Illinois Department of Commerce & Economic Opportunity

ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

Using Data for Continuous Program Improvement (CPI)

ILLINOIS

ILLINOIS WORKS
Pre-Apprenticeship Program

coaching
knowledge
learn
development
TRAINING
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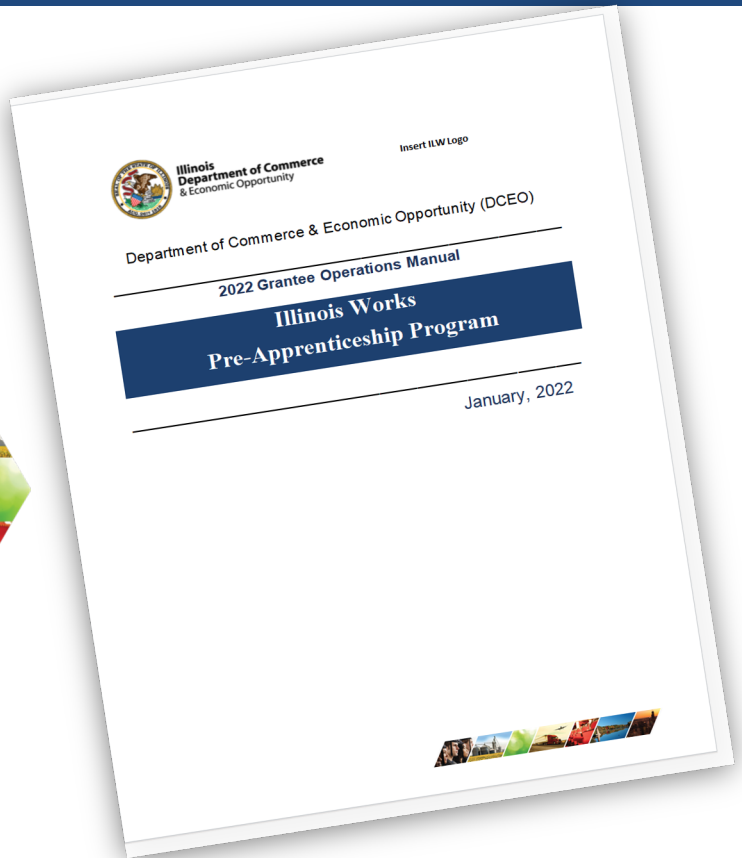
Course Overview

Grantees are accountable for program management and continuous improvement. Continuous program improvement is the ongoing assessment of performance outcomes with the goal of identifying opportunities for incremental and innovative enhancements. Illinois Works' (ILW) encourages grantees to implement a continuous program improvement (CPI) process to support the actualization of their continuous improvement plan.

This training is designed to provide ILW Pre-apprenticeship Program grantees with the knowledge, skills, and techniques necessary to leverage program data to develop and implement a continuous program improvement process and model with a focus on improving program performance in key areas.

2022 Grantee Manual and Illinois workNet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Department of Commerce & Economic Opportunity (DCEO)

2022 Grantee Operations Manual

Illinois Works Pre-Apprenticeship Program

January, 2022

Type	Dates	Topic & Description	Related Materials
Video Link	1/11/2022	Administrator Orientation	Illinois Works Orientation Presentation (PDF)
Video Link	01/18/2022	Grantee Manual I & Illinois Works Reporting System I	Grantee Manual Presentation (PDF) Illinois Works TA Presentation (PDF)
Video Link	1/20/2022	Instructors Accredentiation & Certification	NCCER Info Webinar Presentation (PDF)
Video Link	2/3/2022	Illinois Works Reporting System I Session II	Illinois Works TA Presentation (PDF) Grantee Manual II Presentation (PDF)
Video Link	2/15/2022	Grantee Manual III	Grantee Manual III Presentation (PDF)
Video Link	2/17/2022	Illinois Works Reporting System I Session III	Illinois Works TA Presentation (PDF)
Video Link	3/9/2022	Women in Construction Panel	
Video Link	3/10/2022	Women in Construnction- Public Forum	
Video Link	3/15/2022	Providing Impactful Wrap around and Student Support Services	PowerPoint Presentation (PDF)

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Course Objectives

By the end of this training, learners will be able to:

- Describe the role of the Illinois Works Job Program Act and its goals
- List the three ILW key programs. Explain the relationship between DIBE and the ILW core values.
- Explain the importance of continuous program improvement.
- Describe the impact of data entry and quality data.
- Ensure the data entry roles are represented in your ILW program.
- List the data categories.
- Explain the role of records and reports to a CPI process.
- List the reports and benchmarking dashboards available in IWRS.

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Course Objectives Cont.

By the end of this training, learners will be able to:

- Articulate the key outcome metrics
- Reference Illinois workNet Partner Guide resources.
- Explain the role the Pre-apprentice LifeCycle plays in the CPI process.
- Describe each step in the continuous program improvement model.
- Brainstorm new or innovative straggles for performance gaps.
- Explain the role of the program improvement plan in the continuous program improvement process.
- Access ILW resources to support their program improvement plan.

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Module 2: Welcome and Introduction

By the end of this section, you will be able to:

- Utilize Webex functionality to fully engage the training.
- Identify what you hope to learn from this training.

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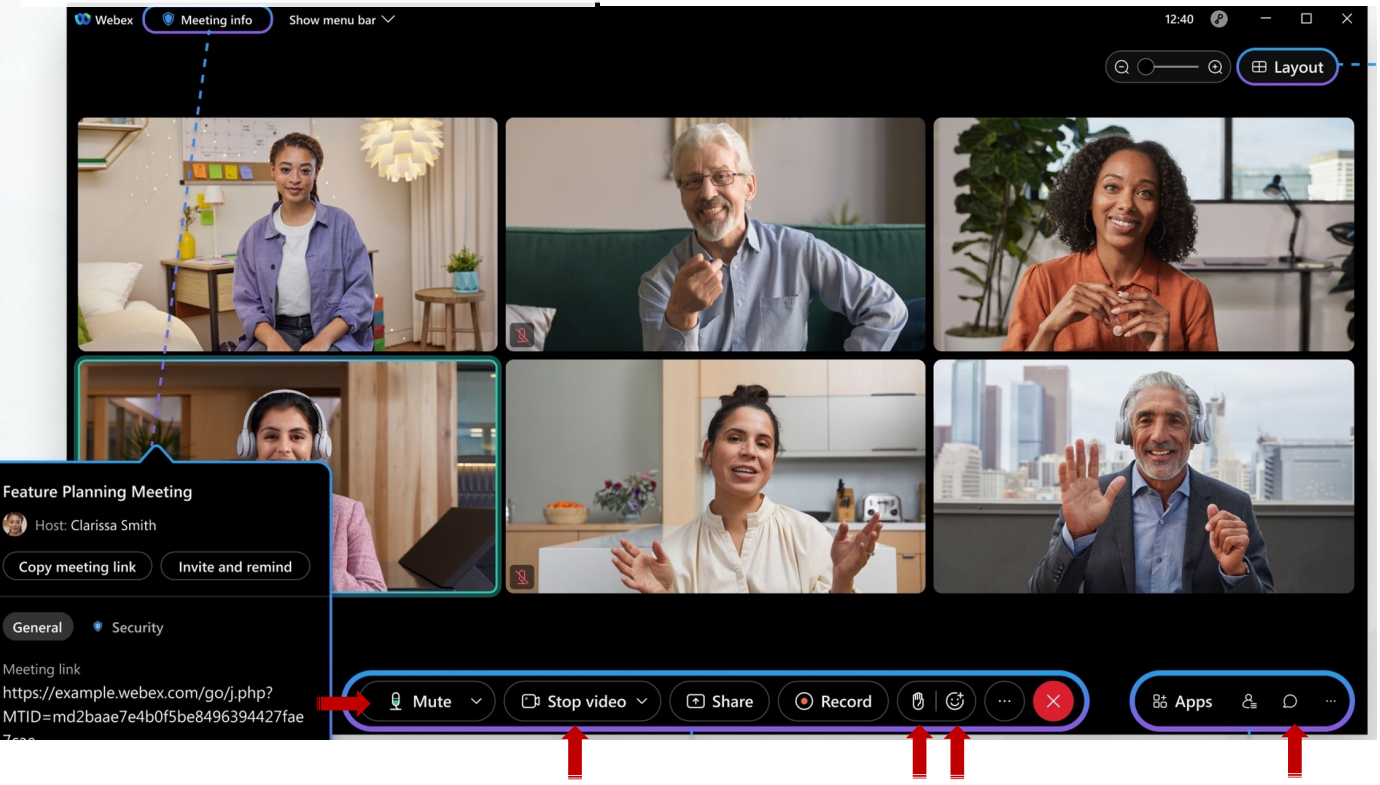
Webex Tutorial



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- Stop/Start Video
- Raise Hand
- Emojis
- Chat

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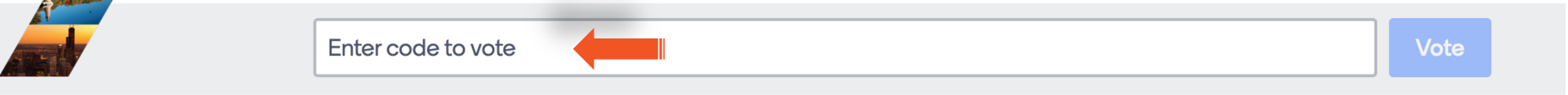
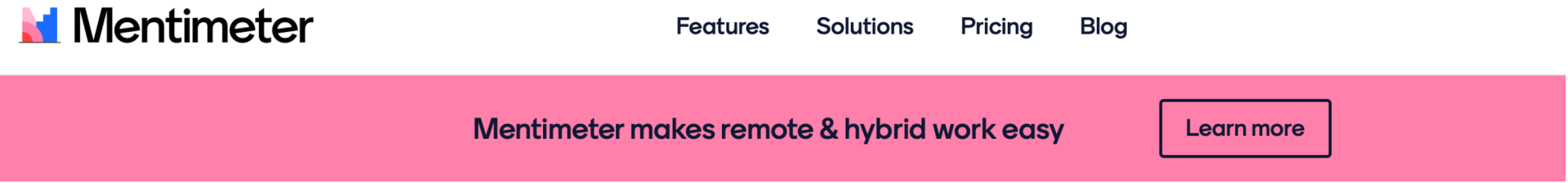
Program Engagement ~ Mentimeter

Access the website: www.menti.com

Enter: 9801 5920





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*"What is your **name** and **organization**?"*

If you have previously attended an ILW sessions, add an ***asterisk (*)*** in front of your name.

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Staff Roles

- Program Administrators
- Program Managers/Coordinator
- Data Entry Coordinator (DEC)
- IWRS Data Entry Staff Persons

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Question:

"Is there anything in particular you are hoping we cover today?"

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Comments, feedback, or questions?

Email us at:

CEO.ILWorks@Illinois.Gov

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Section 3: Introduction to ILW

By the end of this section, you will be able to:

- Describe the role of the Illinois Works Job Program Act.
- List the three ILW key programs.
- Articulate ILW equity focus.
- List the ILW goals.
- Explain the role of the Pre-apprentice LifeCycle.
- Explain the relationship between DIBE and the ILW core values.

ILLINOIS WORKS Pre-Apprenticeship Program

The Office of Illinois Works

The Office of Illinois Works is housed in the Department of Commerce & Economic Opportunity (DCEO) and is a top priority of the Governor's 5-year economic plan.

