

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-546 All Field Staff A-547 SD+RD+SAC; Lab. Com.	<u>Subject:</u> Program Guidance Memorandum: Goals and Objectives for Fiscal Year (FY) 2002 <u>Code:</u> 503
Symbols: TA:DP		Action: Immediate

PURPOSE: To provide all Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff with the new FY 2002 OATELS goal that is aligned with the Department's and the Employment and Training Administration's (ETA) Annual Performance Plans. The interim performance indicators and strategies are to be used in developing work plans, performance standards, and performance measures.

BACKGROUND: ETA has reevaluated OATELS goals and performance indicators for purposes of the Government Performance Results Act (GPRA) of 1993 that will result in a new four-year measurement period. A number of important events have led to this situation: the General Accounting Office (GAO) review of the apprenticeship system issued September 2001; the Departmental Budget Office independent contractor's analysis of the current GPRA measures and recommendations for new measures in the Fall of 2001; and the new ETA Assistant Secretary's increased active interest in the OATELS program, especially as it relates to the Enhancing Apprenticeship in the 21st Century Initiative.

OATELS will continue to use the GPRA and its related components in the FY 2002 planning. This Act mandates the development of strategic plans that outline goals and the measures used to determine the *final* results of the agency's activities, the "**Outcome Goal**." 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.

With the beginning of a new GPRA cycle (FYs 2002 – 2005), OATELS will be tracking new GPRA performance indicators (outputs) beginning this FY. New baselines will be established using the results of FYs 1999, 2000, and 2001. It is understood that by using the average of three years as the baseline, rather than one year (FY 1999) as in the prior years, that we will be using baselines that more realistically reflect our work environment.

During the interim period ending September 30, 2002, OATELS will focus on three areas: (1) Enhancing Apprenticeship for the 21st Century Initiative, i.e., emerging industries identified and addressing skill shortage areas; (2) internal management of apprenticeship core activities, e.g., equal opportunity and quality improvements, and (3) tracking progress toward the accomplishments of the interim FY 2002 performance indicators.

OATELS staff at the regional and state levels should also 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, program should be cancelled.

The FYs 2002-2005 GPRA/OATELS goal is to strengthen the registered apprenticeship system to meet the training needs of business and workers in the 21st century.

FY 2002 Interim Performance Indicators:

- **Increase the number of new apprenticeship programs over the established baseline by 10%.**
- **Increase the number of new businesses involved in apprenticeship over the established baseline by 10%.**
- **Increase the number of new programs in new and emerging industries, at a minimum Information Technology, Health Care and Social Services, over the established baseline by 10%.**
- **Increase the number of new apprentices by 10%.**

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. 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. Apprenticeship Information Management System (AIMS) baseline data for the new indicators are included with the reporting instructions. Be advised that there may be other addenda to this PGM during the year.

ACTION: OATELS staff are expected to become familiar with the new GPRA goal, interim performance indicators, strategies and program goals provided in attachments to this Bulletin. Regional and State FY 2002 Performance Standards should be based upon consideration of these attachments in accordance with DOL's and ETA's Annual Performance Plans for FY 2002.

In preparation for the quarterly reports, all Registered Apprenticeship Information System (RAIS), formerly identified as AIMS, input should be entered into RAIS no later than the 5th day after the end of each quarter. The Office of Technology and 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/GPRA data and narrative reports via E-mail to the National Office (E-mail to Dana Daugherty with a copy to Don Palmer) by the 20th day after the end of each quarter.

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

Attachments: A, B, C, and FY'02 Reporting Instructions and Formats.

OATELS FY 2002 Plan

PROPOSED PERFORMANCE PLANS – Office of Apprenticeship Training, Employer, and Labor Services

