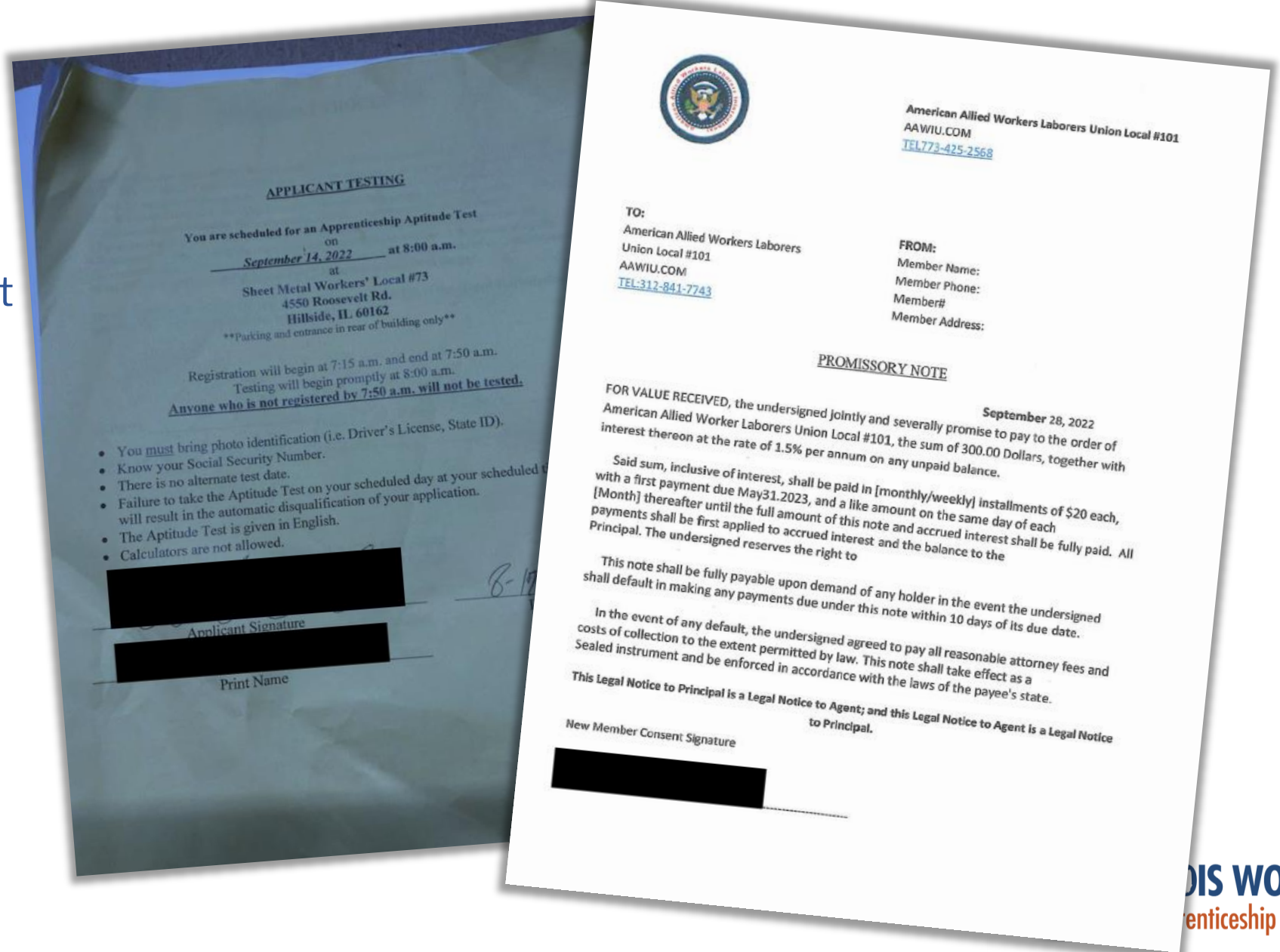


Transition Services: Tools & IWRS

Transition Tracking in
IWRS

IWRS Transition Support
Services

Transition verification
documents



Follow Up

TSC contacts those who successfully completed the program every 90 days for the first year.

This period is called Active Tracking Follow Up and begins when the participant graduates from the program.

During these follow up contacts, the TSC completes the Active Tracking Questionnaire in IWRS

After the first year, the team at ILWPP will change the participants' statuses to Long-term Active Tracking.

They will then be tracked by ILWPP's evaluation partners at Northern Illinois University's Center for Governmental Studies



Follow Up: Tools & IWRS

Active Tracking Questionnaire

ACTIVE TRACKING

Add Active Tracking

Quarter	Date Completed
1	4/7/2023 12:52:50 PM

ADD STATUS

Completion Status *

What is your post-program transition plan? *

Transition Plan Status? *

Which RAP are you enrolled in?

<input checked="" type="checkbox"/> Carpenter	<input type="checkbox"/> Structural Iron Worker
<input type="checkbox"/> Painter	<input type="checkbox"/> Tuckpointer
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Operating Engineer/Operator
<input type="checkbox"/> Ceramic Tile Finisher	<input type="checkbox"/> Cement Mason
<input type="checkbox"/> Glazier	<input type="checkbox"/> Boilermaker
<input type="checkbox"/> Laborer	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Iron Worker
<input type="checkbox"/> Sprinklerfitter	<input type="checkbox"/> Millwright
<input type="checkbox"/> Technical Engineer	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Electricians	<input type="checkbox"/> Teamster
<input type="checkbox"/> Plumbers	<input type="checkbox"/> Steamfitters
<input type="checkbox"/> Pipefitter	<input type="checkbox"/> * Ceramic Tile Layer
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician
<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> * Painter/Drywall Finisher
<input type="checkbox"/> Machinery Mover, Rigger, & Erector	<input type="checkbox"/> N/A
<input type="checkbox"/> Roofer/Waterproofeer	

Notes

Are you Employed? * Yes (Construction Only) No

RAPIDS ID (if available)

Was this employer sponsored? * Yes No

Follow Up Date *





Questions?