Unfortunately, **data shows that for too long, the construction industry and the trades have not been accessible for diverse communities - with fewer than ten percent of the best paid apprenticeships extended to women and racial and ethnic minorities.**

With this new capital funding set to pave the way for tens of thousands of jobs over the next decade, the **Illinois Works Jobs Program Act** was intentionally designed to increase equity and opportunity in capital construction projects.

Illinois Works Jobs Program

The **Illinois Works Jobs Program Act** is a statewide initiative to ensure that all Illinois residents have access to state capital projects and careers including, in the construction industry and building trades.

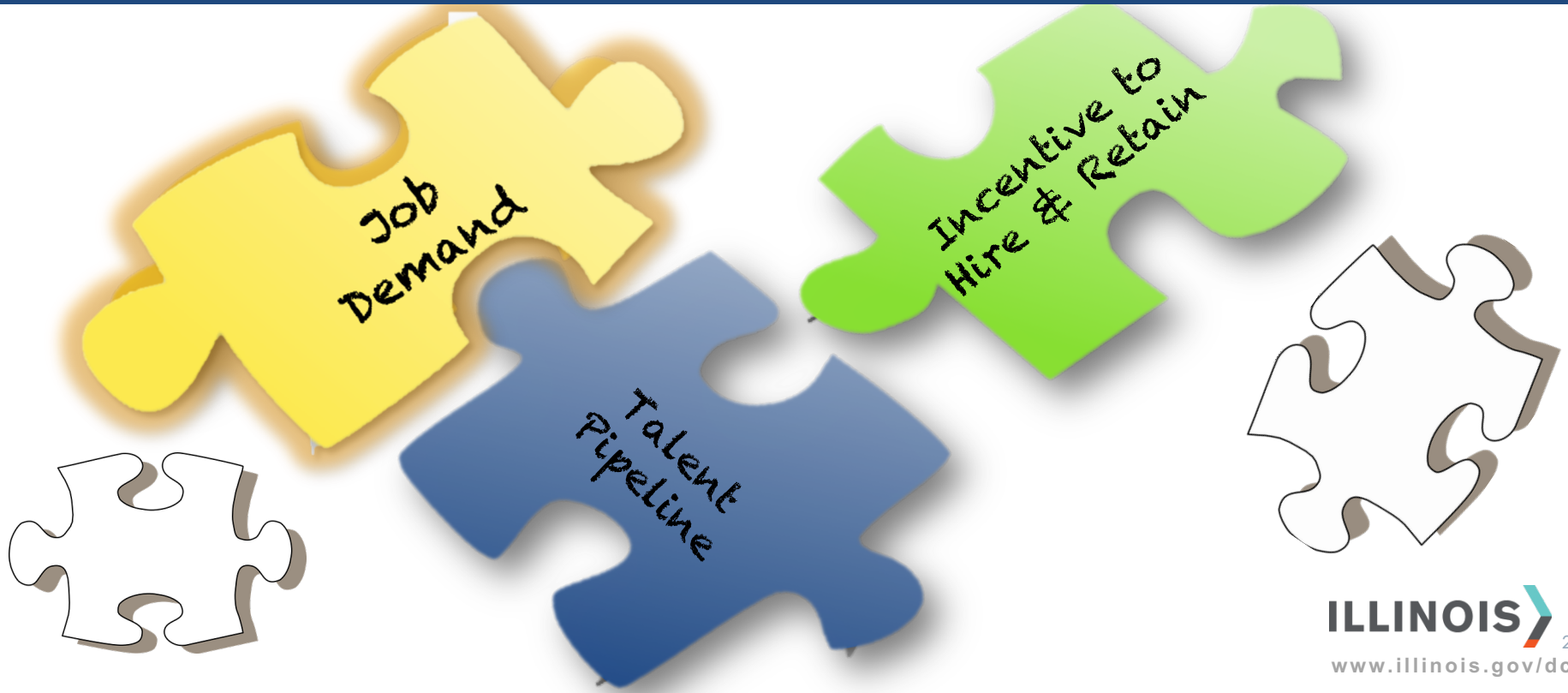
The goal is to provide contracting and employment opportunities to historically underrepresented populations in the construction industry.

Illinois Works Equity-focus

The Illinois Works Jobs Program Act was intentionally designed to increase **equity** and opportunities in capital construction jobs for underrepresented groups including;

- Women
- People of color
- Veterans

Illinois Works Apprenticeship Initiative



The DCEO Office of Illinois Works, with the support and partnerships of communities, building trades, and the construction industry, will deliver three key programs:

- Illinois Works Apprenticeship Initiative
- Illinois Works Pre-Apprenticeship Program
- Illinois Works Bid Credit Program

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Illinois Works Program Goals:

- Provide a career pathway for residents in disadvantaged communities.
- Provide eligible apprentices with the skills for lifelong job security.
- Promote construction as a viable job industry for women and minority communities.
- Provide the construction industry with a consistent skilled workforce for generations to come.
- Create new partnerships between state agencies and community organizations.

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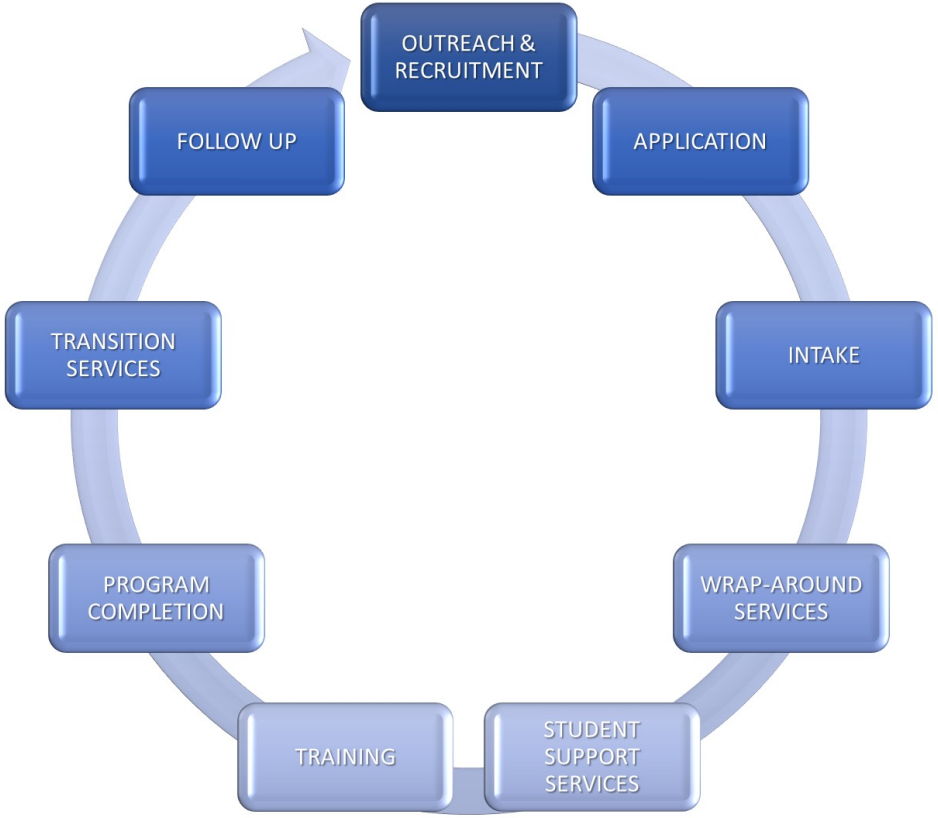
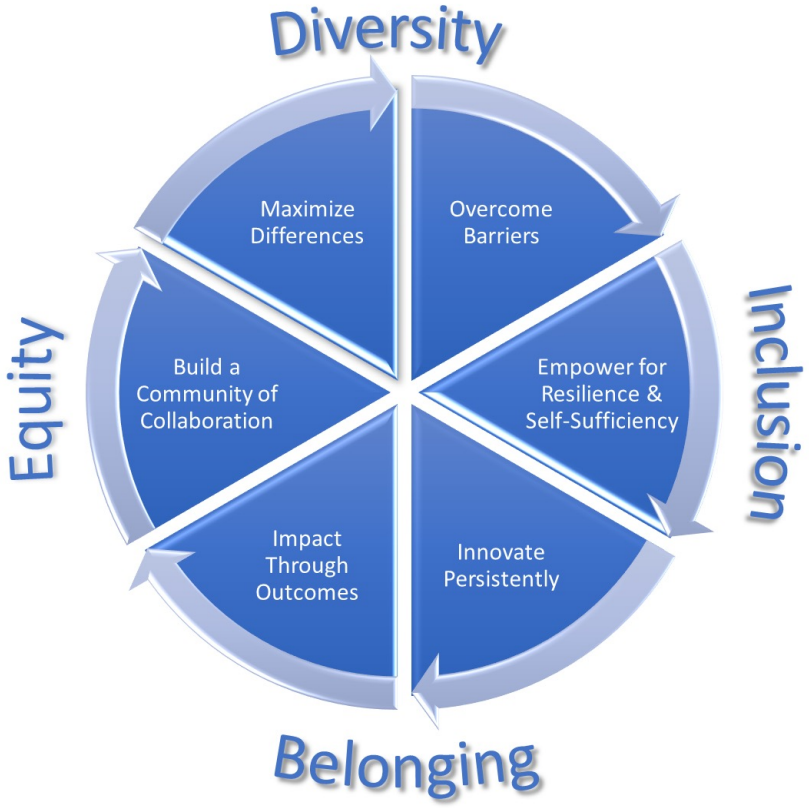
Pre-Apprentice LifeCycle



DIBE and ILW Core Values



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CPI, Data and Information

By the end of this section, you will be able to:

- Define continuous program improvement.
- Explain the important of continuous program improvement.
- Differentiate between data and information.
- Describe the impact of data entry and quality data.
- Ensure the data entry roles are represented in your ILW program.
- List the data categories.

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Continuous Program Improvement

Continuous program improvement is the ongoing assessment of performance outcomes with the goal of identifying opportunities for incremental and innovative enhancements.

ILW requires continuous program improvement and provides resources and support for grantees.

Question:

"Why is continuous program improvement important?"

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Data and Information

- Data
- Information

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Data and Information

- **Data** are individual pieces of facts which, when analyzed, can provide ILW and its grantees with valuable information.
- **Information** is knowledge that can be used to understand program outcomes, uncover key insights, and contribute to informed decision-making.

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Data Entry

Program Outcomes
DATA
Value
Knowledge
Information
Continuous Program Improvement
Longitudinal Study

Data Quality

The **quality** of your **information** is driven by the quality of the **data** entered into the **IWRS**.

It allows you to identify early **performance gaps** that can be closed quickly to avoid negative impacts on your program's services.

Your program data **must** be entered into this system.

Data Quality

A rule of thumb,

“If it is not documented and reported, it did not happen.”

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Data Entry Coordinator and IWRS Data Entry Staff Persons

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Data Entry Coordinator (DEC)

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IWRS Data Entry Staff Persons

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Question:

"Have you identified a Data Entry Coordinator (DEC) and /or IWRS Data Entry Staff Persons?"

