

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-544 All Field Tech A-543 SD+RD+SAC+ Lab. Com	Subject: School Linkage Code: 505.7
Symbols: TA: Expansion Team		Action: Immediate

PURPOSE: To transmit instructions to comply with an Office of Management and Budget (OMB) request for data collection for Fiscal Year (FY)1995 and Fiscal Year (FY) 96 and subsequent years for School-to-Work (STW) and School-to-Apprenticeship (STA) data. This request responds to OMB's pending final approval of ETA Form-671, Apprenticeship Agreement, in accordance with the Paperwork Reduction Act provisions and requirements.

BACKGROUND: The Expansion Team was charged with the task of designing a reporting system to document STW and STA activities to comply with this request. The electronic data collection screens designed by the Expansion Team for the Bureau's Apprenticeship Information Management System (AIMS) will not be available until the current AIMS systems is converted to ORACLE, therefore, the National Office (NO) needs your assistance in compiling the data collection and ensuring the validity of same. In the interim, the following forms are to be used for compiling data:

Definitions provided for School-To-Work (STW) and School-To-Apprenticeship (STA) Programs.

Attachment A-I - School-To-Work (STW) Program Data, and
 Attachment A-II - School-To-Apprenticeship (STA) Program Data

- Table A-1 - School-To-Work Programs and Participants
- Table A-2 - School-To-Apprenticeship Programs and Participants
- Table B-1 - BAT State Director's Summary for School-To-Work Programs and Participants
- Table B-2 - BAT State Director's Summary for School-To-Apprenticeship Programs and Participants
- Table C-1 - BAT Regional Director's Summary for School-To-Work Programs and Participants
- Table C-2 - BAT Regional Director's Summary for School-To-Apprenticeship Programs and Participants

The OMB requested that this report be sustained on an on-going basis and the NO is requesting you use this package until otherwise notified. The reports are due in the NO by COB August 12, 1997.

ACTION: To expedite the data gathering and reporting process, we are providing the following guidelines:

1. The definitions for STW and STA programs have been provided so we may be consistent in identifying this activity. Please attach additional information as necessary.
2. The Apprenticeship Training Representatives (ATR's) will report to their State Director (SD) the program data for each of his/her STW and STA activity. The State Director will send data collected to the Regional Director and the Regional Director will report to National Office. In SAC states, the BAT State Director will request this information from their State Apprenticeship Council Director. The original signed forms will be maintained at origination site, however, a computerized transmittal of all documentation will be e-mailed to the RD.

3. The Regional Director's will be responsible for summarizing states' submittal on attached tables to the BAT Deputy Director by COB August 12, 1997. The RD's will also be responsible for ensuring that the backup documentation is included in the electronic transmittal.

Please direct any questions to the Expansion Team via e-mail.

Attachments

DEFINITIONS

Data to be entered for School-to-Work (STW) or School-to-Apprenticeship (STA) Programs should be based on the following definitions:

SCHOOL-TO-WORK

- The Program would be accredited by the school.
- Would be either secondary or post-secondary.
- An agreement would be signed by the student, parent, school, employer or employer's agent.
- Would have an approved training plan for the student.
- Student would be employed and paid for the work.
- May or may not be an Apprenticeable occupation.
- May or may not lead into registered Apprenticeship.
- BAT staff would have significant involvement in the program.

SCHOOL-TO-APPRENTICESHIP

- The Program would be accredited by the school.
- Would be either secondary or post-secondary;.
- An agreement would be signed by the student, parent, school, employer or employer's agent.
- Program and Apprentices would be registered by BAT or SAC
- Student would be employed and paid for the work.
- The occupation must be Apprenticeable.
- Expectation that Apprenticeship training would continue following school graduation.
- BAT staff would have significant involvement in the program.
- Mark #16 on the Agreement, "Apprenticeship School Linkage"

SCHOOL-TO-WORK (STW) Program Data

Program Name: (ISD, employer, etc.)

Contact Person:
Program Address:

Telephone Number:

SIC Code (3 Digit Number, i.e., Industry Group No. from SIC Code Book):

ATR (e.g., NM014STW0001):

Total Number of STW Participants by:

Sex: Male _____ Female

Race: _____ Am Indian or Alaska Native

_____ Asian or Pacific Islander

_____ Black

_____ White

Ethnicity: Hispanic

Non Hispanic _____

Total Number of STW Participants in Secondary/Post-Secondary School:

1. Secondary:

2. Post-Secondary:

Length Of Training in Hours:

STW Program Start Date (00/00/00): _____

Technical Assistance Provided*

*Technical Assistance is defined as: Consultative services provided to an internal/external partner that results in a "value-added" benefit to that partner.

I hereby attest that the information contained on this form is accurate to the best of my knowledge.

(Signature)

(Date)

SCHOOL-TO-APPRENTICESHIP (STA) Program Data

Sponsor Name: (ISD, employer, etc.)

Contact Person:
Sponsor Address:

Telephone Number:

SIC Code (3 Digit Number, i.e., Industry Group No. from SIC Code Book):

ATR (e.g., NM014STA0001):

Total Number of STA Participants by:

Sex: Male _____ Female

Race: _____ Am Indian or Alaska Native

_____ Asian or Pacific Islander

_____ Black

_____ White

Ethnicity: Hispanic

Non Hispanic _____

Total Number of STW Participants in Secondary/Post-Secondary School:

1. Secondary:
2. Post-Secondary:

Length Of Training in Hours:

STA Program Start Date (00/00/00): _____

Technical Assistance Provided*

_____ *Technical Assistance is defined as: Consultative services provided to an internal/external partner that results in a "value-added" benefit to that partner.

I hereby attest that the information contained on this form is accurate to the best of my knowledge.

(Signature)

(Date)

Type an X for no STW activity:

Signature:

Type an X for no STW activity:

Signature:

Initials:

Initials:

Type an X for no STW activity in this region:

Initials:

Type an X for no STA activity in this region:

Initials: