

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 Techs. A-547 SD+RD+SAC+ Lab. Com.	<u>Subject:</u> Revised National Guideline Standards – Individual Non-Joint (INJ)  <u>Code:</u> 400.1
Symbols: DSNIP/DEG/FDK		Action: Immediate

**PURPOSE:** To provide Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff with revised Individual Non-Joint (INJ) National Guideline Standards.

**BACKGROUND:** The Individual Non-Joint National Guideline Standards have been revised so that they are consistent in form and content with existing policy and practices for the registration of National apprenticeship programs.

These Standards include as Appendices: an Occupation Schedule for documentation of work processes and related instruction, ETA 671 – Apprenticeship Agreement, a Sample Affirmative Action Plan which includes an Analysis Worksheet, and a sample Qualification and Selection Procedure.

**ACTION:** OATELS/BAT staff should familiarize themselves with these revised National Guideline Standards. Use of previously issued Individual Non-Joint National Guideline Standards should be discontinued.

If you have any questions please contact 202-693-3813.

Attachments

[Document 1](#) [Document 2](#) [Document 3](#) [Document 4](#) [Document 5](#) [Document 6](#)