Program	ETA's Revised Goals	D O L	E T A	Proposed Strategies	Program Offices' Revised and Measurable Strategies	Cross-Cutting Efforts
Apprenticeship	<p>Strengthen the Registered Apprenticeship System to Meet the Training Needs of Business and Workers in the 21st Century (FY 2002)</p> <ul style="list-style-type: none"> ▪ Increase the number of new apprenticeship programs over the established baseline by 10%; ▪ Increase the number of new businesses involved in apprenticeship over the established baseline by 10%; ▪ Increase the number of new apprentices over the established baseline by 10%; and ▪ Increase the number of new programs in new and emerging industries – at minimum Information Technology, Health Care and Social Services – over the established baseline by 10%. 	•	•	<ul style="list-style-type: none"> ▪ ETA will develop and implement an aggressive marketing strategy that includes engaging in new partnerships with faith- and community-based organizations and new industry associations. ▪ ETA will develop and implement a modernization review of the registered apprenticeship system and will develop new apprenticeship occupations. ▪ ETA will provide apprenticeship and training technical assistance to the workforce development system. ▪ ETA will establish a baseline for each indicator using the average of FY 1999, 2000, and 2001 data and will develop benchmarks for goal attainment. ▪ ETA will develop and implement effective resource alignment to accomplish goals, including exploring strategies for reorganizing and outsourcing OATELS' data administrative function. ▪ ETA will provide education and technical assistance to faith- and community-based organizations for participation in the workforce development system. ▪ ETA will facilitate the utilization of the workforce development system by existing apprenticeship stakeholders. ▪ ETA will promote and encourage participation of new and emerging industries that have been identified by the Department of Labor as having skills shortages, i.e. the information technology, health care and social services industries. <p>Enhance the state and local workforce development systems by helping a network of educational programs, business/labor linkages and other resources connect employers and workers to apprenticeship and other One-Stop system partners (FY 2002)</p> <ul style="list-style-type: none"> ▪ ETA will contact 200 new faith-based organizations at the local level to educate them regarding apprenticeship training and the One-Stop system; ▪ ETA will contact 100 new local community-based organizations to educate them regarding apprenticeship training and the One-Stop system; and ▪ ETA will contact 200 new national, state and local industry associations to educate them regarding apprenticeship training and the One-Stop system. 	<p>Please see Bryan Keilty's guidance for items that must be included (E.g., intended audience, effect, etc.)</p> <ul style="list-style-type: none"> • Engage the national employer and labor services staff for labor shortage research to identify (validate) and develop new partnerships in a minimum of 3-targeted industries. • Convene four forums with business and industry organizations to develop campaigns to expand apprenticeship. • Engage the Workforce Development system to expand apprenticeship. • Participate in other DOL education and training strategies and initiatives to inform and increase the participation of the registered apprenticeship system. • Collaborate with the Office of the 21st Century to promote training and expanding the principles of the registered apprenticeship system. • Review existing research from system; engage current stakeholders; and gather input from new potential customers to participate in the registered apprenticeship system. • Develop recommendations to strength and expand the apprenticeship system for Businesses and workers in the 21st Century by August 2002. • Develop educational materials on apprenticeship and seek input from faith based and community-based organizations on effective means to address their issues. We will meet with 500 faith-based organizations and 200 new and existing community based-organizations. • Identify promising practices with WIBs and apprenticeship to develop a springboard of examples of how apprenticeship can participate with all states. • Develop customized training programs with One-Stop Centers for referrals for businesses and applicants for apprenticeship 	<p>(Includes: 1) Assistance provided to other offices; 2) Assistance needed from other offices; and 3) Activities shared by two or more offices)</p> <ul style="list-style-type: none"> • OATELS will work with other ETA offices to include apprenticeship interests. They include OYS, OAS, JC, OWS, OTIS and OFAM. We will leverage ETA's major initiatives to include apprenticeship as a mechanism to develop a skilled workforce and develop a process to engage more businesses to participate in the process. This will require the other offices to involve the registered apprenticeship system in customer surveys and other instruments developed to improve and seek input to improve the workforce development system. • ETA will collaborate with the Offices of Faith Based Organization and 21st Century to ensure we are supporting the Department of Labor 's goal. • ETA will engage the Dept's of Education; HUD; DOT; DOJ to leverage support for apprenticeship and maximize resources to provide businesses and workers with skill development for the 21st Century.

OATELS/ETA/DOL Draft Performance Plan and Strategies
Apprenticeship Training, Employer and Labor Services
Performance and Goals

Goal 1.1D: Strengthen the registered apprenticeship system to meet the training needs of business and workers in the 21st Century.*

<u>Indicator</u>	<u>Targeted Population</u>	<u>Program</u>	<u>1999 Performance</u>	<u>2000 Performance</u>	<u>2001 Performance</u>	<u>2002 Goal</u>	<u>2003 Goal</u>
Increase in number of new apprenticeship programs over established baseline. (1.1D)	Employer and Labor Entities	Apprenticeship Training	N/A	N/A	N/A*	10%	23%
Increase in number of new businesses involved in apprenticeship over established baseline. (1.1D)	Employers	Apprenticeship Training	N/A	N/A	N/A*	10%	23%
Increase in number of new apprentices over established baseline. (1.1D)	New Apprentices	Apprenticeship Training	N/A	N/A	N/A*	10%	27%
Increase in number of new programs in new and emerging industries – at minimum Information Technology, Health Care and Social Services – over established baseline. (1.1D)	Employer and Labor Entities	Apprenticeship Training	N/A	N/A	N/A*	10%	20%

* This is a new goal. ETA will establish a baseline for each indicator using the average of FY 1999, 2000 and 2001 data.

Note: Goals corresponding to the DOL and ETA FYs 2002 and 2003 Annual Performance Plan are in parentheses.

OATELS - Means and Strategies

- Engage the national employer and labor services staff for labor shortage research to identify (validate) and develop new partnerships in a minimum of 3-targeted industries.
- Convene four forums with business and industry organizations to develop campaigns to expand apprenticeship.
- Engage the Workforce Development system to expand apprenticeship.
- Participate in other DOL education and training strategies and initiatives to inform and increase the participation of the registered apprenticeship system.
- Collaborate with the Office of the 21st Century to promote training and expanding the principles of the registered apprenticeship system.
- Review existing research from system; engage current stakeholders; and gather input from new potential customers to participate in the registered apprenticeship system.
- Develop recommendations to strengthen and expand the apprenticeship system for Businesses and workers in the 21st Century by August 2002.
- Develop educational materials on apprenticeship and seek input from faith-based and community-based organizations on effective means to address their issues. We will meet with 500 faith-based organizations and 200 new and existing community based organizations.
- Identify promising practices with WIBs and apprenticeship to develop a springboard of examples of how the apprenticeship can participate with all states.
- Develop customized training programs with One-Stop Centers for referrals for businesses and applicants for apprenticeship.
- OATELS will work with other ETA offices to include apprenticeship interests. They include OYS, OAS, JC, OWS, OTIS and OFAM. We will leverage ETA's major initiatives to include apprenticeship as a mechanism to develop a skilled workforce and develop a process to engage more businesses to participate in the process. This will require the other offices to involve the registered apprenticeship system in customer surveys and other instruments developed to improve and seek input to improve the workforce development system. (Please Note: This is a cross-cutting strategy.)
- ETA will collaborate with the Offices of Faith Based Organization and 21st Century to ensure we are supporting the Department of Labor 's goal. (Please Note: This is a cross-cutting strategy.)
- ETA will engage the Dept's of Education; HUD; DOT; DOJ to leverage support for apprenticeship and maximize resources to provide businesses and workers with skill development for the 21st Century. (Please Note: This is a cross-cutting strategy.)

OATELS

Performance Goal 1.1D	Strengthen the registered apprenticeship system to meet the training needs of business and workers in the 21st Century.
Performance Indicators	<p>FY 2003:</p> <ul style="list-style-type: none"> • Increase the number of new apprenticeship programs over the established baseline by 23%; • Increase the number of new businesses involved in apprenticeship over the established baseline by 23%; • Increase the number of new apprentices over the established baseline by 27%; and • Increase the number of new programs in new and emerging industries – at minimum Information Technology, Health Care and Social Services – over the established baseline by 20%. <p>FY 2002:</p> <ul style="list-style-type: none"> • Increase the number of new apprenticeship programs over the established baseline by 10%; • Increase the number of new businesses involved in apprenticeship over the established baseline by 10%; • Increase the number of new apprentices over the established baseline by 10%; and • Increase the number of new programs in new and emerging industries – at minimum Information Technology, Health Care and Social Services – over the established baseline by 10%.
Data Source	Apprenticeship Information Management System (AIMS)
Baseline	DOL will establish a baseline for each indicator using the average of FY 1999, 2000, and 2001 data.
Comment	<p>This is a new goal. The FY 2002 indicators listed above are interim targets as the Department works toward achieving the following new four-year strategic goals it has established for Apprenticeship:</p> <ul style="list-style-type: none"> • Increase the number of new programs, new businesses and new apprentices over 4 years. <ul style="list-style-type: none"> – New programs by 50%; – New businesses by 50%; and – New apprentices by 60%. ▪ Increase the number of completers by 65% over 4 years. ▪ Increase completers' earnings gains by 70% over 4 years.* ▪ Increase market penetration in new and emerging industries and occupations – at minimum Information Technology, Health Services and Social Services – by 40% over 4 years. <p>*DOL will determine earnings gains by calculating the average difference between starting and ending wage.</p> <p>^The indicators for new businesses and new programs in new and emerging industries are new for ETA.</p>

OATELS FY2002 Program Goals

1. **Data validation** – Ensure that all fields for the registration of apprentices and programs are accurate and complete. This is for new and existing programs and apprentices. Also ensure the accuracy of the SIC code.
 - Begin tracking of outcome measures for OATELS. Report outcome measures quarterly. Baselines have been established utilizing the mean for FYs 99/00/01.
2. **Build Registered Apprenticeship for the 21st Century.** Increase the number of new registered programs in new and emerging industries.
 - Engage employers and establish registered apprenticeship programs in at least three new and emerging industries with skill shortages. Baselines have been established utilizing the mean for FY 99/00/01. The following industries have been identified: Energy, Aerospace, Information Technology, Health Services, Social Services and Security.
3. **Expand Registered Apprenticeship.**
 - Increase employer access to and utilization of Registered Apprenticeship as a workforce solution. Continue to actively support cross-cutting initiatives in ETA and other federal agencies including the promotion, implementation and maintenance of New Hire partnerships.
 - Increase the number of new businesses with Registered Apprenticeship programs by new registration and/or employer acceptance agreements by 10% over established baselines. Baselines were established using the mean for FYs 99/00/01.
4. **Expand the core apprenticeship mission.**
 - Increase the number of new registered apprenticeship programs over established baseline by 10%.
 - Increase the number of new apprentices over established baseline by 10%. The increase in new registered apprentices will continue to focus on inclusive processes to assure access for women, minorities and youth.
 - Meet with 500 faith-based and 200 community-based organizations to seek input on effective means to address their issues. Baselines will be established at the end of FY02.

OATELS FY 2002 GPRA REPORTING REQUIREMENTS

In addition to long-term strategic plans, the Government Performance Results Act (GPRA) of 1993 requires annual performance plans consisting of annual goals with measurable target levels of performance and annual program performance reports that compare actual performance to annual goals. Each Region is to submit an annual plan to meet this GPRA requirement. Subsequently, the Regional quarterly reports will be aligned to the annual plans. Both the annual plans and, as previously indicated in The ALL STAFF MEMORANDUM, the Regional quarterly reports should be submitted in the required formats and in a timely manner. The reports should contain all data and supporting information that focus on the outcomes of related strategies in the annual plan. All information should be reported in left-aligned 12 point Times New Roman Font. The following contains the annual plan and quarterly reporting instructions and formats.

II. Overall Reporting Plan Format:

- A1. Introduction consists of a brief, clear Regional profile without state-by-state summaries that covers:
- a. Jurisdiction: number and identification of states (including State Apprenticeship Councils/Agencies).
 - b. OATELS staff identification by occupational title responsibility for BAT state Registered Apprenticeship Information System (RAIS) data entry.
 - c. Key external factors that are beyond Regional control that could affect achievement of goal:
 - 1) Economy (include sources where applicable) predominant industries/occupations and predominant apprenticeable occupations; emerging industries/occupations including the identification of apprenticeable occupations where known, unemployment rate and trend, projected economic downturn and industries/occupations that will be impacted;
 - 2) Registered Apprenticeship System Partnerships – Describe the function/role of State Apprenticeship Council (SAC) or State Apprenticeship Agency (SAA) and their participation in OATELS accomplishment of goal and performance indicators, including existence of current Memoranda of Understanding; BAT staff role in SAC or SAA states or relationship/function (who does what –workloads-- and how is it counted and credited); OATELS data management/input for SAC states participating in the Registered Apprenticeship Information Management System (RAIS), formerly identified as the Apprenticeship Information Management System (AIMS), and RAIS non-participating states (federal and state programs/apprentices, etc., – how is data received, who enters data, and how is it counted - as OATELS or SAC).
- A2. OATELS GPRA Goal: See Bulletin, p. 2 and Plan Format, p. 4.
- A3. OATELS Program Goals and Indicators: To facilitate the use of information and tracking the FY 2002 Performance Indicators' results, the indicators have been assigned numbers in the Plan instead of bullets. However, they have not been organized in the Plan in any sequential numerical order. The indicators are arranged according to the headings in Attachment C. (These are inverted in the Plan.)
- (1) The four GPRA indicators that will increase 10% over the established baselines are:
- New apprenticeship programs (1,685 baseline to 1,853 target);
 - New businesses engaged in apprenticeship (2,953 baseline to 3,238 target);
 - New programs in new and emerging industries, at minimum Information Technology, Health Care and Social Services, (266 baseline to 293 target); and
 - New apprentices registered (78,770 baselines to 86,647 targets)
- Regional Directors have already received their specific goals. Each Region will review Attachment Plan Report (PR)-1 (baseline data) and insert their Regional baselines in the corresponding tables. These baselines should never be changed in the Plan or in the quarterly reports unless indicated by the National Office.
- There is one OATELS internal indicator: Meet with 200 faith-based and 100 community-based organizations. In support of this indicator, it is suggested that each Apprenticeship and

Training Representative meet with at least two faith-based and one community-based organization.

A4. The strategies to accomplish goal and performance indicators in Attachment PR-2 are system strategies. Each Region should address each one. They have also been numbered to facilitate tracking and reporting information.

A5. Data validation: Explain how the Region will ensure that all program and apprentice data entries in RAIS including SIC codes will be accurate and complete. This explanation will only

be requested on a one-time basis for all the performance indicators. The Plan format will indicate the area for your response.

NOTE: According to OMB, data needs to be complete and reliable for validity purposes. Performance data is considered incomplete if data are not available for including in the report and will most likely not be available for future reports. It is considered unreliable if there is a refusal or marked reluctance to use the data in carrying out responsibilities.

IV. Overall Quarterly Reporting Format:

A Use the reporting format and modify as appropriate for each succeeding quarter. Include the Introduction and the strategies for each indicator that were listed in the Annual Plan with each quarterly report without the tables that were submitted with the Annual Plan. The Quarter 2 report due on April 19 should be considered a semi-annual report.

A(1) Copy tables in Plan to First Quarter Report. Baselines and targets should remain the same as reported in the Plan. All data entries including SIC codes are to be accurate and complete. Enter percent of target obtained. For Quarter 1 Results, see Attachment PR-3. The quarterly milestones are only indicators to assist you in meeting or exceeding the target.

A(2) Target met or not met and by how much will only be reported in the Quarter 4 Report.

A(3) Analysis - Each quarterly report is to include a brief, explicit, summary that analyses the results against the target.

- a. Review the data in the table and provide information that supports this data. Do not include state-by-state summaries. Link the strategies in the Annual Plan to the performance indicators. Focus on the outcome of the strategies. Include successful and unsuccessful strategies. Identify patterns or commonalities among states. Identify these states and explain your finding. Highlight those states that are exceeding or experiencing difficulties and explain why. Explain the major factors contributing to successful results, or the reasons for not meeting the target. See additional instructions under Performance Indicator 3.

Note: BAT staff activities in SAC states should not be included in the above analysis. However, a separate analysis may be included that highlights federal activities in these SAC states including commonalities and challenges as in other BAT states. Include data to support your analysis.

A(4) Indicate any future changes, e.g., other strategies than those included in the Annual Plan to be implemented, due to these results.

A(5) Provide a Regional assessment of its confidence in the quality of the performance data used to measure the goal and the basis for the assessment. Indicate plans to strengthen data quality, verification and validation. If there are RAIS and Regional numerical discrepancies, include the numerical discrepancies and explain the problem.

FY 2002 PLAN (Format)
REGION (No.) (Hub or Affiliate) PROFILE
Due Date: TBD

(1) 1. INTRODUCTION:

- a. Jurisdiction**
- b. OATELS Regional and field staff**
- c. Key External Factors: human resources, economy and partnerships.**

A.2. OATELS GPRA GOAL:

STRENGTHEN THE REGISTERED APPRENTICESHIP SYSTEM TO MEET THE TRAINING NEEDS OF BUSINESSES AND WORKERS IN THE 21ST CENTURY.

A.3. OATELS FY 2002 PROGRAM GOALS:

I Expand the core apprenticeship mission.

GPRA Performance Indicator 1: Increase in the number of new apprenticeship programs registered by 10% over the baseline.
(See Attachment PR-1 for baseline data.)

(1) **OATELS Goal Chart**

	2002 NEW PROGRAMS REGISTERED							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
BAT								
SAC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Strategies to accomplish goal and performance indicators.
(See Attachment PR-2. for strategies.)

A.3. OATELS FY 2002 PROGRAM GOALS:

I. Expand the core apprenticeship mission (continued).

GPRA Performance Indicator 4: Increase in the number of new apprentices registered by 10% over the baseline.

(See Attachment PR-1 for baseline data.)

Note: This increase will continue to focus on inclusive processes to assure access for women, minorities and youth.

(1) OATELS Goal Chart

	2002 NEW APPRENTICES REGISTERED							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
BAT								
SAC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Strategies to accomplish goal and performance indicators.

(See Attachment PR-2 for strategies.)

A.3. OATELS FY 2002 PROGRAM GOALS:

I Expand the core apprenticeship mission (continued).

Internal OATELS Performance Indicator: Meet with 200 faith and 100 community-based organizations.

Note: This increase will continue to focus on inclusive processes to assure access for women, minorities and youth.

Based on suggestion that each ATR meet with least two faith-based and one community-based organization.

(1)-a

**OATELS Goal Chart
FAITH-BASED COMMUNITY ORGANIZATION**

	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	Total % Inc/Dec
BAT						
SAC						
Region						

(1)-b

**OATELS Goal Chart
COMMUNITY-BASED ORGANIZATION**

	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	Total % Inc/Dec
BAT						
SAC						
Region						

(2) Strategies to accomplish goal and performance indicators.
(See Attachment PR-2 for strategies.)

