Youth Apprenticeship & Career Pathways Program Tools

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IWDS Sync Update & Worksite Placement Tool Overview September 20, 2017

Agenda

- What You Can Do Now: Application & Suitability Review
- IWDS Sync Update and Progress Page Overview
- Worksite Placement and Payroll Upload Overview
- Next Steps

Online Suitability Application Overview

					HI, INTAKED -
	APPRENTICESH		TION		
	Application				
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This application o use solely in conn penalized for you	Pre-Screening Application		P APPLICATIC	JN	
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🔲 I have read the Te	Employment Go	bals	Training Delivery	Physical Demands	S Other Item
Cancel Start	· · · · ·		· ·		For example, if you are a registered sex offend
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workNet"

Complete Online Suitability Application Customer Instructions - August 2017 v2

🔞 why

Why do you need to complete the online suitability application?

It is important to find a program that is suitable for you. Suitable means "right for a particular purpose, person, or situation".¹ The online suitability application collects information about your skills, interest, abilities, and experiences. This information is used to find a training program that is "right" for your purpose (goals) and situation.

HOW

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

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

	select a training program in an area in which you are inter- may be a good fit for you.	ested. Complete the Ca	reer Cluster Inventory (5-10 r	0
		ested. Complete the Ca	reer Cluster Inventory (5-10 r	
career cluster(s)	may be a good fit for you.		and any second second in an i	ninutes) to identify a
STEP 1 C	omplete Career Cluster Inventory	STEP 2 Enter yo	ur top three career cluster re	sults below:
	ctivities as: like very much, like, dislike, or not sure.	First Choice *	Select	
	ipen in a new window/tab. results graph to see how your interests match up to each ister.	Second Choice*	Select	
Come ba	ck to this page to complete step 2.	Third Choice *	Select	

Suitability Page Overview

Application Suitability					
SUITABILITY			(CASE NOTES(1)	
L Profile	WIOA Eligibility Re	equirements		-	
First Name Dalton	Birthday: 11/1/1992 In/Out School: Out Do you meet the fo				
Email info@intaked siuccwd.com		in a magnetic management of the second se			/
User Name IntakeD	Employment Goal	ls		-	
Last 4 SSN 6521		ment Goal: Full Time to work? Day, Evening, Night, Weeker	ds		
DOB 11/1/1992		would you like to do? Professional/Te yourself in 1 year? working full time	chnical		
Reset Password Send Message	Where do you see What steps have yo Started/Completed	yourself in 5 years? working full time i ou taken to get there? Researched Car	eers, Wages, and Trends, Rese		
	Recommended Tr	raining Programs		-	
	How are you able to Classes, Online Class How can you trave How far are you wi What is the longes What is the heavies	willing to stay in training? Up to 24 we o participate in training? Classroom In ses, On-the-job Training/Apprenticesh I to training? Driving lling to travel? 5-15 miles t amount of time that you could stan st load that you could lift in the works for long periods of time? Yes, but I ne	struction, Kabs, Day Classes, V jp, Work Experience d upright in the workplace? (lace? 55 pounds	6 hours	
	Select	Training Program Name	Length of Training	Distance	
	WPP Train 17 8/29/2017	Healthcare	5 weeks	122.96 miles	
	Recommendation *	Recommend For Enrollment WPP Train 17 8/29/2017		•	

CUSTOMERS 4 GROUPS RESOURCES WORKSITE PLACEMENT VIEW PROGRAM \times Program Name: Healthcare Description: Participants will attend full time academic and vocational training programs working to increase basic skills and complete secondary school while also working on obtaining national, industry recognized career certifications in healthcare. Industry: Health Science Address: 360 Wylie Drive, Suite 305 Normal, IL 61761 Primary Contact: WPP Train10 Projected Number of Participants: 20 CIS Link: https://apps.il-work-net.com/cis/Clusters/OccupationDetails /100140?parentId=110800 Minimum Age: 18 Time to Complete: 5 weeks Minimum Age: 18 View Non-Recommended Training Programs Nine "hard stop" baseline requirements are identified in the following table. If the information provided in the customer's application does not align with the training program information, the program will not be recommended. The following table will help you understand why certain programs were recommended and others were not.

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

IWDS Sync Update and Progress Page Overview

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Application	Suitability Progress	Case Notes										
PROGRE	ESS				Services							-
Profile		Contact & App	oointment Inforn	mation	Add Service							
First Name B	3enjamin	En rolles ont one		- to - marking								
Last Name B	Bratt	Enroliment and	l Employment Ir	niormation	Show 10 👻 entries	i					Search:	
Email info@ir	ntakeB_siuccwd.com	Goals			Service/Progra Name	Provider	Start 🔺 Date	End Date	\$ Status	Credential Earned	Source	Remove
User Name I	IntakeB			_	Name	Flovider					Source	×
		Derriera										
Last 4 SSN 8		Barriers			Occupational Classroom Train	N/A ing	9/12/2017	Not Complete	Started/Open	N/A	Request Sent	^
Last 4 SSN 87		Barriers Services			Classroom Train	ing		Complete			Sent	×
	996 /DS		tials			ing	9/12/2017 9/15/2017		Started/Open Not Started (Scheduled)	N/A N/A		
DOB 12/19/19 Sync With IWI Last Sync: N/	996 /Ds I/A	Services Service Creden			Classroom Train Financial Literac	ing / N/A		Complete Not	Not Started	N/A	Sent Not	×
DOB 12/19/19	996 /Ds I/A	Services			Classroom Train Financial Literac Education	ing / N/A		Complete Not	Not Started	N/A	Sent Not Requested	×
DOB 12/19/19 Sync With IWI Last Sync: N/	996 /Ds I/A	Services Service Creden			Classroom Train Financial Literac Education	ing / N/A		Complete Not	Not Started	N/A	Sent Not Requested	×

Worksite Placement and Payroll Upload Overview

Select Filter				
ilter	ilter			



→ Worksite-Placement-and-Payroll-Upload¶ September-2017-v1¶

Purpose:¶

The worksite placement tool is available to Youth Apprentices hip and Career Pathway grantees. "The purpose is to identify employers who are providing work based learning experiences, the number of openings for those worksites, and youth worksite placements. "The scheduling tool is also a communication tool that allows the grantee to upload youth payroll. Commerce can review and approve payroll uploads."

Who Enters/Maintains Data:¶

here are two components.

- Grantee/Provider-staff-enter-employers, worksite-information, placements, and upload Payroll.
- •-+ Commerce-staff-review-and-approve-payroll-uploads.¶

Access-Worksite-Placement-and-Payroll¶

1.-+ Log-into-<u>www.illinoisworknet.com</u>.-¶ 2.-+ Select-My-Dashboard-and-select-Dashboard/Partner-Tools.¶ 3.-+ Select-Customer-Support-Center.-¶ 4.-+ Select-the-Worksite-Placement.¶ 5.-+ Select-the-agency.-:If-you-areassociated-with-multipleagencies/locations-for-the-program,they-will-display-as-a-list.¶

	(mployers	Worksite Placement	Payroll				
	anty						
Televit							
Contract of the links to view or edit employer, worksite, and job posting information.	anayment Type						
G SELECT THE LINKS TO VIEW OR EDIT EMPLOYER, WORKSITE, AND JOB POSTING INFORMATION.	Select						
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Add Customers Employer Workshe Jub* Total Number of Openings Full Time Positions Filled Part Time Position	SELECT TO	E LINKS TO VIE	W OR EDIT EN	PLOYER, W	VORKSITE, AND	JOB POSTING INFORMA	ATION.
		E LINKS TO VIE	W OR EDIT EN	PLOYER, W	VORKSITE, AND	JOB POSTING INFORMA	
No data available in table							lases?v

- 1

Add a Worksite¶

1.→ Select the Worksite Placement tab.¶

2.→ Select-Add-Employer/Worksite-button-to-add-an-employer/worksite.¶

a.-+Select-an-existing-employer¶

----or¶

b.→Add·a·new·employer.¶

i.→ Enter the employer name, description, and location.¶
ii.→ Indicate if this location is a worksite.¶ Employers-can-be-used-across-agencies-and-regions.--That-means-you-can-see-employers-(location-andcontact-information-only)-that-have-been-entered-by-

Next Steps

- Have youth complete the Online Suitability Application. For those who are already in IWDS, have the customers complete the online application before October 1. We will sync the customers to those who are already in IWDS.
- Make the recommendation on the customer's Suitability page.
- Release to production the sync with IWDS.
- Schedule Additional TA Webinars for Wednesdays @ 11:00.
 - September 27 Review Assessment and Optimal Resume Tools (partner view)
- Schedule TA webinar(s) with grantees, who are not entering customers into IWDS, and LWIA staff who will be entering those customers.

Setting Up Your Account

- 1. Go to <u>www.illinoisworknet.com</u> and create or log into your Illinois workNet account.
- 2. Make sure your organization's location is set up as a partner in the <u>Illinois workNet</u> <u>Service Finder</u>.
- 3. Request to become a partner by sending an email to <u>info@illinoisworknet.com</u>. Include the following information:
 - Reason for the email: I would like to request an Illinois workNet partner account.
 - Your name as it appears in your Illinois workNet account.
 - Name of your organization as it appears in the Illinois workNet Service Finder.
 - Organization address and work phone number.
- 4. We will review your request, confirm your information is accurate, and provide you with a partner account.