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Categories of Data

- Grantee actions
- Participant actions
- Financials

Grantee Data

- Number of participant cohorts
- Enrollees
- Participants who complete the program
- Primary Vs secondary outcome
- Curriculum utilized
- Instructor information
- Worksite locations
- Services offered

Participant Data

- Applicants
- Participant demographics
- Progress measures
- Participant outcomes

Financial Data

Illinois Works ~ Small Group Activity

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Lifecycle Phase	Data Collected
Outreach and Recruitment	Cold, warm, and hot participant leads including demographics along with effective outreach and recruitment strategies.
Application	Demographic data (age, level of education, race/ethnicity, gender, and veteran status, among others) to determine program eligibility, employment data, and career interests, among others
Intake	Barriers for success data including the needs of participants, and the wrap-around services needed to address them, from the perspective of the participant.
Wrap-Around Services	Data to determine the wrap-around services (childcare, stipends, and transportation, among others) are being provided to assist in overcoming barriers. These data can show to whom, how often, and when these services begin and end, and their effectiveness in reducing barriers and contributing to retention and successful program completion.
Student Support Services	Data to determine the student support services (tutoring, make-up exams, and make-up session, among others) that participants and how those contribute to academic progress and ultimately to retention and successful program completion.
Training	Data to track participants' progress through required modules, including test scores, attendance patterns, needed support services, and training evaluation.
Program Completion	Data to track retention, program completion, graduation, withdrawal, and dismissal and its reasons, and awarded certifications.
Transition	Data to track participants' transition activities (placement in a RAP, interest in a specific construction trade, or other career interests), and date of program exit.
Follow-Up	Data to confirm outcomes in terms of employment and meeting individual career goals, to identify needs and challenges after transition, track participant retention progress in RAP's and/or employment, to document community and economic impact.

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Section 5: Accessing Data and Information

By the end of this training, learners will be able to:

- Explain the role of records and reports to a CPI process.
- List the reports available in IWRS.
- Interpret the ILW benchmarking dashboards.
- Articulate the key outcome metrics
- Reference Illinois workNet resources.

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Participant Records and Files

Question:

"When might you reference your participant files as a tool to support effective decision-making or to consider where your program might need improvements?"

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Exhibit 7: Participant File Checklist

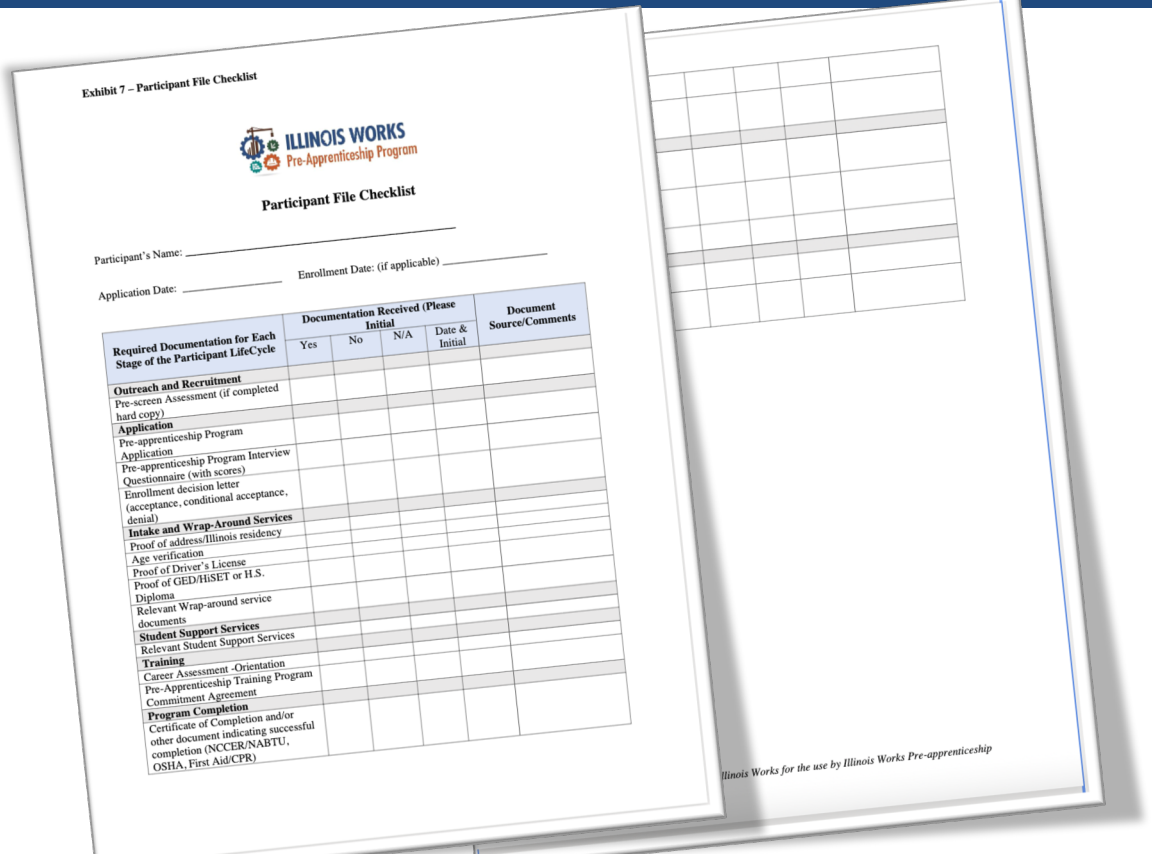

Exhibit 7 – Participant File Checklist

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Participant File Checklist

Participant's Name: _____

Application Date: _____ Enrollment Date: (if applicable) _____

Required Documentation for Each Stage of the Participant LifeCycle	Documentation Received (Please Initial)				Document Source/Comments
	Yes	No	N/A	Date & Initial	
Outreach and Recruitment					
Pre-screen Assessment (if completed hard copy)					
Application					
Pre-apprenticeship Program Application					
Pre-apprenticeship Program Interview Questionnaire (with scores)					
Enrollment decision letter (acceptance, conditional acceptance, denial)					
Intake and Wrap-Around Services					
Proof of address/Illinois residency					
Age verification					
Proof of Driver's License					
Proof of GED/HiSET or H.S. Diploma					
Relevant Wrap-around service documents					
Student Support Services					
Relevant Student Support Services					
Training					
Career Assessment -Orientation					
Pre-Apprenticeship Training Program					
Commitment Agreement					
Program Completion					
Certificate of Completion and/or other document indicating successful completion (NCCER/NABTU, OSHA, First Aid/CPR)					

llinois Works for the use by Illinois Works Pre-apprenticeship

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Recordkeeping vs. Reporting

Recordkeeping vs. Reporting

- Documentation of completed work
- Program planning
- Program operations
- Program evaluation
- Ongoing monitoring/Self-assessment
- Continuous improvement
- Communication
- Knowledge transfer
- Institutional memory
- Legal issues
- Risk management
- Leadership continuity

ILW Monthly Compliance Review and Report

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ILW Monthly Compliance Report

Illinois Works Monthly Compliance Review Progress Report

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Organization Name:	Chicago Women in Trades
Overall Compliance Rating:	Good Progress

The overall compliance rating for June 2022 is based on per cohort outcome metrics and progress toward overall metrics as outlined in the organization's work plan cohort goals and timeline.

Cohort	Enrollment Goal Total	Enrollment Actual Since Last Review	Per Participant Allotment	Completion Goal Total	Completion Actual Since Last Review	Per Participant Allotment	Primary Transition Goal Total	Primary Transition Actual Since Last Review	Per Participant Allotment	Secondary Transition Actual Since Last Review	Per Participant Allotment	Reimbursement Maximum (Current Review)
1	25	0	$2,502.19	22	2	$3,491.42	18	14	$5,004.37	0	$2,502.19	$77,044.02
2	25	0	$2,502.19	21	n/a	$3,491.42	17	n/a	$5,004.37	n/a	$2,502.19	$0
3												
4												
5												

All outcome metrics above are based on information entered in IWRS as of 6/1/2022 The information above has been sent to the Office of Grant Management and will be utilized by OGM to determine the reimbursement amount based on the submitted Periodic Financial Report and expenses. Additional information regarding the overall compliance rating can be found in the 2022 Grantee Manual – Section 13: Programmatic Monitoring.

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Progress Categories

- Excellent progress
- Good progress
- Inadequate progress
- Poor progress

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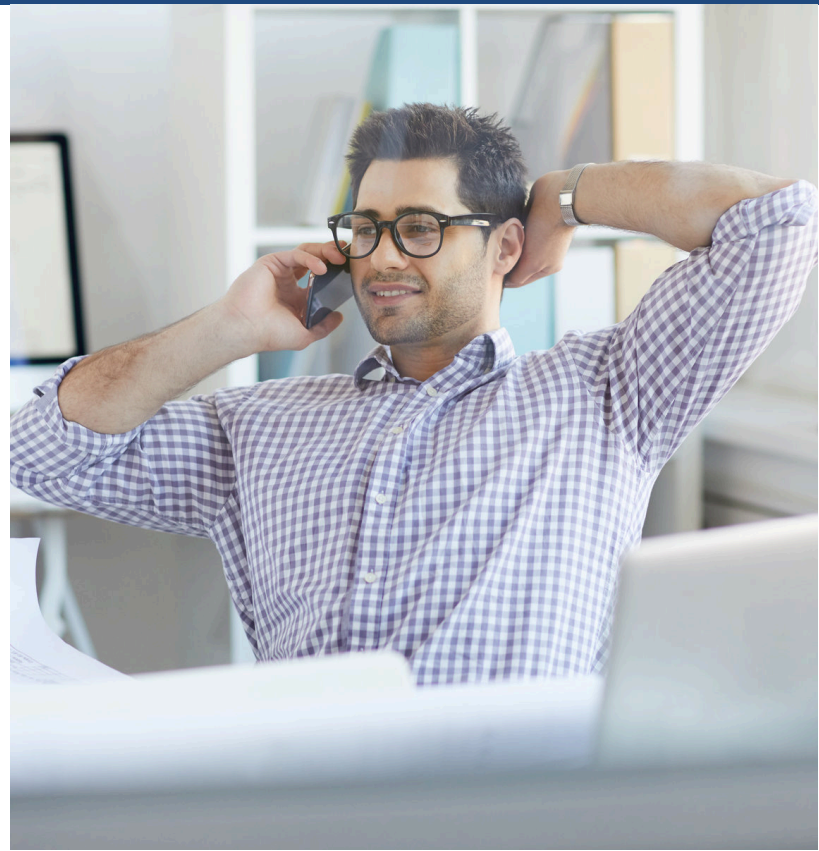
Illinois Works Reporting System (IWRS)