A.3. OATELS FY 2002 PROGRAM GOALS:

II. Expand Registered Apprenticeship.

GPRA Performance Indicator 2: Increase in the number of new business involved in apprenticeship by 10 % over the baseline.

(See Attachment PR-1 for baseline data.)

Note: Includes new registrations and/or employer acceptance agreements to increase employer access to and utilization of Registered Apprenticeship as a workforce solution. Continue to actively support cross-cutting initiatives.

(1) OATELS Goal Chart

	2002 NEW BUSINESS REGISTERED							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
BAT								
SAC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Strategies to accomplish goal and performance indicators.

(See Attachment PR-2 for strategies.)

A.3. OATELS FY 2002 PROGRAM GOALS:

III. Build Registered Apprenticeship for the 21st Century.

GPRA Performance Indicator 3: Increase in the number of new programs in new and emerging industries, at a minimum Information Technology, Health Care and Social Services, by 10 % over the baseline.

(See Attachment PR-1 for baseline data.)

Note: Establish programs in new and emerging industries with skill shortages.
(See Attachment PR-1, Emerging Industries as used with the FY 2002 GPRA goals.)

(1) OATELS Goal Chart

		2002 NEW PROGRAMS REGISTERED IN NEW & EMERGING INDUSTRIES							Total % Inc/Dec
		Mean Baseline	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
BAT	IT								
SAC	IT								
BAT	HS								
SAC	HS								
BAT	SS								
SAC	SS								
BAT	PS								
SAC	PS								
BAT	EN								
SAC	EN								
BAT	AE								
SAC	AE								
Region									

Source: FY99, 00, 01 Mean Baseline from AIMS 01-16-02

**Information Technology (IT), Health Services (HS), Social Services (SS), Protective Services (PS);
Energy (EN); Aerospace (AE)**

(2) Strategies to accomplish goal and performance indicators.
(See Attachment PR-2 for strategies.)

(3) Data Validation: Explain how the Region will ensure that program and apprentice data entries in RAIS including SIC codes, will be accurate and complete.

**Quarter (2) FY 2002 REPORT (Format)
REGION (No.) (Hub or Affiliate) PROFILE
Due Date: April 19, 2002**

INTRODUCTION: (Copy from Annual Plan.)

OATELS FY 2002 Program Goals:

I. Expand the core apprenticeship mission

GPRA Performance Indicator 1: Increase in the number of new apprenticeship programs registered by 10% over the baseline. (See Attachment PR-3 for Quarter 1 data.)

(1) OATELS Goal Chart (copy Plan chart)

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Target met or not met and by how much (Qtr.4 only).

(3) Strategies (Copy from Annual Plan.)

(4) Analysis.

(5) Changes due to results.

(6) Region's confidence in the quality of the performance data and the basis for the assessment.

A.3. OATELS FY 2002 PROGRAM GOALS:

I. Expand the core apprenticeship mission (continued).

OATELS Internal Indicator: Meet with 200 faith-based and 100 community-base organizations.

Note: In support of this indicator, it is suggested that each Apprenticeship and Training Representative meet with at least two faith-based and one community-based organization.

(1) **OATELS Goal Chart (Copy Plan Chart)**

(2) **Target met or not met and by how much (Qtr.4 only).**

(3) **Strategies (Copy from Annual Plan.)**

(4) **Analysis.**

(5) **Changes due to results.**

(6) **Region's confidence in the quality of the performance data and the basis for the assessment.**

A.3. OATELS FY 2002 PROGRAM GOALS:

II. Expand Registered Apprenticeship.

GPRA Performance Indicator 2: Increase in the number of new businesses involved in apprenticeship by 10 % over the baseline.

(See Attachment PR-3. for Quarter 1 data.)

Note: Includes new registrations and/or employer acceptance agreements to increase employer access to and utilization of Registered Apprenticeship as a workforce solution. Continue to actively support cross-cutting initiatives.

(1) OATELS Goal Chart (Copy Plan Chart)

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

* *New business is defined as a new business or employer associated or affiliated with a registered program sponsor.*

(2) Target met or not met and by how much (Qtr.4 only).

(3) Strategies (Copy from Annual Plan.)

(4) Analysis.

(5) Changes due to results.

(6) Region's confidence in the quality of the performance data and the basis for the assessment.

A.3. OATELS FY 2002 PROGRAM GOALS:

III. Build Registered Apprenticeship for the 21st Century.

GPRA Performance Indicator 3: Increase in the number of new programs in new and emerging industries, at a minimum Information Technology, Health Care and Social Services businesses, by 10 % over the baseline.

(See Attachment PR-3 for Quarter 1 data.)

Note: Establish programs in new and emerging industries with skill shortages.

(See Attachment PR-1, Emerging Industries as used with the FY 2002 GPRA goals.)

(1) OATELS Goal Chart (Copy Plan Chart)

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Target met or not met and by how much (Qtr.4 only).

(3) Strategies (Copy from Annual Plan.)

(4) Analysis. Provide a summary on new and emerging industries. Also should include break-outs for Information Technology, Health Care and Social Services at a minimum. If there are other emerging industries, e.g., Protective Services, Energy and Aerospace, please include the break-outs. Use Charts PR a-f to reflect the data and narrative. Also, use as appropriate the PR SAC chart.

See Attachment PR-4 for IT, HC, SS, PS and additional blank chart.

(5) Changes due to results.

(6) Region's confidence in the quality of the performance data and the basis for the assessment.

GPRG Goals – National and Regional Totals

	New Programs		New Businesses		New Apprentices		New Programs in Emerging Industries ^α	
	Base*	Goal (10%)	Base*	Goal (10%)	Base*	Goal (10%)	Base*	Goal (10%)
National	1,685	1,853	2,953	3,248	78,770	86,647	266	293
Boston	225	247	249	274	2,401	2,641	97	107
New York	228	250	298	327	3,319	3,651	5	5
Philadelphia	222	244	262	289	8,346	9,180	30	33
Atlanta	93	102	359	395	12,351	13,586	7	8
Dallas	281	309	732	805	13,601	14,961	24	27
Chicago	438	481	661	727	25,636	28,200	38	41
Kansas City	140	154	269	296	7,840	8,624	40	44
San Francisco	60	66	123	136	5,275	5,802	25	27

*average from FY1999, FY2000, FY2001

^α “Emerging” Industries (as used with the FY2002 GPRG goals)

ENERGY:

1. Coal Mining – 1221, 1222, 1241
2. Gas/Petroleum – 1311 thru 1389
3. Petroleum/coal refining – 2911, 2999
4. Electric/Gas – 4911, 4922 thru 4925, 4931 thru 4939, 4941, 4971
5. Petroleum Distribution (pipelines) – 4612 thru 4619, 5172

AEROSPACE:

1. NASA – 9661
2. Missiles/Space vehicles – 3761, 3764, 3769, 3812
3. Aircraft – 3721, 3724, 3728

INFORMATION TECHNOLOGY:

1. Computer (hi-tech) – 7371 thru 7379
2. IT Manufacturing – 3571, 3572, 3575, 3577, 3578, 3661 thru 3669, 3671 thru 3679

HEALTH SERVICES:

1. All health services – 8000 thru 8099

SOCIAL SERVICES:

1. All social services – 8300 thru 8399

PROTECTIVE SERVICES/SECURITY:

1. Private Industry – 7381, 7382
2. Public/Government
 - a. Government Transportation – 9621
 - b. Air Transportation – 4581

Note: New business is defined as a new business or employer associated or affiliated with a registered program sponsor.

Strategies:

1. Engage the Workforce Development system to expand registered apprenticeship.
(Performance Indicators: 1, 2, 3, 4 - OATELS)
2. 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.
(Performance Indicators: 1, 2, 3, 4 - OATELS)
3. Conduct labor shortage research to identify and develop partnerships involving registered apprenticeship training in a minimum of three–targeted industries.
(Performance Indicators: 2, 3, - National Office)
4. Develop four campaigns to convene four forums with business and industry organizations to expand registered apprenticeship.
(Performance Indicators: 1, 2, 3, 4 - OATELS)
5. Ensure collaboration with the Office of Faith-Based and Community Initiatives to promote and expand the registered apprenticeship system.
(Performance Indicators: 1, 3, 4 - National Office)
6. Seek input from faith-based and community-based organizations on effective means to address their issues.
(Performance Indicators: 1, 4 - OATELS)
7. Identify promising practices with WIBs and registered apprenticeship to develop examples of how registered apprenticeship can participate with all states.
(Performance Indicators: 1, 2, 3, 4 - OATELS)
8. Participate in other DOL education and training strategies and initiatives to inform and increase the participation of the registered apprenticeship system.
(Performance Indicators: 1, 2, 3, 4 - OATELS)
9. Increase the registered apprenticeship system’s participation in the various Department’s education and training strategies and initiatives, e.g., OYS, OAS, JC, OWS, OTIS and OFAM. Major employment and training initiatives will include registered apprenticeship as a mechanism to develop a skilled workforce. A process will also be developed to engage more businesses to participate in the workforce development system. As part of this increased 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.)
(Performance Indicators: 1, 2, 3, 4 - National Office)
10. Develop customized training programs with One-Stop Centers for referrals to businesses and applicants for registered apprenticeship. (Please Note: This is a cross-cutting strategy.)
(Performance Indicators: 1, 2, 3, 4 - OATELS)
11. ETA will engage the Departments of Education, Housing and Urban Development, Transportation, and Justice to leverage support for registered apprenticeship and maximize resources to provide businesses and workers with skill development for the 21st Century. (Please Note: This is a cross-cutting strategy.)
(Performance Indicators: 1, 2, 3, 4 – National Office)

