

U.S Department Of Labor Employment And Training Administration Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 Headquarters A-546 All Field Staff A-547 SD+RD+SAC; Lab. Com.	<u>Subject:</u> Program Guidance Memorandum: Goals and Objectives for Fiscal Year (FY) 2003 <u>Code:</u> 503
Symbols: TA:DP		Action: Immediate

PURPOSE: To provide Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff with the FY 2003 OATELS performance indicators and strategies for developing annual work plans, performance standards, and performance measures.

BACKGROUND: OATELS will continue to use the Government Performance and Results Act (GPRA) and its related components in its FY 2003 planning. This Act mandates the development of a five-year strategic plan that outlines the goals and measures used to determine the *final* results of the agency's activities, the "**Outcome Goal: increase employment, earnings and assistance.**" While GPRA defines an "**Outcome Goal**" as a description of the intended results of the program as measured by the difference it makes for the participants, some strategies may not lead to immediate results.

OATELS will continue with the same FY 2002 performance goal and its four indicators for purposes of the GPRA, especially as it relates to the "Advancing Apprenticeship in the 21st Century Initiative."

Continuing with the five year GPRA cycle, OATELS will submit annual plans and track the corresponding GPRA performance indicators (outputs) and corresponding strategies during FY 2003.

OATELS will continue to focus on three areas: (1) Advancing Apprenticeship for the 21st Century Initiative, i.e., emerging industries identified and addressing skill shortage areas; (2) managing internal apprenticeship core activities, e.g., equal opportunity and quality improvements, and (3) tracking progress toward the accomplishment of the FY 2003 performance indicators.

For FY 2003, OATELS will continue with the goal to strengthen the registered apprenticeship system to meet the training needs of businesses and workers in the 21st Century. In support of this goal, the indicators are as follows:

- 1. Increase the number of new programs registered by Federal staff by 10% over last fiscal year's results. (The BAT target is to increase this indicator from 1,463 to 1,609.)**

- The National Target is 3,083 (BAT and SAC combined).
- 2. Increase the number of new businesses^a developed by Federal staff over last fiscal year's results. (The BAT target is to increase this indicator from 1,463 to 2,010.)
 - The National Target is 2,010 (BAT only).
- 3. Increase the number of new programs in new and emerging industries –at a minimum Information Technology, Health Care and Social Services – registered by Federal staff by 10% over last fiscal year's results. Also, this year the indicator includes new programs registered with new and emerging occupations.^b (The BAT target is to increase this indicator from 269 to 296)
 - The National Target is 353 (BAT and SAC combined).
- 4. Increase the number of new apprentices registered by Federal staff by 10% over last fiscal year's results. (The BAT target is to increase this indicator from 60,136 to 66,150).
 - The National Target is 135,402 (BAT and SAC combined).

In FY 2003, there are 7 strategies, including 2 new strategies (Num. 3 and 4), instead of the 13 of FY 2002. The seven strategies should be considered for each indicator. (See Attachment A.)

Reporting It is imperative that all data and supporting quarterly reports be submitted in the required formats and in a timely manner. Narratives should be clear, concise, to the point, and focus on the outcome of the related strategies of the annual plan. Remember, some strategies may not lead to immediate results, i.e., the focus of GPRA is on the final results of the strategies being pursued. The Registered Apprenticeship Information System (RAIS) will continue to be the source for tracking all indicators. Be advised that there may be other addenda to this PGM during the year.

ACTION: OATELS staff is expected to become familiar with the GPRA performance goal, performance indicators, strategies and program goals provided in attachments to this Bulletin. Regional and state FY 2003 Performance Standards should be based upon consideration of these attachments in accordance with DOL's and ETA's GPRA Annual Performance Plans for FY 2003.

OATELS staff at the regional and state levels should continue to take this opportunity to clean up the database of any erroneous or out-of-date data. Sponsors with inactive programs (those with no registered apprentices for two years or more) should be contacted to determine their status, i.e., reactivate or cancel. If there is no response to this request, the program should be cancelled.

Annual plans are due January 31. There will be no Quarter 1 Report submittal. However, the Quarter 1 data should be reflected in the tables of the Quarter 2 Report, which is due **April 11**. Submittal dates for Quarters 3 and 4 will be provided at a later date.

^a "New" businesses are those employers who are part of the sponsoring group(s) of a "Newly" registered apprenticeship program and who are or will soon be training apprentices.

^b "New and emerging occupations" include those recognized occupations normally associated with the industries of Health Care, Aviation, Information Technology, Social Services, Energy, and Protective Services.

In preparation for the quarterly reports, all Registered Apprenticeship Information System (RAIS) input should be entered into RAIS no later than the 5th day after the end of each quarter. The Office of Technology Information Services has agreed to run the quarterly reports on the first weekend after the 5th day of the quarter. Regional Directors should send the PGM data and narrative reports via E-mail to the National Office (E-mail to Dana Daugherty with a copy to Don Palmer). (Please note that we are considering utilizing the Collaborative Website for reporting purposes. Further guidance will be provided at a later date).

All State Directors are to share this document with their respective State Apprenticeship Council counterpart and/or Labor Commissioner.

Attachments:

- A. Strategies
- B. [FY03 Targets](#)
- C. FY 2003 Reporting Instructions & Formats will be sent later.

1. Continue to engage the Workforce Development system to expand apprenticeship.
 - a. Identify promising practices with Workforce Investment Boards and registered apprenticeship to develop examples of how registered apprenticeship can participate with all states.
 - b. Develop customized training programs with One-Stop Career Centers for referrals to businesses and applicants for registered apprenticeship.
2. Continue to review existing research from the registered apprenticeship system, engage current stakeholders and gather input from new potential customers to participate in the registered apprenticeship system.
3. Continue to conduct labor shortage research involving apprenticeship training in grants awarded to new and emerging targeted industries. (National Office)
4. Conduct research to define measures, establish baselines, and develop methodologies for tracking completers or apprentice graduates and wage increases. (National Office)
5. Continue to increase the registered apprenticeship system's participation in the Department's various education and training strategies and initiatives. DOL will leverage its major employment and training initiatives to include apprenticeship as a mechanism to develop a skilled workforce and to engage the participation of more businesses in the workforce development system. As part of this increase participation, the registered apprenticeship system will be involved in customer surveys and other instruments developed to improve the workforce development system. (Please Note: This is a cross-cutting strategy.)
6. Continue to collaborate with initiatives related to community-based and faith-based organizations to promote and expand the registered apprenticeship system. (Please Note: This is a cross-cutting strategy.)
 - a. Ensure collaboration with the Office of Faith-Based and Community Initiatives to promote and expand the registered apprenticeship system. (National Office)
7. Continue to engage the following Departments such as Agriculture, Education, and Interior to leverage support for apprenticeship and thereby maximize resources to provide businesses and workers with skill development appropriate for the 21st Century. (Please Note: This is a cross-cutting strategy.)