

<p>U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210</p>	<p><u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com NOTE: This bulletin is being sent via electronic mail.</p>	<p><u>Subject:</u> Program Guidance Memorandum: Goals and Objectives for Fiscal Year (FY) 2009 <u>Code:</u> 943</p>
<p>Symbols: DPAMS/AV</p>		<p>Action: Immediate</p>

PURPOSE: To provide staff with the FY 2009 OA’s goals for their information and use in developing work plans that align with the following:

- Department of Labor’s (the Department) strategic goals: *A Prepared Workforce* and *A Competitive Workforce* (see Attachment A);
- Employment and Training Administration’s (ETA) overall priorities: (see Attachment A);
- ETA’s specific priorities for OA (see Attachment A);
- OA’s Performance Agreement and Goals (see Attachments B and C); and
- Regional Annual Plan Reporting Format (see Attachment D).

BACKGROUND: On October 29, 2008, the Department published the Federal Register notice of the final rule to update CFR 29 part 29 which were last revised in 1977. These revised regulations emphasize the need for a flexible National Apprenticeship System by including options for both program sponsors and apprentices that address the needs of the nation’s regional economies and provide for the development of a skilled, competitive workforce. The revised regulations align this model with the needs of a new generation of workers and a broad range of employers in the 21st century.

This year’s priorities include the provision of ongoing guidance to OA’s staff so that they are kept abreast of new developments and policy regarding the regulation implementation. Staff will promote and engage potential and/or current sponsors in the modernization of apprenticeship by continuing to expand apprenticeship, especially in high-growth and/or emerging industries. Each Regional Director will determine the mix of high growth and other industries to be used for goals for their region based on their specific regional economic needs. The OA will continue to integrate apprenticeship with the workforce investment system (WIS) by exchanging information about the modernization of apprenticeship and how both OA and the WIS will benefit.

In November 2007, OA implemented the *Registered Apprenticeship Partners Information Data System (RAPIDS)*, to meet the requirements for a 21st century data management system. Preparations are underway for RAPIDS, Phase 2, which will

further enhance the database. State Apprenticeship Agencies (SAAs) and program sponsors will be able to upload program and apprentice registrations, create on-line reports, upload data electronically, and register programs and apprentices if they participate fully with RAPIDS. Modifications will also include a module to track competency-based and hybrid program registrations, streamline the registration process, and improve the Davis-Bacon component.

OA will continue to support and facilitate the activities and recommendations of the Advisory Committee on Apprenticeship. The Performance Agreement Goals (Attachment B) have been designed to contribute toward results-oriented accomplishments. As in the past, OA will continue to work with SAAs to improve the Registered Apprenticeship System.

ACTION: All OA staff should follow the guidance contained in this bulletin to plan, undertake activities, and report results. FY 2009 Regional Plans should be sent via electronic mail to the national office by January 16, 2009, to Dana Daugherty and Don Palmer.

NOTE: This bulletin is being sent via electronic mail.

Attachments: A, B, C, and D.

Department Goals: ETA Priorities and Registered Apprenticeship Priority Tasks

OA supports the Department's implementation of the Government Performance and Results Act (GPRA) and its related components in its FY 2009 plans, in conjunction with the President's Management Agenda, to improve the management of employment and training programs. In accordance with GPRA and the related Department's FY 2006-2011 *Strategic Plan* (at <http://www.dol.gov/sec/stratplan/main.htm>), the OA performance goal is to improve the Registered Apprenticeship System to meet the training needs of business and workers in the 21st century. This performance goal is aligned with the Department's outcome goal to "Increase opportunities for new and re-emerging entrants to the workforce," which focuses on developing a pipeline of workers with the skills and credentials necessary to fill the jobs of the 21st century. OA will support and implement ETA and specific Registered Apprenticeship System priority tasks to link performance with Departmental Goals:

ETA Priority Tasks

- Support actively the development and implementation of an effective ETA Human Capital plan, and work to advance a culture of learning, innovation, teamwork, and performance necessary to fulfill agency strategic objectives.
- Develop and implement a public information messaging plan, including the updating of web sites, publications, organizational charts, and communication tools.
- Implement the use of GEMS by program staff as the official ETA grant and program monitoring tool.
- Submit timely, accurate and quality responses to Congressionally-mandated and requested reports, OIG investigations, GAO audits and correspondence.
- Maintain Standard Operating Procedures when appropriate, particularly for mission critical functions.
- Ensure all staff have completed the necessary internal mandatory training, e.g., computer Security Awareness, Supervisory, EEO, and Ethics training.
- Update and maintain performance plans and accountability rosters.
- Continue the implementation of regional economic development principles and strategies to further transformation of the publicly-funded workforce investment system, as well as the development of regional economies in the 21st century.
- Implement the integrated technical assistance plan focused on transformation of the workforce system.
- Continue cross-functional initiative and partnership with Health and Human Services that promotes the integration of the workforce system, Temporary Assistance for Needy Families, and child support systems.
- Ensure the ETA message and priorities are a routine part of all regional and national meetings.

Registered Apprenticeship Priority Tasks:

- Integrate cross-functional areas with apprenticeship, particularly youth and the Business Relations Group.
- Implement revised regulations and develop and deliver comprehensive training on regulations.
- Assess staff/organization against the implementation of the redesigned management information system (RAPIDS) and the needs of the National Apprenticeship System. Conduct the Advisory Committee on Apprenticeship (ACA) meetings and carry out ACA recommendations regarding outreach; and the expansion of Registered Apprenticeship, and conduct outreach activities to access college dropouts as a potential talent pool.
- Modernize apprenticeship for the 21st century by supporting and identifying innovative program models and seeking opportunities to enhance or expand the use of Registered Apprenticeship in high-growth industries and register standards for competency-based programs.
- Participate in technical assistance activities, including transformational forums, aimed at integrating apprenticeship with all ETA-related programs.

**OFFICE OF APPRENTICESHIP PERFORMANCE AGREEMENT
GOALS FOR FY 2009**

FY 2009 annual plans should describe and delineate the strategies to be used to achieve results for accomplishing program goals 1, 2, 3, and 4. The FY 2009 Performance Agreement consists of the following:

GOAL 1

In support of DOL strategic goals of a prepared and competitive workforce, develop strategic partnerships that further integrate Registered Apprenticeship with the workforce and education systems, and regional talent development strategies.

Goal: Integrate Registered Apprenticeship with the public workforce investment system. The goal is met when the activities pertaining to youth-focused partnerships, workforce system conferences, and action clinics are completed, and when the region demonstrates development or expansion of five strategic partnerships involving Registered Apprenticeship and the workforce system, and/or education systems. The goal is met when the region:

- Develops at least one youth-focused partnership that directly establishes a working relationship between registered apprenticeship program sponsors and YouthBuild, JobCorps, or a Federal, state, or local youth initiative.
- Provides leadership and participates in the development of plans as a result of the Action Clinics. Plans should include resource alignment, policy, structure and service to apprenticeship program sponsors from One-Stop Career Centers and/or state or local workforce investment boards (WIBS).
- Participates in three workforce system conferences to dialogue on how apprenticeship and the workforce system can collaborate to meet employers' and workers' needs. Submits a report relative to this element that will be incorporated into the regional director's mid- and end-of-year reports to the national office.
- Coordinates Regional Economic Development to incorporate registered apprenticeship into regional economic development strategies.

GOAL 2

In support of the DOL strategic goal of a prepared and competitive workforce, continue to expand Registered Apprenticeship into currently identified high-growth areas and new and emerging industries.

Goal: Develop strategies that directly support or result in registration of new programs in high-growth industries and new and emerging industries. The goal is met when the region:

- Registers 500 programs of which 40 percent (200 programs) must be in high-growth areas such as health care, green/clean energy, construction, advanced manufacturing, and transportation.
- Develops and prepares written plans for at least two regional sector/industry teams to develop targeted strategies to expand apprenticeship in targeted industries based on regional economic talent development needs.

Written plans must identify specific sectors or industries; opportunities for expansion with current program sponsors; opportunities to register new programs; opportunities to coordinate with Federal, state, or local workforce initiatives or grants such as Community-Based Job Training Grants, WIRED regions; opportunities to coordinate with ETA regional offices; other OA regions, OA national office, and industry leads in the Office of Workforce Investment (OWI).

- Conducts promotional efforts based on consultative sales or other effective techniques in support of these activities.
- Submits a report relative to this element that will be incorporated in the regional director's mid- and end-of-year reports to the national office.

GOAL 3

In support of the DOL strategic goal of a prepared workforce and a competitive workforce, continue efforts to modernize the National Apprenticeship System for the 21st Century.

Goal: Provide leadership and support for implementation of the revised regulatory framework for the National Apprenticeship System. The goal is met when the region completes the following activities:

- Conducts and/or facilitates participation by OA staff, SAAs, State Apprenticeship Councils (SACs), and program sponsors in technical training on the revised regulations.
- Supports national office roll-out and implementation strategy.
- Delivers comprehensive training to the workforce investment system (WIBS and One-Stop Centers) and apprenticeship program sponsors.
- Registers 100 new apprenticeship programs that embody at least one of the following elements:
 - Competency-based or hybrid approaches to completion of apprenticeship;
 - Interim credentialing; and
 - Use of technology-based learning.

GOAL 4

Support continuous improvement and quality in the performance and management of Registered Apprenticeship in the Region.

Goal: Develop and implement an annual plan that supports the Agency's long-term plans to conduct Quality Assessment Reviews on 90 percent of programs within a five-year cycle established in FY 2005, and Compliance Reviews on 90 percent of programs with five or more apprentices within a five-year cycle established in FY 2005. The goal is met when the region completes all of the following activities:

- Develops annual plans to identify the remaining programs to be reviewed for Quality Assessment Reviews and for Compliance Reviews within 30 days of the implementation of the Performance Standards. The plans should not include programs reviewed in FY 2005, FY 2006, FY 2007, or FY 2008.
- Completes Compliance Reviews on 90 percent of programs with five or more apprentices based on the five-year cycle of reviews established in FY 2005. At least half of the Reviews will be completed by the end of the second quarter. The Reviews shall conform to the agency guidelines and must be submitted to the State Director by August 28, 2009, to allow adequate time to review and approve the Quality Assessment Reviews.
- Completes Quality Assessment Reviews on 90 percent of programs based on the five-year cycle identified in the FY 2005. At least half of the Reviews will be completed by the end of the second quarter. The Reviews shall conform to the agency guidelines and be submitted to the State Director by August 29, 2009, to allow adequate time to review and approve the Compliance Reviews.
- Registers electronically in RAPIDS 70 percent of new apprentices.

**OA FY 2009
Regional and National Federal Targets**

Regions "R"	Total New Programs FY09	Other Programs (60% New Programs)	New & Emerging HGJTI Programs (40% New Programs)	Quality Assessment Reviews	EEO Compliance Reviews
R1 Boston	32	19	13	12	26
R2 Philadelphia	67	40	27	98	75
R3 Atlanta	79	47	32	176	64
R4 Dallas	104	62	42	220	114
R5 Chicago	176	106	70	360	171
R6 San Francisco	42	25	17	53	32
National Goal	500	300	200	919	482

Note: Program numbers were rounded using customary accounting practices. Actual percentages total National Goal

**Regional and National Federal Targets
CB/HY/IC/TBL Programs**

Regions "R"	R1 Boston	R2 Philadelphia	R3 Atlanta	R4 Dallas	R5 Chicago	R6 San Francisco	National Goal
Programs	6	13	16	21	36	8	100

Note: Of the 500 New FY 2009 Programs, 100 of them will Embody CB/HY/IC/TBL

Legend:

HGJTI – High Growth Job Training Initiative

CB – Competency Based Program

HY – Hybrid Program

IC – Interim Credentials

TBL – Technology-Based Learning

**FY 2009 REGIONAL ANNUAL PLAN
REPORTING FORMAT**

Region: # (Region Name)

Date:

Instructions – Provide brief narratives as requested below. Tables A-C; 1; 1a-1d; 2 -1a, 2 -1b1), 2 -1b2); 3 -1a, 3 -1c – 3 -1d; 4 -1a – 4 -1c are provided to help you complete the plan.

I. Regional Profile:

A. Jurisdiction - Submit a brief narrative on the following: number and names of all states in the region; number of OA States and number of offices. Include changes and/or challenges because of policy and/or activities by other workforce system entities, e.g., fee for services, the WIRED Initiative, and direct entry. Also, provide the number and names of SACs, their jurisdiction type, and the department location of SAAs.

Narrative -

Table A – OA Staff by Position and Registration/Service Agency

State	Registration Agency OA or SAA	Data Entry & Primary Service OA or SAA	Program Spec.	ATRS	Support Staff	Mgr.	Admin. Staff	Total Staff	Projected Staff	
									1/31/09	9/30/09
Reg Ofc.										
Grand Total	# OA States= # SAA States=	# OA States= # SAA States=								

B. OA Regional & Field Staff - OA/SAA staffing; OA/SAA activities/relationships - Provide brief narrative on the following: OA staff regional increases, attrition, promotions, and potential retirements (indicate states); number of SAA positions, staff changes, and/or other workforce entity or contractors/consultants performing SAA duties, as appropriate; status of SAA Reviews; and plans to work with any changes indicated in this item.

Narrative -

Table B – Regional Workloads by Registration and Servicing Agencies

Servicing and Registration By OA & SAA	Number of ATRs	Total Apprentices	Total Apprentices Per ATR	Total Programs	Total Programs Per ATR	Total 5+ Programs	Total 5+ Programs Per ATR
SAA Registers							
OA Registers							
SAA Primary Servicing							
OA Primary Servicing							
Region X Grand Totals							

Source for other data entries: xx/xx/xx (RAPIDS Date)

C. Economy - Provide brief narrative on the following: Predominant industries/occupations; high-growth industries/occupations, including identification of potential apprenticeable occupations; and potential for “green” apprenticeship programs; projected economic downturn and impact on apprenticeship programs and apprentices. Please reference table when discussing unemployment rates (include national rate) and trends.

Narrative:

Table C – Economic Data for Region

National Unemployment Rate:

State	Unemployment Rates				Civilian Labor Force (in Thousands) 9/2005	Civilian Labor Force (in Thousands) 9/2006	Civilian Labor Force (in Thousands) 9/2007	Civilian Labor Force (in Thousands) 9/2008
	Sep 2005	Sep 2006	Sep 2007	Sep 2008				
TOTAL								

Sources:

II. OA's Performance Goal and Government Performance and Results Act (GPRA) Performance Indicators

Regional Directors are to review/monitor GPRA performance indicators since these indicators will be used to measure OA's FY 2009 accomplishments. Field staff and Regional Directors are to ensure the following:

- Field data input in the new Registered Apprenticeship Partners Information Data System (RAPIDS) related to the first two indicators, below, (Retention and Earnings) is mandatory and should be complete, current, and reliable. Field staff should also carefully review national office reports regarding these indicators to assess and ensure that the information extracted from RAPIDS is reliable.
- Regional Directors need to explain in their mid- and end-of-year reports' e-mail transmittals that the data and information contained in the national office reports related to the first two GPRA Performance Indicators, below, have been reviewed for accuracy and reliability.

ETA/OA Goal: "Improve the registered apprenticeship system to meet the training needs of business and workers in the 21st Century."

Performance Indicators for FY 2009:

Retention:

Percent of those employed nine months after registration as an apprentice – 84 percent retention.

Earnings:

Average wage gain for tracked entrants employed in the first quarter after registration and still employed nine months later - \$0.61 hourly wage gain.

Cost Per Participant:

Program appropriation level divided by total OA active apprentices - \$ to be determined.

III. Performance Agreement Goals

FY 2009 annual plans should describe and delineate the strategies and key processes to meet each goal. Ensure that the mid-year and end-of-year reports show the activities completed and the results obtained for program goals 1, 2, 3, and 4. The FY 2009 Performance Agreement consists of the following:

GOAL 1

Integrate Registered Apprenticeship with the public workforce investment system. The goal is met when the activities pertaining to youth-focused partnerships, workforce system conferences, and action clinics are completed, and when the region demonstrates development or expansion of five strategic partnerships involving Registered Apprenticeship and the workforce system, and/or education systems.