GPRA Goals & National and Regional Qtr. 1 FY'02 Results

Attachment PR-3

	New Programs					New Businesses				
	Base	Milestone	Actual	FY'02 Target	% of Target	Base	Milestone	Actual	FY'02 Target	% of Target
National	1,685	463	413	1,854	22	2,953	812	1,156	3,248	36
Boston	225	62	34	248	14	249	68	34	274	12
New York	228	63	32	251	13	298	82	32	328	10
Philadelphia	222	61	67	244	27	262	72	67	288	23
Atlanta	93	26	17	102	17	359	99	207	395	52
Dallas	281	77	112	309	36	732	201	131	805	16
Chicago	438	120	90	482	19	661	182	192	727	26
Kansas City	140	39	44	154	29	269	74	476	296	161
San Francisco	60	17	17	66	26	123	34	17	135	13

	New Apprentices					New Programs in Emerging Industries				
	Base	Milestone	Actual	FY'02 Target	% of Target	Base	Milestone	Actual	FY'02 Target	% of Target
National	78,770	21,662	576	86,647	1	266	73	93	293	32
Boston	2,401	660	23	2,641	1	97	27	4	107	4
New York	3,319	913	40	3,651	1	5	1	0	6	0
Philadelphia	8,346	2,295	59	9,181	1	30	8	8	33	24
Atlanta	12,351	3,397	3	13,586	0	7	2	2	8	26
Dallas	13,601	3,740	268	14,961	2	24	7	56	26	212
Chicago	25,636	7,050	120	28,200	0	38	10	8	42	19
Kansas City	7,840	2,156	29	8,624	0	40	11	2	44	5
San Francisco	5,275	1,451	34	5,803	1	25	7	13	28	47

NOTE: Qtr. 1 Milestones are 1/4 of Yearly Total

SOURCE: AIMS, February, 2002

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES INFORMATION TECHNOLOGY (IT)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Target met or not met and by how much.

(3) Strategies (Copy from Annual Plan.)

(4) Analysis.

(5) Changes due to results.

(6) Region's confidence in the quality of the performance data and the basis for the assessment.

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES HEALTH SERVICES (HS)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Target met or not met and by how much.

(3) Strategies (Copy from Annual Plan.)

(4) Analysis.

(5) Changes due to results.

(6) Region's confidence in the quality of the performance data and the basis for the assessment.

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES SOCIAL SERVICES (SS)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

- (2) Target met or not met and by how much.**
- (3) Strategies (Copy from Annual Plan.)**
- (4) Analysis.**
- (5) Changes due to results.**
- (6) Region’s confidence in the quality of the performance data and the basis for the assessment.**

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES PROTECTIVE SERVICES (PS)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

- (2) Target met or not met and by how much.**
- (3) Strategies (Copy from Annual Plan.)**
- (4) Analysis.**
- (5) Changes due to results.**
- (6) Region's confidence in the quality of the performance data and the basis for the assessment.**

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES (Energy)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

- (2) Target met or not met and by how much.**
- (3) Strategies (Copy from Annual Plan.)**
- (4) Analysis.**
- (5) Changes due to results.**
- (6) Region's confidence in the quality of the performance data and the basis for the assessment.**

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES (Aerospace)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

- (2) Target met or not met and by how much.**
- (3) Strategies (Copy from Annual Plan.)**
- (4) Analysis.**
- (5) Changes due to results.**
- (6) Region's confidence in the quality of the performance data and the basis for the assessment.**

(1) OATELS Goal Chart

	2002 NEW PROGRAMS IN NEW & EMERGING INDUSTRIES (SAC - xxxx)							Total % Inc/Dec
	Mean Baselin e	10% of Mean Baselin e	FY02 Target	QTR 1 # & % of Target	QTR 2 # & % of Target	QTR 3 # & % of Target	QTR 4 # & % of Target	
SIC								
SIC								
SIC								
SIC								
Region								

Source: FY99, 00, 01 Mean Baseline from 01-16-02 AIMS

(2) Analysis.

(3) Strategies (Copy from Annual Plan.)

(4) Region's confidence in the quality of the performance data and the basis for the assessment.