- Grantee Information
- Student Support Services
- Credentials



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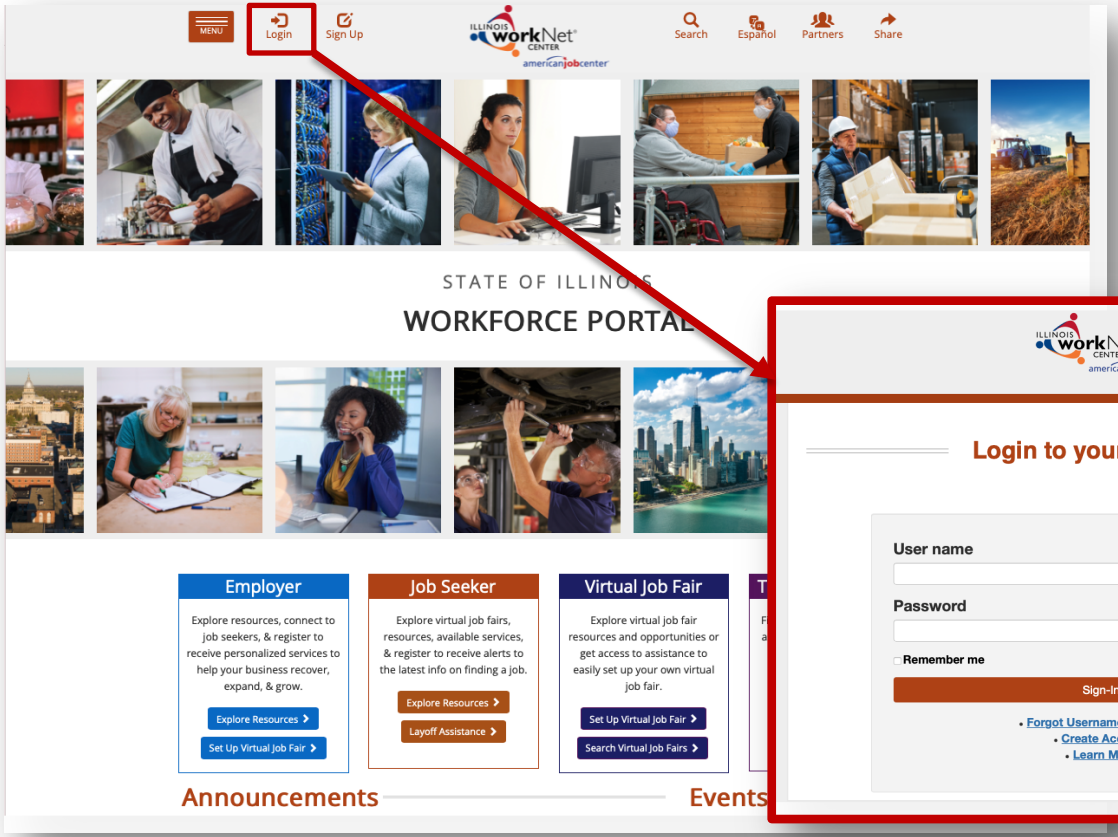
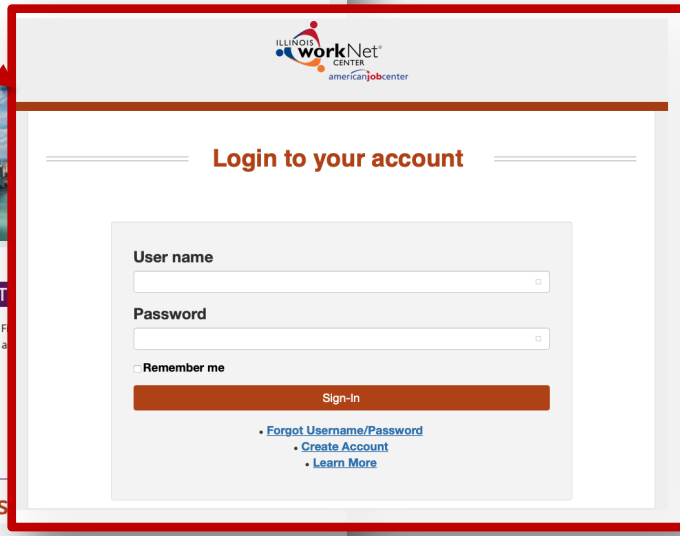
Illinois Works Reporting System – Reports





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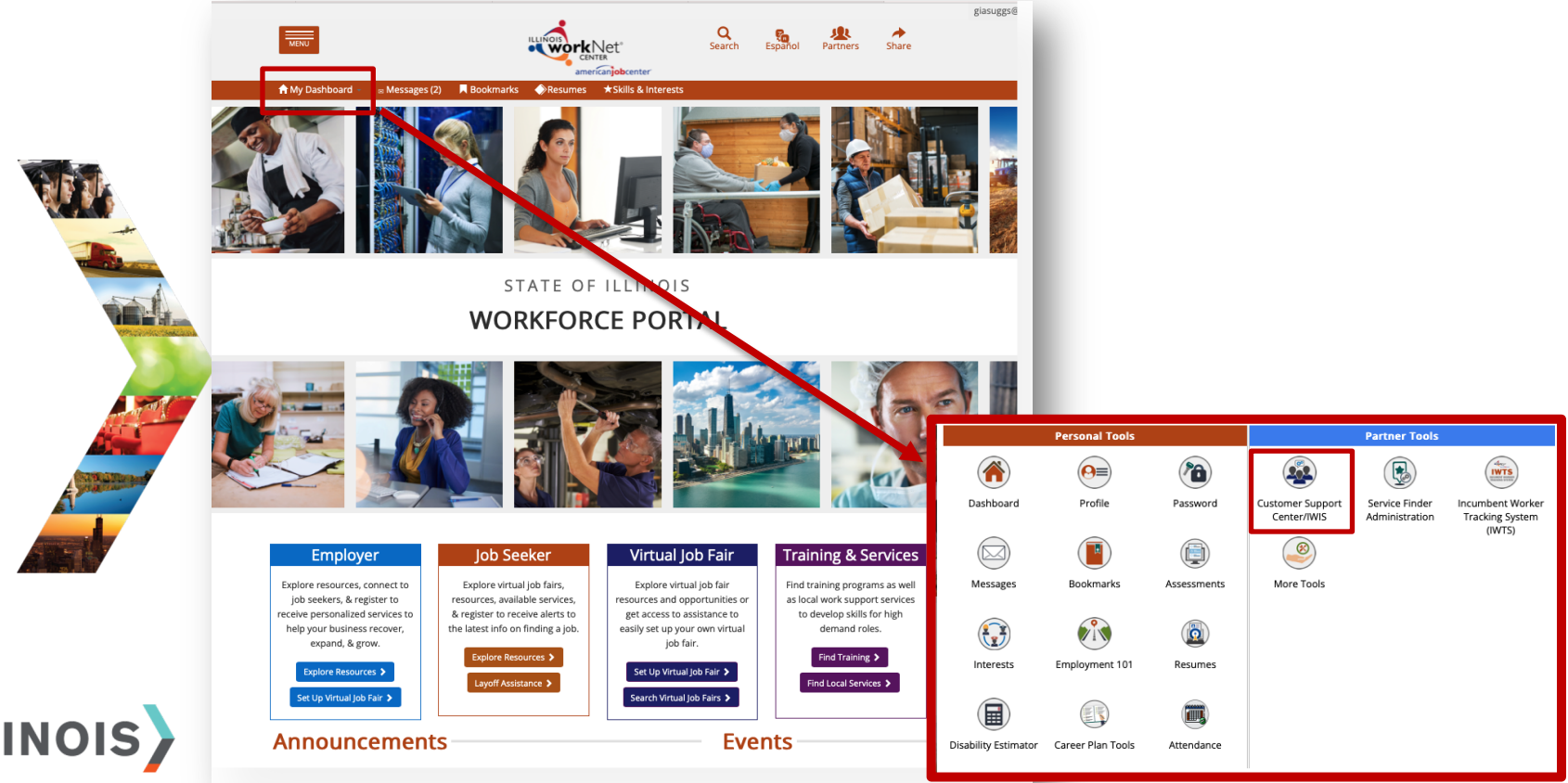
Illinois Works Reporting System



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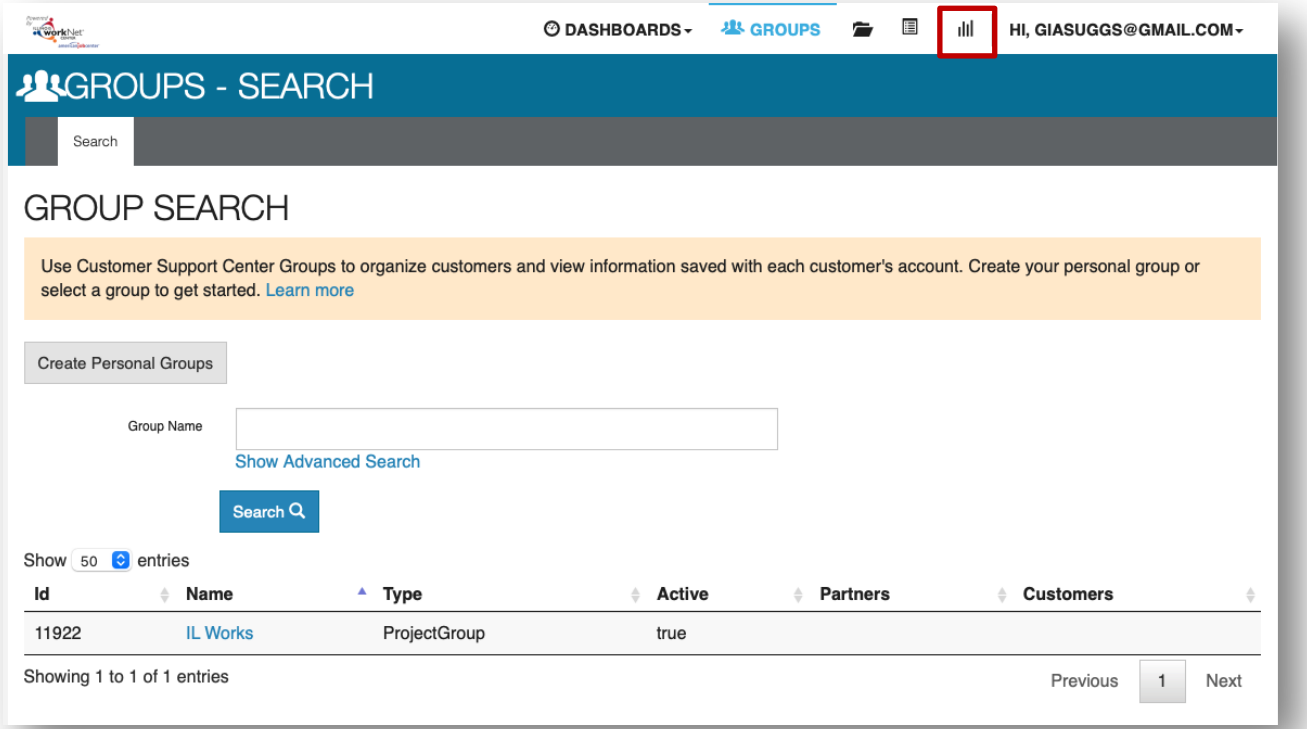
Il Works Reporting



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Grantee Information

DASHBOARDS GROUPS HI, GIASUGGS@GMAIL.COM

ISETS: Earnfare Administrative Expenses Certification

Student Support Service Report

Grantee Information

Primary User: Commerce.

Purpose: The Grantee Information Report provides an overview of the project and actual number of participants, sectors, grant amounts, and most recent status update notes.

IPRC - Returning Citizens Management Report

IPRC Grantees & State Level Admin

Purpose: The Executive Management Report provides a high-level overview of the number of participants, services received, credentials earned, and post release status.

Run the Management Report to:

- View the total number of customers who meet the program criteria by provider.
- Access a list of customers who meet the performance criteria

APPRENTICESHIP ILLINOIS REPORTS

Apprenticeship Illinois Reports

Apprenticeship Illinois Reports

Primary User: Apprenticeship Illinois Grantees and DCEO

Purpose: The reports give a snapshot in time of the number of cus

Run the Apprenticeship Illinois Report to:

- Participant View - the landing page with all participants ente
- Cumulative Report - information compiled from customer da
- Quarterly Report - information compiled from customer data
- Narrative Report - to see the number of Other Individuals Im

GRANTEE INFORMATION

Back to Reports

ProjectId

Select

Filter Export

Show 10 entries

Grant Number	Project Name	Grantee Name	Projected Number of Participants	Actual Number of Participants	Sectors	Grant Amount	Status Update

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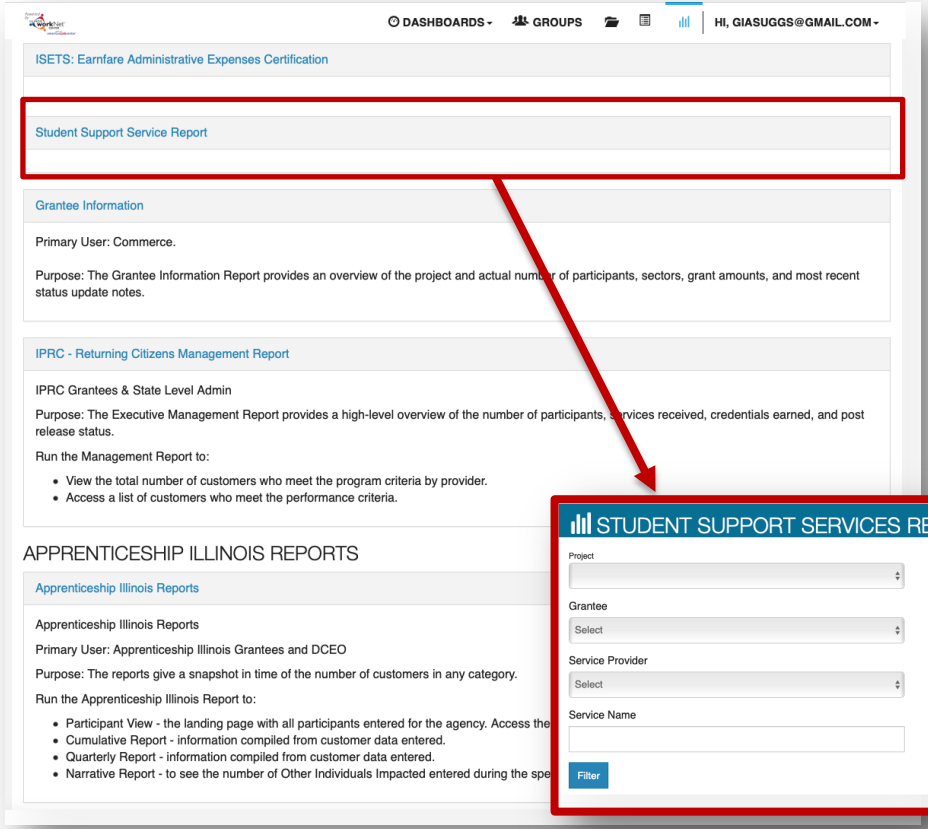
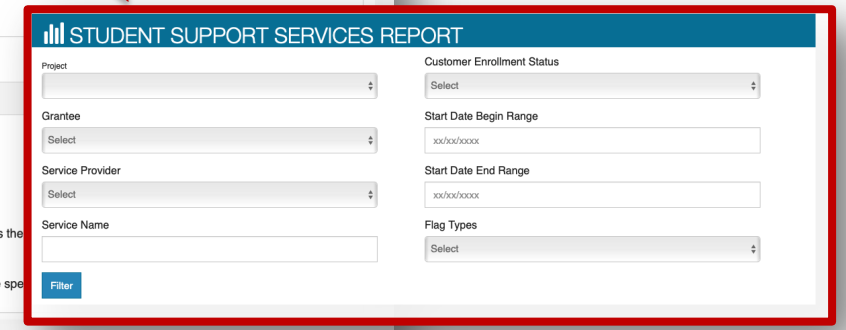
Pre-Apprenticeship Program

Student Support Services Report





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Student Support Services Report

STUDENT SUPPORT SERVICES REPORT

Project: IL Works

Customer Enrollment Status: Enrolled

Grantee: Chicago Test Provider 1

Start Date Begin Range: xx/xx/xxxx

Service Provider: Select

Start Date End Range: xx/xx/xxxx

Service Name:

Flag Types: Select

Filter

Last Name	First Name	Training Service Name	Training Category	Absent Flags	Post-Assessment Flags
Mary	Jones	Assistance with completing an apprenticeship program application	Transition Service	N/A	N/A
Mary	Jones	Module 1 - Illinois Works Pre-apprenticeship Program Orientation	Support	N/A	N/A
Mary	Jane	Career Information	Transition Service	N/A	N/A
Mary	Jane	Resume Prep	Transition Service	N/A	N/A
Mary	Jane	Assistance with completing an apprenticeship program	Transition Service	N/A	N/A

ILLINOIS

Credentials

Apprenticeship Illinois Reports

Apprenticeship Illinois Reports

Primary User: Apprenticeship Illinois Grantees and DCEO

Purpose: The reports give a snapshot in time of the number of

Run the Apprenticeship Illinois Report to:

- Participant View - the landing page with all participants e
- Cumulative Report - information compiled from customer
- Quarterly Report - information compiled from customer da
- Narrative Report - to see the number of Other Individuals

Customer Services Report

Primary User: Illinois workNet Partners

Purpose: The Customer Services Report provides a list of serv
the IWDS service if applicable, the status of the service, and the custom who have/do not have the listed service.

Run the Customer Services Report to:

- View/Export the complete or filtered list of services associated wit customers that includes the status of each service.
- Update services at a group level by accessing a filtered list of cus omers who have a specific service.

Credentials Report

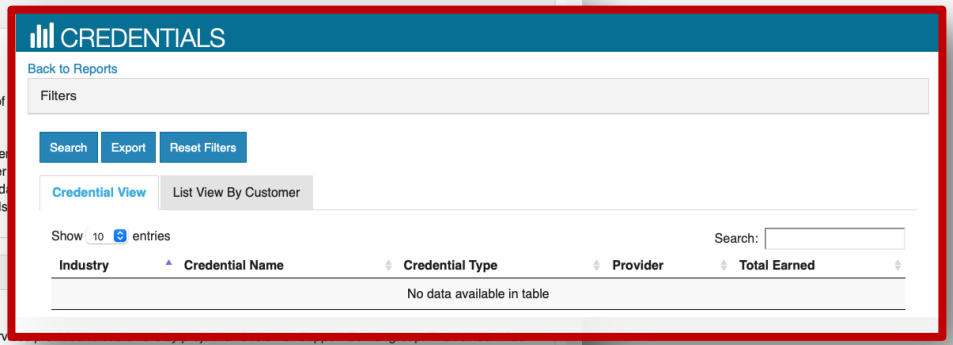
Run the Credentials Report to:

- Identify credentials earned in total by industry, provider, type, and date/timeframe.
- Export customers who have earned these credentials.

Worksite Placement Report

Run the Worksite Placement Report to:

- View graphs showing the total number and type of worksite placement per industry.
- Compare placements for industries, grantees, and training programs.



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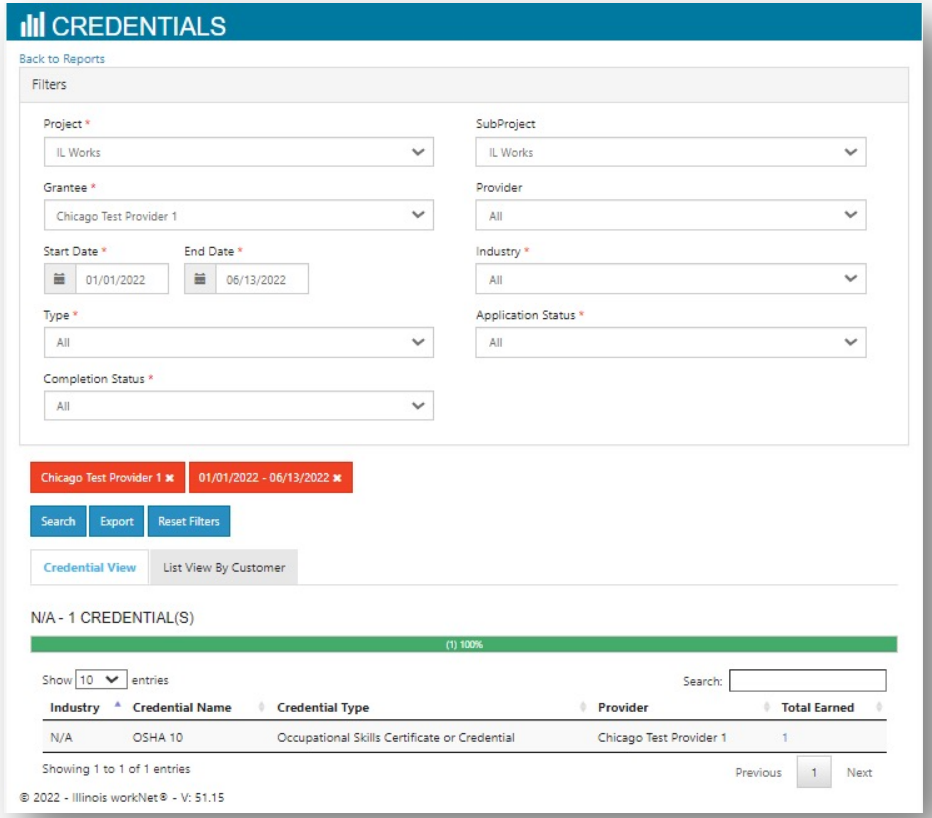
Credentials



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IWRS Benchmarking Dashboards

- Programmatic Dashboard
- Follow-up Dashboard

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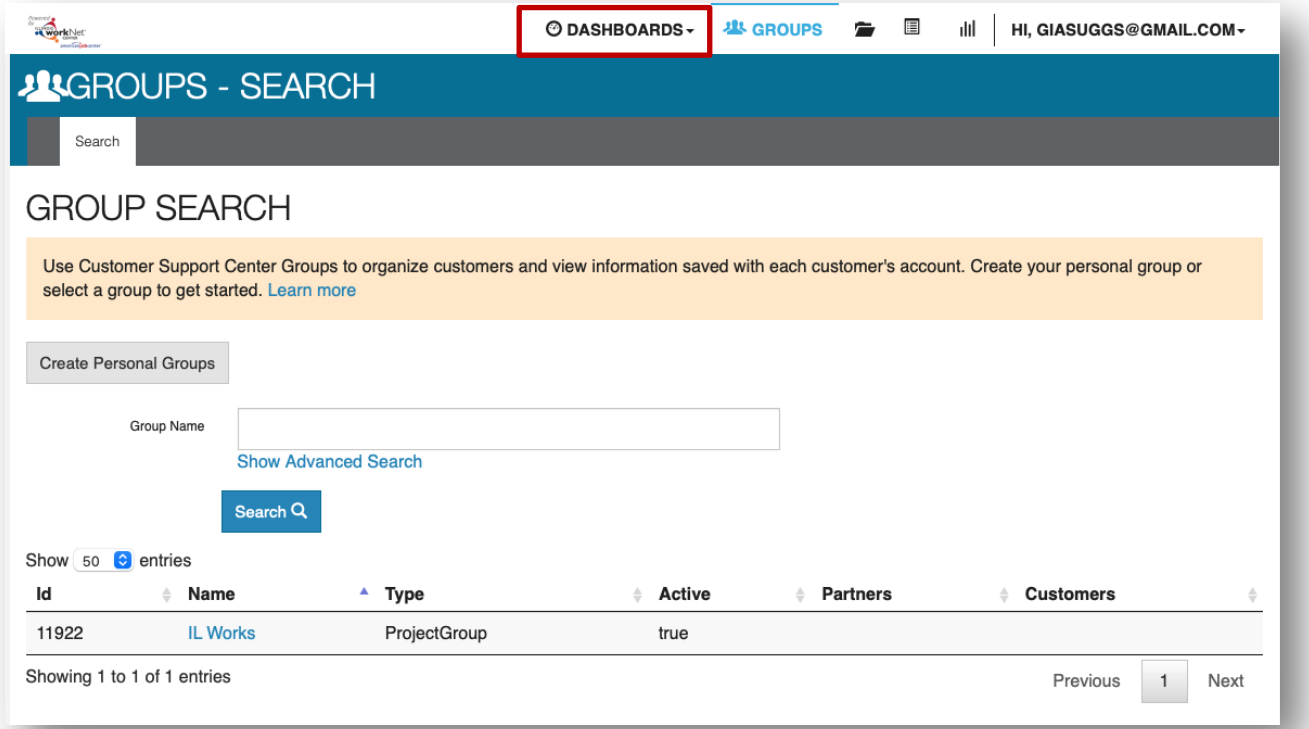
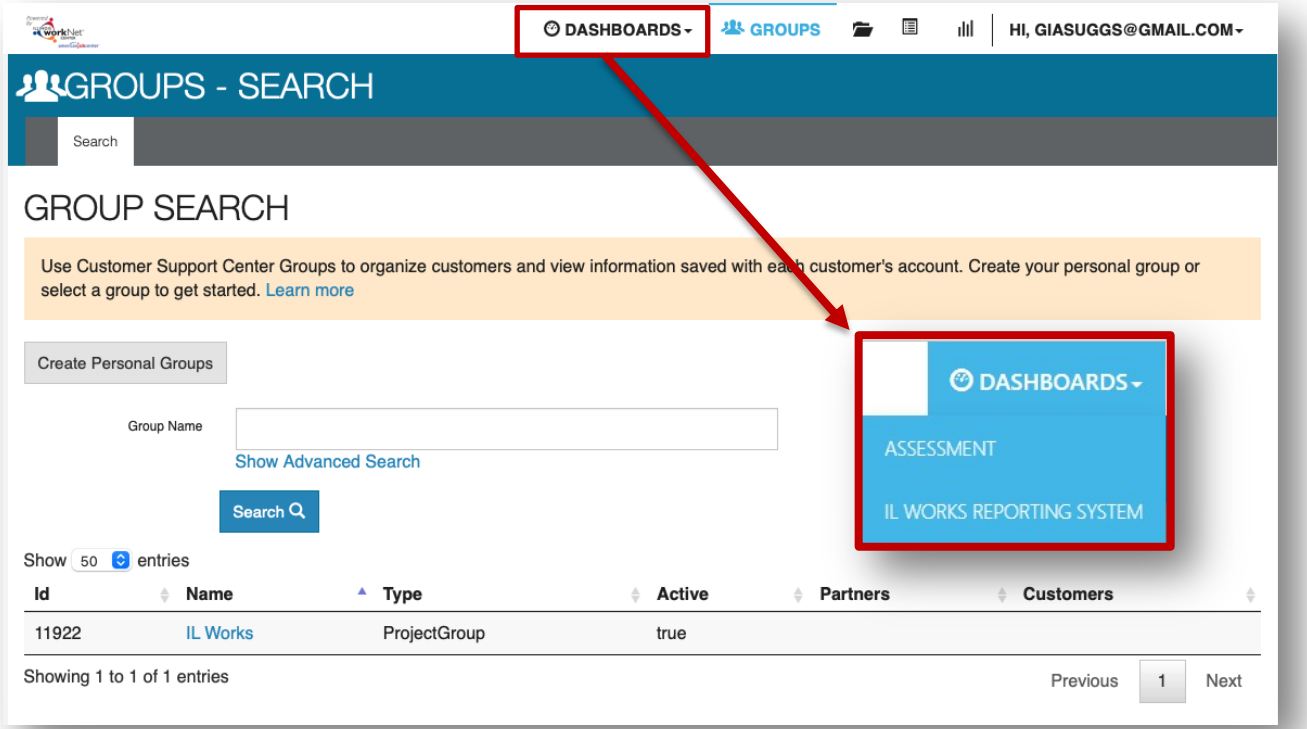
IWRS Dashboard Color Code

Color Code	Action Needed
White	Informational, no action needed.
Yellow	Action needed.
Red	Red flag. Immediate action needed.
Green	Complete or meets a program requirement.
Grey	Participants not enrolled or no longer in program, no action needed.

Illinois Works Reporting System – Dashboards



Illinois Works Reporting System – Dashboards



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Programmatic Dashboard

- Red Flags
- Intake
- Participant Engagement
- Earned Credentials
- Completion Information
- Pre-Apprenticeship Program Completion /Transitional Services
- Provider and Employer/Sponsor Relationships

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Programmatic Dashboard

IL WORKS DASHBOARD

Assessment | IL Works Reporting System

Provider: Chicago Test Provider 1

Gender: Select

Race/Ethnicity: Select

Age: Select

Veteran Status: Select

Filter

Section	#	%	Best	Network Average
Red Flags				
# Participants with a Red Flag	8	100%	0	0
Absence	0	0%	0	0
Post-Assessment	0	0%	0	0
Past due follow-up date	8	100%	0	0
Intake				
# Inquiry Status	4	100%	0	0
Closed	1	25%	0	0
Cold	0	0%	0	0
Warm	2	50%	0	0
Hot	1	25%	0	0
# Application Status	6	100%	0	0
# Enrolled	4	100%	0	0

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Follow-up Dashboard

- Post-Program Active Tracking
- Long-term Tracking

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Key Outcome Metrics

- At least 85% of individuals enrolled will successfully complete the pre-apprenticeship training program
- At least 70% of individuals enrolled will be hired and enroll in a DOL-registered apprenticeship program

Question:

"Which of these reports/dashboards have you found to be valuable? How do you use it/them to support decision-making or to focus your program improvement efforts?"

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Section 6: Implementing the ILW CPI Model

By the end of this training, learners will be able to:

- Explain the role the Pre-apprentice LifeCycle plays in the CPI process.
- Describe each step in the continuous program improvement model.
- Brainstorm new or innovative strategies for performance gaps.

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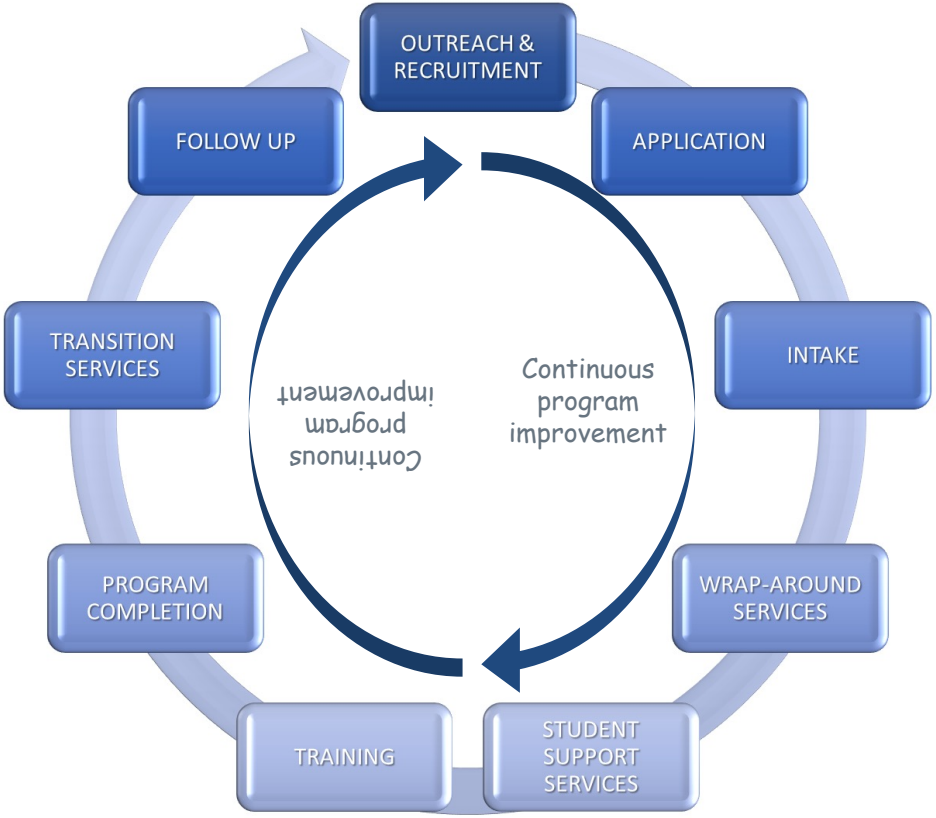
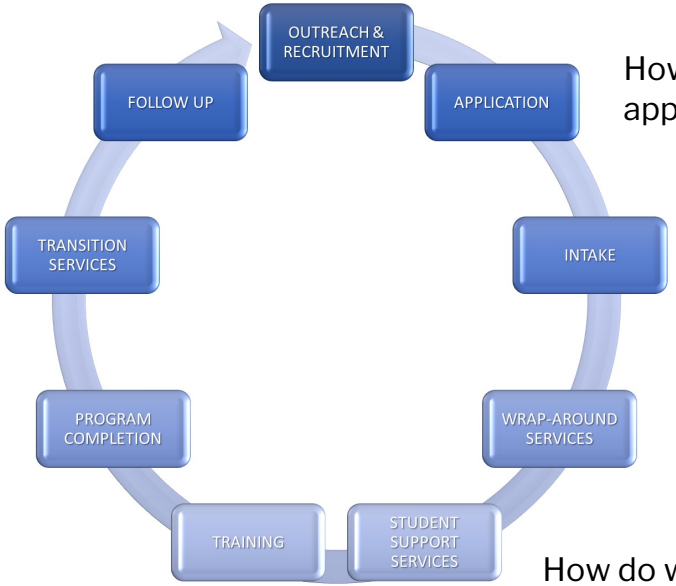
CPI Tools

Pre-Apprentice LifeCycle



Pre-Apprentice LifeCycle



How do we improve our application process?

How do we improve our intake process?

How do we improve our wrap-around services?

How do we improve our student support services?

Question:

"Identify at least one area that requires performance improvement."

Question:

"Identify one area where you are already experiencing success, but you think you can do even better."

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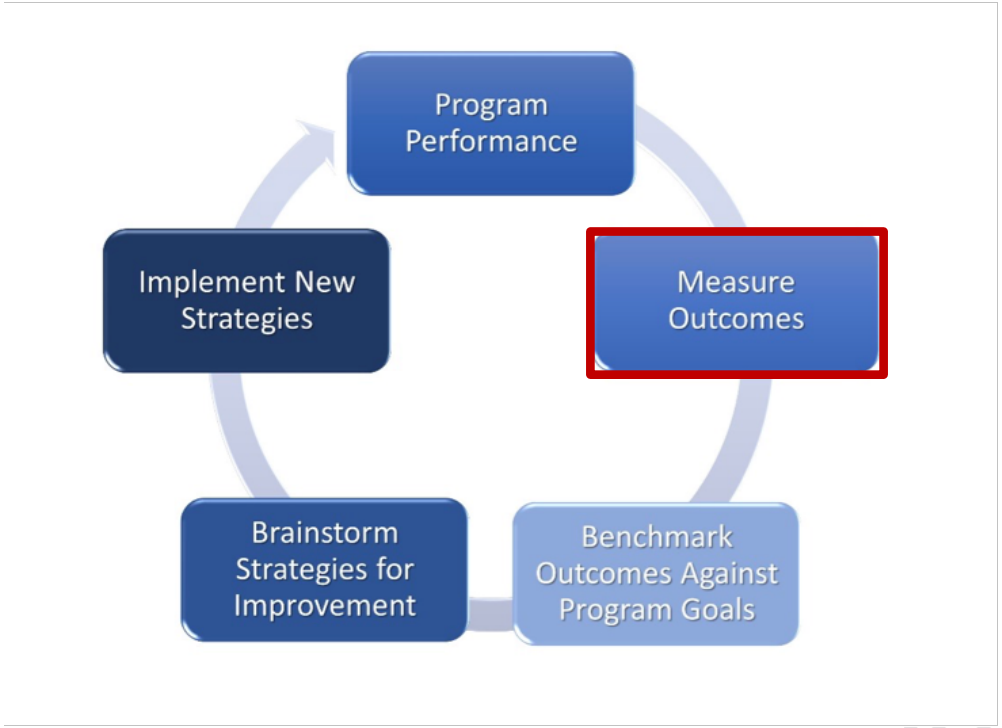
Continuous Program Improvement Model

Program Performance and Measure Outcomes

Measure Outcomes



Benchmark Performance Outcomes Against Program Goals

Performance Gaps

Program Goal

−

Actual Performance Outcomes

=

Performance Gaps

New and/or Innovative Strategies

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New and/or Innovative Strategies

- Team Brainstorming
- TA Troubleshooting
- Program Coaching
- Perspective of New Staff
- Ideas from Seasoned Staff
- Grantee Networking
- Provider Feedback
- Partner Feedback
- Professional Association Resources
- Published Best Practices

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Brainstorming

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Implement New Strategies

Implement New Strategies

- The new strategy must be communicated to all relevant and impacted staff.
- All relevant forms, documents, processes, and procedures must be updated.
- If a new skill is involved, impacted instructors and staff must receive training.
- The new strategy must have a definitive start date and benchmark date.

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Section 7: Program Improvement Plan

By the end of this training, learners will be able to:

- Explain the role of the program implementation plan in the continuous program improvement Process.
- List how a program implementation plan can impact each phase of the Pre-apprenticeship LifeCycle, financial management, and partner engagement.
- Access resources for their program improvement Plan.

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Program Improvement Plan

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Program Improvement Plan

- Improve efficiencies
- Improve effectiveness
- Higher quality (more competitive) program services
- Increase employee engagement
- Reduce employee turnover
- Increase client/participant satisfaction
- Cultivate a proactive culture
- Cultivate an outcome driven culture

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Program Improvement Plan

“How can we be even better?”

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Focus of Program Improvement Plan

- Partner Engagement
- Participant LifeCycle
- Financial Management

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Exhibit 9: Performance Improvement Plan

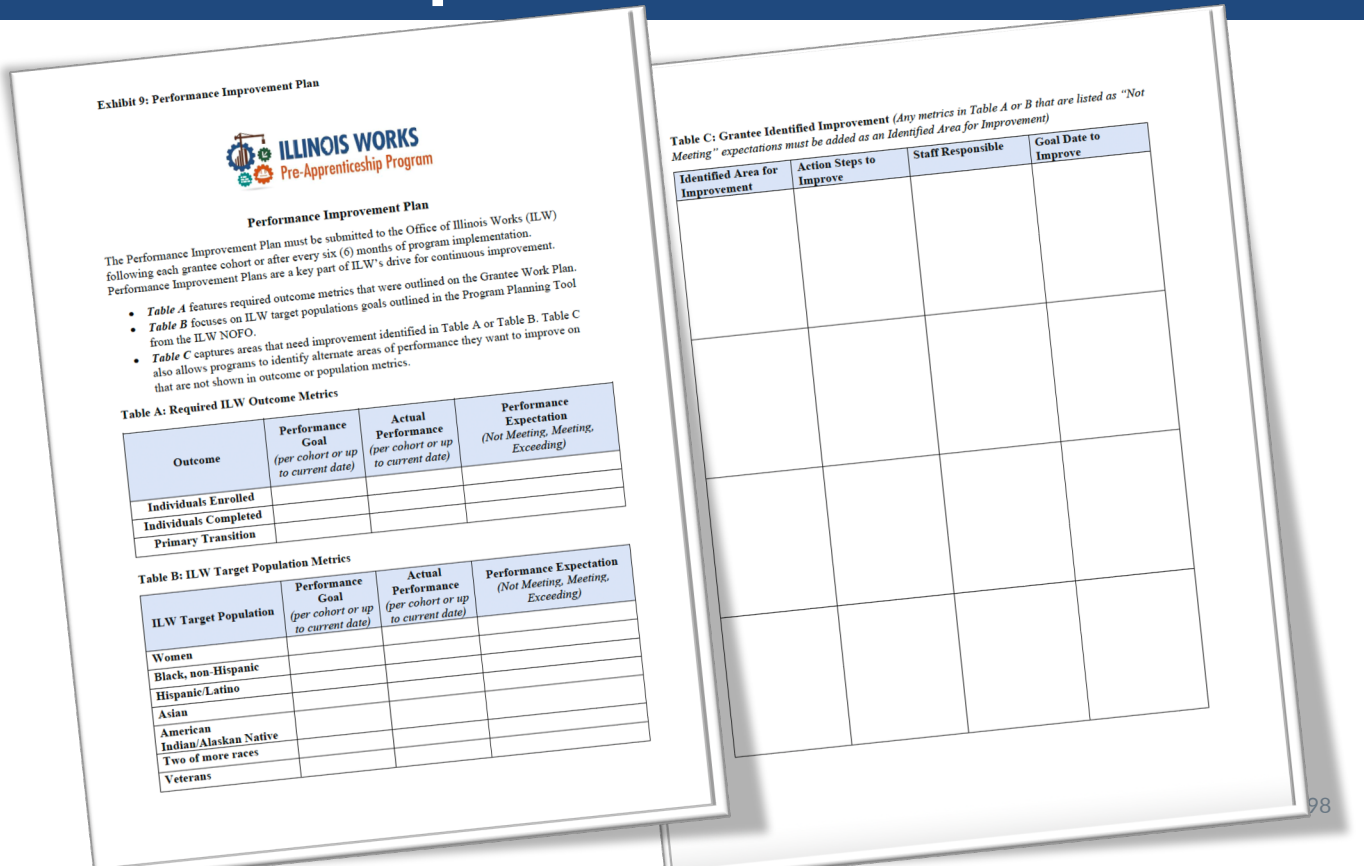

Exhibit 9: Performance Improvement Plan

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Pre-Apprenticeship Program

Performance Improvement Plan

The Performance Improvement Plan must be submitted to the Office of Illinois Works (ILW) following each grantee cohort or after every six (6) months of program implementation. Performance Improvement Plans are a key part of ILW's drive for continuous improvement.

- ***Table A*** features required outcome metrics that were outlined on the Grantee Work Plan.
- ***Table B*** focuses on ILW target populations goals outlined in the Program Planning Tool from the ILW NOFO.
- ***Table C*** captures areas that need improvement identified in Table A or Table B. Table C also allows programs to identify alternate areas of performance they want to improve on that are not shown in outcome or population metrics.

Table A: Required ILW Outcome Metrics

Outcome	Performance Goal *(per cohort or up to current date)*	Actual Performance *(per cohort or up to current date)*	Performance Expectation *(Not Meeting, Meeting, Exceeding)*
Individuals Enrolled			
Individuals Completed			
Primary Transition			

Table B: ILW Target Population Metrics

ILW Target Population	Performance Goal *(per cohort or up to current date)*	Actual Performance *(per cohort or up to current date)*	Performance Expectation *(Not Meeting, Meeting, Exceeding)*
Women			
Black, non-Hispanic			
Hispanic/Latino			
Asian			
American Indian/Alaskan Native			
Two of more races			
Veterans			

Table C: Grantee Identified Improvement *(Any metrics in Table A or B that are listed as "Not Meeting" expectations must be added as an Identified Area for Improvement)*

Identified Area for Improvement	Action Steps to Improve	Staff Responsible	Goal Date to Improve

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Section 8: Program Improvement Plan

By the end of this training, learners will be able to:

- Access ILW resources.

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Program Coaching

Webinar Session

Track I

These can be either trainings or informational sessions facilitated virtual and recorded for future viewing.

Coaching

Track I + Track II

Tailored proactive and preventive one-on-one support, driven by a needs analysis and coaching plan.

Technical Assistance

Track I + Track II

Tailored one-on-one intervention, corractive action, and compliance support, driven by program reports.

Annual Conference

Track I + Track II

Subject matter experts share and exchange ideas, information, experiences, new technologies, theories, etc. to advance the mission of Illinois Works

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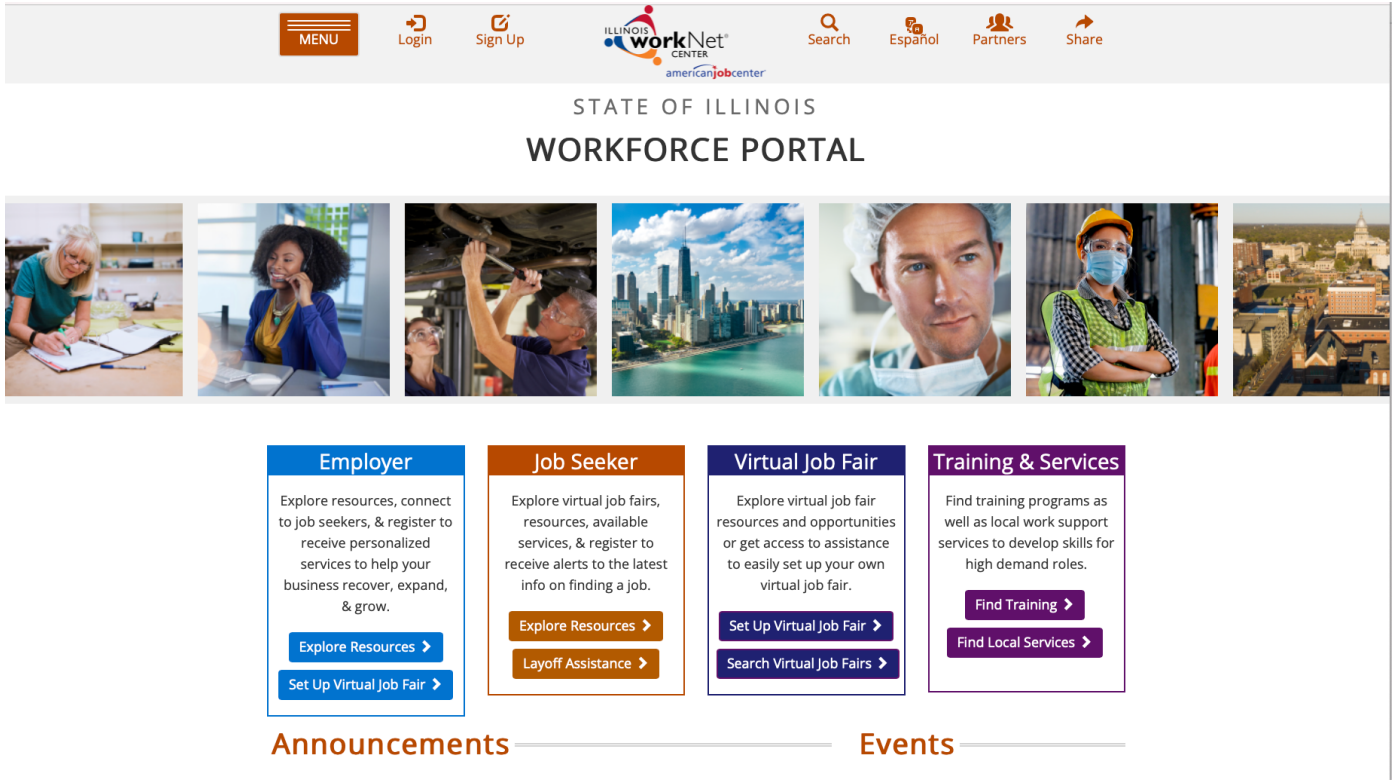

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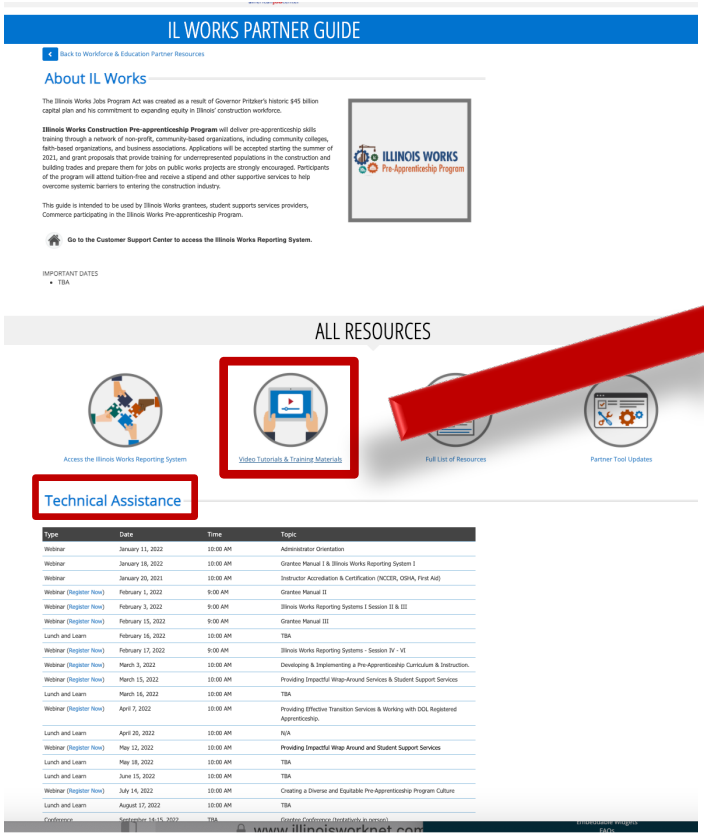
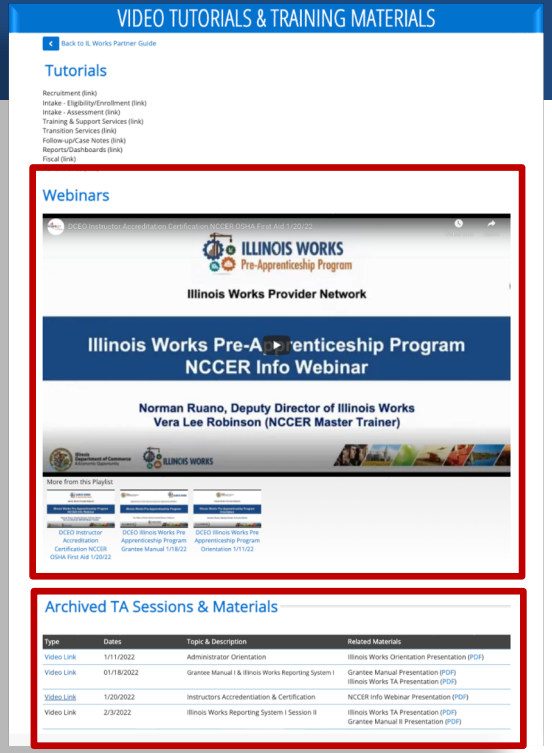
Illinois Works Partner Guide





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Pre-Apprenticeship Program

Illinois Works Partner Guide

IL WORKS PARTNER GUIDE

Back to Workforce & Education Partner Resources

About IL Works

The Illinois Works Jobs Program Act was created as a result of Governor Pritzker's historic $45 billion capital plan and his commitment to expanding equity in Illinois' construction workforce.

Illinois Works Construction Pre-apprenticeship Program will deliver pre-apprenticeship skills training through a network of non-profit, community-based organizations, including community colleges, faith-based organizations, and business associations. Applications will be accepted starting the summer of 2021, and grant proposals that provide training for underrepresented populations in the construction and building trades and prepare them for jobs on public works projects are strongly encouraged. Participants of the program will attend tuition-free and receive a stipend and other supportive services to help overcome systemic barriers to entering the construction industry.

This guide is intended to be used by Illinois Works grantees, student supports services providers, Commerce participating in the Illinois Works Pre-apprenticeship Program.

Go to the Customer Support Center to access the Illinois Works Reporting System.

IMPORTANT DATES
- TBA

ALL RESOURCES

Access the Illinois Works Reporting System

Video Tutorials & Training Materials

Full List of Resources

Partner Tool Updates

Technical Assistance

Type	Date	Time	Topic
Webinar	January 11, 2022	10:00 AM	Administrator Orientation
Webinar	January 18, 2022	10:00 AM	Grantee Manual I & Illinois Works Reporting System I
Webinar	January 20, 2021	10:00 AM	Instructor Accrediation & Certification (NCCER, OSHA, First Aid)
Webinar (Register Now)	February 1, 2022	9:00 AM	Grantee Manual II
Webinar (Register Now)	February 3, 2022	9:00 AM	Illinois Works Reporting Systems I Session II & III
Webinar (Register Now)	February 15, 2022	9:00 AM	Grantee Manual III
Lunch and Learn	February 16, 2022	10:00 AM	TBA
Webinar (Register Now)	February 17, 2022	9:00 AM	Illinois Works Reporting Systems - Session IV - VI
Webinar (Register Now)	March 3, 2022	10:00 AM	Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.
Webinar (Register Now)	March 15, 2022	10:00 AM	Providing Impactful Wrap-Around Services & Student Support Services
Lunch and Learn	March 16, 2022	10:00 AM	TBA
Webinar (Register Now)	April 7, 2022	10:00 AM	Providing Effective Transition Services & Working with DOL Registered Apprenticeship.
Lunch and Learn	April 20, 2022	10:00 AM	N/A
Webinar (Register Now)	May 12, 2022	10:00 AM	Providing Impactful Wrap Around and Student Support Services
Lunch and Learn	May 18, 2022	10:00 AM	TBA
Lunch and Learn	June 15, 2022	10:00 AM	TBA
Webinar (Register Now)	July 14, 2022	10:00 AM	Creating a Diverse and Equitable Pre-Apprenticeship Program Culture
Lunch and Learn	August 17, 2022	10:00 AM	TBA
Conference	September 14-15, 2022	TBA	Grantee Conference (tentatively in person)

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FULL LIST OF RESOURCES

Back to IL Works Partner Guide

Select a topic to view instructions, related resources, and related policy.

- Getting Started
- Outreach and Recruiting
- Business/Employer Engagement
- Intake - Eligibility/Enrollment
- Intake - Assessment
- Training & Support Services
- Transition Services
- Follow-up/Case Notes
- Reports/Dashboards
- Fiscal
- Performance
- Placeholder
- Placeholder
- Placeholder
- Placeholder

Getting Started

Back to top

*Link coming soon.

Topic	Instructions	Related Resources	Policy/Procedure
Getting Access to Illinois workNet	• Become a Partner (PDF) • Requesting Access to Partner Tools (PDF) • User Management (PDF)	TBD	**Procedures Manual:**
Getting Setup in Illinois workNet	• File Upload (PDF) • Grantee Details the Customer Support Center (PDF) • Add Training Programs (PDF) • Add Services (PDF) • Enter Worksite Placements (PDF)	TBD	**Procedures Manual:**
Instructor Accreditation & Certification		TBD	

Outreach & Recruitment

Back to top

*Link coming soon.

Topic	Instructions	Related Resources	Policy/Procedure
Business/Employer Outreach	Partner Instructions for Intake-Partner Engagement and Management (PDF)	• Illinois Works Pre-apprenticeship Program Flyer (PDF) • Apprenticeship Business Engagement Guide (PDF) • Tools by Preapprentice LifeCycle (PDF)	**Procedures Manual:**

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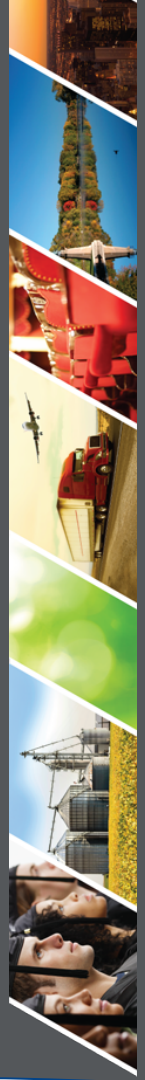

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Pre-Apprenticeship Program

Professional Development

Topic	Date	Time
Administrator Orientation	January 11, 2022	10:00 AM
Grantee Manual I & Illinois Works Reporting System I	January 18, 2022	10:00 AM
Instructor Accrediation & Certification (NCCER, OSHA, First Aid)	January 20, 2021	10:00 AM
Grantee Manual II	February 1, 2022	9:00 AM
Illinois Works Reporting Systems I Session II & III	February 3, 2022	9:00 AM
Grantee Manual III	February 15, 2022	9:00 AM
Illinois Works Reporting Systems - Session IV - VI	February 17, 2022	9:00 AM
Developing & Implementing a Pre-Apprenticeship Curriculum & Instruction.	March 3, 2022	10:00 AM
Providing Impactful Wrap-Around Services & Student Support Services	March 15, 2022	10:00 AM
Providing Effective Transition Services & Working with DOL Registered Apprenticeship Programs (Register Now)	April 7, 2022	10:00 AM
Lunch & Learn	April 20, 2022	10:00 AM
Lunch & Learn: IWRS Discussion Forum	May 18, 2022	10:00 AM
Lunch & Learn	June 15, 2022	10:00 AM
Using Data for Continuous Program Improvement (CPI) (Register Now)	June 23, 2022	9:00 AM
Creating a Diverse and Equitable Pre-Apprenticeship Program Culture (Register Now)	July 14, 2022	10:00 AM
Lunch & Learn	August 17, 2022	10:00 AM
Grantee Conference (tentatively in person)	September 14-15, 2022	Schedule to be released prior to event
Lunch & Learn	September 14, 2022	10:00 AM
Lunch & Learn	October 19, 2022	10:00 AM
Developing Relationships & Partnerships (Register Now)	November 10, 2022	10:00 AM
Lunch & Learn	November 16, 2022	10:00 AM
Lunch & Learn	December 14, 2022	10:00 AM

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Illinois workNet:
https://www.illinoisworknet.com

David Garvey:
davidgarvey@siu.edu.

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Feedback ~ We want to hear from you

Thank You!

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