Table 1 – Integration Activities

ACTIVITY	Q1	Q2	Q3	Q4	Total	Completed Yes/No
a. Youth-focused partnership - Develop at least 1						
b. Action Clinics - Provide leadership & plans' development participation.						
c. Workforce system conferences participation & dialogue (At least 3 conferences)						
d. Coordination with WIRED Regions, if applicable						
e. Educational Systems' Partnerships						
f. Other						
g. Other						

1. As applicable to your region, ensure that the regional plan addresses integration and participation activities. See Table above and Attachment B. p. 1 for further information. Use the tables below to identify entities and related endeavors. If necessary, add rows and label categories in the extreme left column. Based on information in each table, provide a brief summary(ies).

a. Youth-focused partnership - Development of a working relationship between Registered Apprenticeship program sponsors and:

Table 1a - Youth-Focused Partnerships

Plans For Program Sponsors With Either of the Entities Listed Below					
Name of Program Sponsor	Name of YouthBuild	Name of JobCorps	Name of Federal Initiative	Name of State Initiative	Name of Local Initiative

1) Provide brief description(s) of the partnership(s) listed above in Table 1a (to be reported).

- a) Youthbuild, b) JobCorps, c) Federal youth initiative, d) State youth initiative, and e) Local youth initiative.

b. Provides leadership and participates in the development of plans as a result of the Action Clinics. Plans should include:

Table 1b – Plans

Name of Action Clinic and Location:

Name of Entity		Name of Sponsor	Resource Alignment	Policy	Structure	Service
One-Stop Centers						
One-Stop Centers						
State WIB						
State WIB						
Local WIB						
Local WIB						
Local WIB						
Other						
Other						

1) Describe strategies and key processes for plans.

2) Elaborate on leadership role and development of plans and their components (to be reported).

c. Participates in three workforce system conferences. Dialogue should include how apprenticeship and the workforce system can collaborate to meet employers' and workers' needs. Regional Directors will need to submit mid- and end-of-year reports to the national office regarding this element.

1) Identify the three workforce system conferences in which the region/state(s) will participate as indicated in c., above. Reports will identify the conferences and elaborate on entities collaborating in activities and their results.

Table 1c – Workforce System Conferences

Plans: Name of Workforce System Conferences	State or Region	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total

- d. Coordinates with WIRED regions to incorporate registered apprenticeship into regional economic development strategies.
 - 1) Plan - Identify the WIRED grants. Include purpose, jurisdictional areas, partners, industries, and occupations targeted.
 - 2) Describe coordination endeavors as in d., above, with WIRED entities described in 1), above (to be reported).
- e. Demonstrates development or expansion of five strategic partnerships involving Registered Apprenticeship and the workforce system and/or education systems.
 - 1) Identify five strategic partnerships in development or expansion with the workforce system and/or education system.

Table 1d - Strategic Partnerships

Plans		Partnerships		
Identify Entity		In Development	Existing	Expansion
Workforce System				
Workforce System				
Workforce System				
Workforce System				
Workforce System				
Education System				
Education System				
Education System				
Education System				
Education System				

- 2) Demonstrate the development or expansion of five strategic partnerships listed above in Table (five strategic partnerships to be reported).

GOAL 2

Develop Strategies that directly support or result in registration of new programs in high-growth industries and new and emerging industries. The goal is met when the region:

- 1a. Registers new programs (see Attachment C. p. 1) of which 40 percent must be in high-growth areas such as health care, green/clean energy, construction, advanced manufacturing, and transportation (results to be reported).

Table 2 -1a. - New Programs' Registration

Number of New Programs for Region:

	Plan Total	Q1 (# & State)	Q2 (# & State)	Q3 (# & State)	Q4 (# & State)	Total Results
Advanced Mfg						
Aerospace						
Automotive						
Biotechnology						
Energy						
Financial Services						
Geospatial Technology						
Homeland Security						
Health Care						
Hospitality						
Information Technology						
Nanotechnology						
Retail Trade						
Transportation						

- 1b. Provides brief narrative on key strategies and processes in the regional plan for the two regional sector/industry teams.

