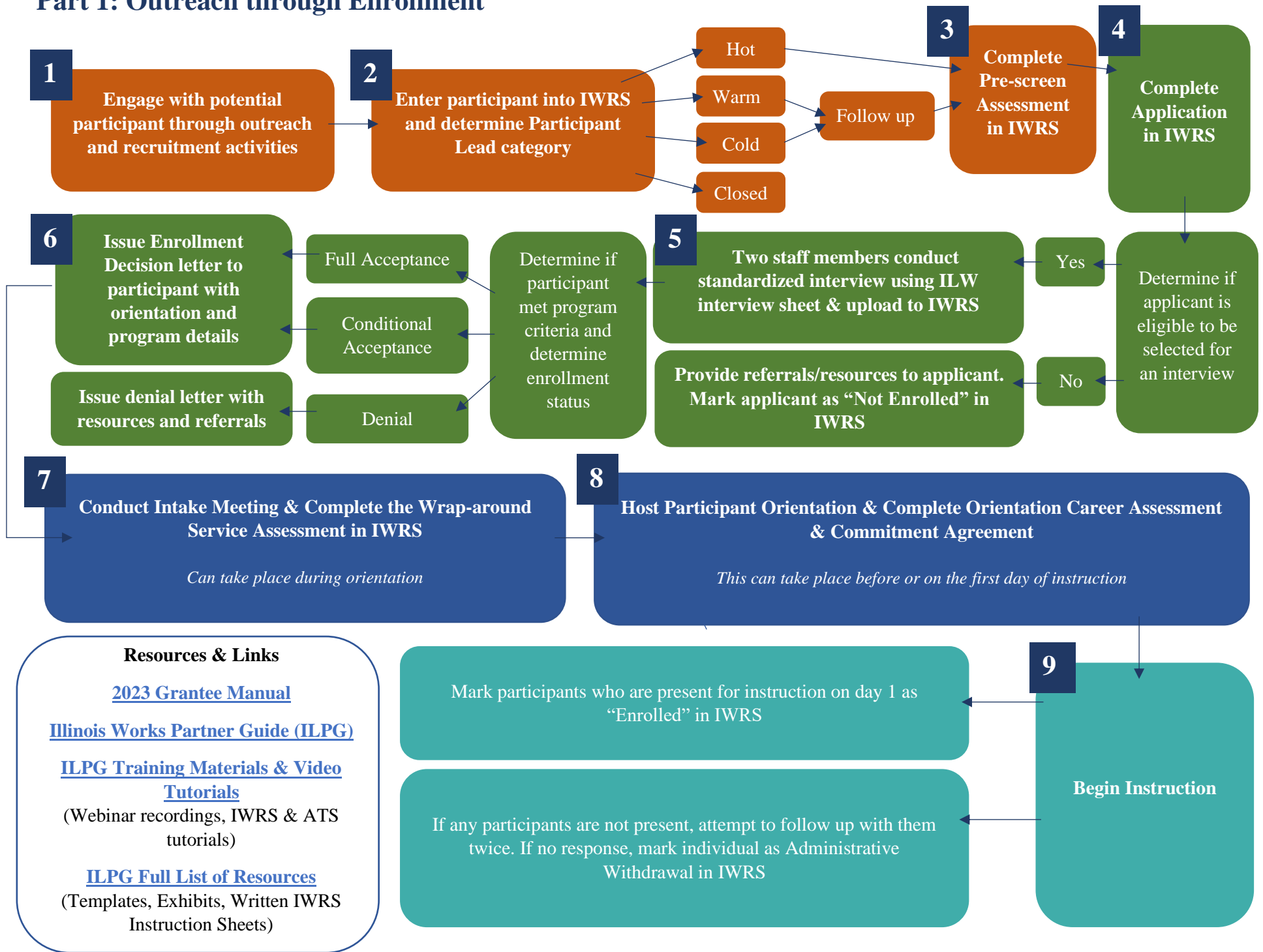


Pre-apprentice LifeCycle Program Requirements

Part 1: Outreach through Enrollment



Resources & Links

[2023 Grantee Manual](#)

[Illinois Works Partner Guide \(ILPG\)](#)

[ILPG Training Materials & Video Tutorials](#)

(Webinar recordings, IWRS & ATS tutorials)

[ILPG Full List of Resources](#)

(Templates, Exhibits, Written IWRS Instruction Sheets)

1 Engage with potential participant through outreach and recruitment activities

- Follow the organization’s marketing plan to guide outreach and recruitment activities.
- **Grantee Manual Section 4: Outreach and Recruitment** offers a list of actions that participants can take to market the program and engage with potential participants.
- **Available Templates**
 - Template 4: Sample Marketing Plan Worksheet & Timeline
 - Template 5: Sample Illinois Works Pre-apprenticeship Program Flyer
 - Template 6: Sample Illinois Works Pre-apprenticeship Program Information Sheet

2 Enter participant into IWRS and determine Participant Lead

- Enter the Participant Lead into IWRS by choosing “Add Participant” on the Participant Recruitment & Engagement tab. Enter the participant’s contact information and determine their lead type (hot, warm, cold, closed)
- **Grantee Manual Section 4: Outreach & Recruitment** offers definitions of each lead type and Table 10: Lead Follow-up Steps and Timeline offers a sample plan for follow up actions depending on the type of lead.

3 Complete Pre-screen assessment in IWRS

- The Pre-screen assessment evaluates the basic eligibility of the potential participant, collects information on effective outreach and recruitment activities, and collects demographics of the lead participant.
- **Grantee Manual Section 4: Outreach and Recruitment** provides more information regarding the completion of the pre-screen assessment.

4 Complete Application in IWRS

- The application can be completed on paper then entered in IWRS or completed directly in IWRS by a staff member in partnership with the potential participant.
- **Grantee Manual Section 5: Program Application & Intake** has more information on the application process.
- Exhibit 3: Pre-apprenticeship Program Application can be provided to the potential participant to complete on their own, then returned to the program. Once returned the participant’s answers must be entered into IWRS.

5 Conduct Standardized Interview with participant

- If an applicant has met eligibility requirements, the program must conduct an interview with the applicant.
- **Interviews must be completed by two staff members. Each interview must complete Exhibit 4: Pre-apprenticeship Program Interview Questionnaire.**
- Both interview sheets must be uploaded to IWRS. Interviewer names and interview score can be entered on the Intake tab of the participant profile. The interview score is the average of the two interviewer’s scores.
- **Grantee Manual Section 5: Program Application & Intake** has additional information about conducting the interview and logging the interview

6 Issue Enrollment Decision Letter to potential participants

- Once the potential participant has completed the pre-screen assessment, application, and the interview an enrollment decision letter must be issued to the participant. There are three types of enrollment decisions:
 - **Accepted or Conditional Acceptance** – Must meet eligibility for the program and earn at least an average score of 32 on the interview. Provide a letter to participant with program information and requirements. Provide dates and times for their first day of instruction.
 - **Denial**– provide letter to participant with referral to an alternate program or resources
- **Grantee Manual Section 5: Program Application & Intake** has more information on enrollment decision letters.

- **Available Templates**
 - Template 9: Enrollment Decision Sample Letter – Full Acceptance
 - Template 10: Enrollment Decision Sample Letter – Conditional Acceptance
 - Template 11: Enrollment Decision Sample Letter – Denial
 - Template 8: Sample Applicant/Participant Referral Form

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

- Intake Meetings can take place during Orientation or at a separate time. These meetings are designed to begin building rapport with participants and to complete the Wrap-around Service Assessment.
- **The Wrap-around Service Assessment** allows participants to opt-into non-academic support services including childcare, transportation, technology assistance, among others.
- **Grantee Manual Section 6: Participant Wrap-around Services and Student Support Services** provides detailed information regarding the Wrap-around Service Assessment and allowable wrap-around service costs.

8 Host Participant Orientation & Complete Orientation Career Assessment

- Orientation should take roughly 2-3 hours to complete. Orientation Day can take place prior to or on the first day of instruction.
- At the end of this process, participants should have completed:
 - Exhibit 5: Career Assessment - Orientation
 - Exhibit 6: Pre-apprenticeship Training Program Commitment Agreement and been provided with organization policies.
- At the end of this process, participants should also receive all relevant policies including discrimination/harassment/bullying policies, the policy and procedure for program stipends, and policies regarding make-up sessions or absences.
 - Available Templates:
 - Template 1: Sample Discrimination, Harassment, and Bullying Policy
 - Template 2: Sample Discrimination, Harassment, and Bullying Complaint Form
 - Template 12: Sample Illinois Works Performance-based Stipend Policy
 - Template 13: Sample Illinois Works Performance-based Stipend Procedure
 - Template 14: Sample Extenuating Circumstances Policy for Make-up Post-assessments and Sessions
 - Template 15: Sample Make-up Sessions and Post-assessment Policy
- **Grantee Manual 7: Training, Instruction, and Certifications** provides additional information on the Orientation process

9 Begin Instruction

- The first day of instruction will mark the first day that participants are considered “Enrolled”. Any participant that is present on Day 1 of instruction should be updated from “Applicant” to “Enrolled” in IWRS on the participant’s intake page.
- If a participant does not attend instruction on Day 1, make two (2) attempts to contact the participants. If no contact is made or if the participant declines to attend instruction, update their IWRS status from “Applicant” to “Administrative Withdrawal” by going to the Program Completion/Follow Up page on the participant’s profile and changing their Program Completion Status.

All templates and exhibits are available in the [2023 Grantee Manual](#) or on the [Full List of Resources](#) page of the Illinois Works Partner Guide