Table 2 -1b1). - Strategies for Regional Economic Talent Development Needs

Written Plans Must Identify	Plan	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
1) Specific sector or industries						
2) Opportunities for expansion with current sponsor						
3) Opportunities to register new Programs						
4) Opportunities to coordinate with federal, state, or local workforce initiatives or grants such as community-based job training grants, WIRED regions						
5) Opportunities to coordinate with ETA regional offices						
6) Opportunities to coordinate with other OA regions						
7) Opportunities to coordinate with OA national Office						
8) Industry leads in the Office of Workforce Investment						

2 -1b1)a) Name and composition (region/state) of 1st Regional Sector/ Industry Team:

Table 2 -1b2) - Strategies for Regional Economic Talent Development Needs

Written Plans Must Identify	Plan	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
1) Specific sector or industries						
2) Opportunities for expansion with current sponsor						
3) Opportunities to register new Programs						
4) Opportunities to coordinate with federal, state, or local workforce initiatives or grants such as community-based job training grants, WIRED regions						
5) Opportunities to coordinate with ETA regional offices						
6) Opportunities to coordinate with other OA regions						
7) Opportunities to coordinate with OA national Office						
8) Industry leads in the Office of Workforce Investment						

2 - 1b2)a) Name and composition (region/state) of 2nd Regional Sector/Industry Team:

2 - 1c Written report will be required based on the above Tables 2 -1a & 2 -1b1) & 2 -1b2).

GOAL 3

Provide leadership and support for implementation of the revised regulatory framework for the National Apprenticeship System. The goal is met when the region completes the following activities:

Table 3 –1a Technical Training on Revised Regulations

Conducts and/or facilitates participation in technical training on the revised regulations for:					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
1) OA staff					
2) State apprenticeship agencies (SAAs)					
3) State apprenticeship councils (SACs)					
4) Program sponsors					

3 - 1a Identify each entity in table above by number and name:

3 - 1b Describe how the region will support national office roll-out and implementation strategy.

Table 3 –1c Comprehensive Training

Delivers comprehensive training to the following:					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
1) State workforce investment board					
2) Local workforce investment boards					
3) One Stop Centers					
4) Program sponsors					

3 - 1c Identify each entity in table above by number, name, and category:

Table 3 –1d Elements in New Programs Registered

Number of new programs to register embodying at least one of the following elements:					
	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Competency-based approach					
Hybrid approach					
Interim credentialing					
Use of technology-based learning					
Total					

3 – 1d1) Describe Strategies:

GOAL 4

Develop and implement an annual plan that supports the Agency’s long-term plans to conduct Quality Assessment Reviews on 90 percent of programs within a five-year cycle established in FY 2005, and Compliance Reviews on 90 percent of programs with five or more apprentices within a five-year cycle established in FY 2005. The goal is met when the region completes all of the following activities and requirements:

Requirements

Within 30 days of the implementation of the Performance Standards, the region develops annual plans to identify the remaining programs to be reviewed. The plans should not include programs reviewed from FYs 2005-2008.

At least one half of the reviews will be completed by the end of the second quarter. The reviews shall conform to the agency guidelines and be submitted to the State Director by August 29, 2009.

Table 4 –1a Regional FY 2009 QA Reviews by Quarters

State	No.Tech Staff	FY 2009 Targets	# Q1 Reviews	# Q2 Reviews	½ of Total Reviews Completed Yes/No	# Q3 Reviews	# Q4 Reviews	Total
Total								

4 -1a1) Describe Strategies:

Table 4 –1b Regional EEO Compliance by Quarters

State	No. Tech Staff	BAT 5+ Programs FY 2005	FY2009 Target	Qtr 1	Qtr 2	½ of Total Reviews Completed Yes/No	Qtr 3	Qtr 4	Total
Total									

4 -1b1) Describe Strategies:

Table 4 –1c Apprentice Electronic Registration in RAPIDS

70 percent of new apprentices are registered electronically in RAPIDS: #

States	# Q1	# Q2	# Q3	# Q4	Total

4 – 1c1) Describe strategies: