

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. Staff 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) 2005 <u>Code</u> 503
Symbols: DPAMS:AV		Action: Immediate

PURPOSE: To provide staff with the FY 2005 OATELS' goals for their information and use in developing work plans for FY 2005 that align with the Department's strategic goal and strategies and OATELS' Performance Agreement.

BACKGROUND: OATELS will continue to use the Government Performance and Results Act (GPRA) and its related components in its FY 2005 planning in conjunction with the President's Management Agenda to improve the management of employment and training programs. FY 2005 will be a transitional year for evaluating performance in the Apprenticeship Program based on the Common Measures of Entered Employment, Retention, Wage Gain and Efficiency as stipulated by the Office of Management and Budget. Baselines will be established as data collection processes are created and tested for applicability.

OATELS continues to comply with the DOL Performance Goal to strengthen the registered apprenticeship system to meet the training needs of business and workers in the 21st Century. As OATELS incorporates the Common Measures, it will continue its emphasis on the President's High Growth Job Training Initiative maintaining collaborative endeavors with the Business Relations Group. With a revitalized focus on program quality, other endeavors in this year's strategies will include Quality and Compliance Reviews, coordination and linkages with community colleges, collaboration with grantees (NITAS, CAEL, NIMS, Geospatial), and data validation efforts. OATELS will support and facilitate the activities and recommendations of the Secretary's Advisory Committee on Apprenticeship. The Performance Agreement Goals have been designed to contribute toward results-oriented accomplishments. As always, OATELS will continue to work with its State Apprenticeship Council (SAC)/State Apprenticeship Agency (SAA) to strengthen Apprenticeship.

ACTION: All staff should be guided by the information contained in this Bulletin to plan, undertake activities, and report results.

Attachments:

FY 2004 OATELS' GPRA and Program Goals (Attachment A)

OATELS GOALS FOR FY 2005

GPRA GOAL:

The OATELS' GPRA Performance Goal, "Strengthen the registered apprenticeship system to meet the training needs of businesses and workers in the 21st Century," continues for FY 2005. As the current Registered Apprenticeship System of the 20th Century transitions to address the needs of the 21st Century, OATELS will record program outcomes using the Common Measures established by the Employment and Training Administration. Initially, OATELS will utilize proxy measures that resemble the Common Measures since there are data limitations that impede the calculation of outcomes based on the Common Measures methodology. With these proxy measures, the Apprenticeship Program will be able to collect data that will help inform the establishment of baselines. OATELS will continue its endeavors in the High Growth Job Training Initiative (HGJTI) with special emphasis on registering new programs in Information Technology, Advanced Manufacturing, Health Care and Geospatial Technology as it conducts Quality and Compliance Reviews. These indicators are explained below under the Performance Agreement Section.

PERFORMANCE AGREEMENT GOALS:

The FY 2005 Agreement consists of the following:

Build a 21st Century Apprenticeship System by networking to develop new and strengthening existing partnerships in the High Growth Job Training Initiative with emphasis on Information Technology, Advanced Manufacturing, Health Care and Geospatial Technology.

Develop an annual plan and describe the methods used to achieve the result that incorporates the following:

- Identifies the HGJTI industries that the region will target;
- Identifies significant industry events/conferences during the year where marketing and outreach about HGJTI may be conducted;
- Describes efforts to coordinate inclusion/partnership of community colleges, public and private training providers, state and local workforce investment boards, and other ETA offices in events/conferences/meetings;
- Provides a description of implementation and the strategic activities with projected timelines that specify number of events, forums, and conferences that OATELS staff coordinate or participate in;
- Specifies the number of events/meetings to be conducted in collaboration with grantees (NITAS, CAEL, NIMS, Geospatial); and
- Describes marketing and outreach efforts in support of ETA's "Skills to Build America's Future Initiative."

Develop a long-term plan in each region to ensure that 90% of programs with five or more apprentices are reviewed within a five-year cycle.

Ten to 12 compliance reviews will be conducted per Apprenticeship and Training Representative (or technical field person) during FY 2005. Targeted national goal is 870 to 1,044 reviews.

- Develop a management team in each region to audit a random sample of the reviews conducted from 50% of the BAT states and reporting findings to the National Office.

During the first two years of the five-year cycle, 90% of the State Apprenticeship Agencies (SAA)/State Apprenticeship Councils (SAC) compliance reviews are completed at a rate of 45% per year. The remaining three years of the cycle, SAA/SAC reviews will be completed at a rate of 30% per year.

These reviews will not be conducted by the resident BAT State Director. They will be conducted by another BAT State Director or Regional Director in conjunction with a National Office Representative. The Regional audit team will not audit their own regions. These teams will also include National Office staff.

Develop a long-term plan in each region to ensure that Quality Reviews are performed on 90% of programs over a five-year period.

Twenty to 24 quality reviews are performed per Apprenticeship and Training Representative (or technical field person) during FY 2005. Targeted national goal is 1,740 to 2,088.

- Develop a management team in each region to audit a random sample of the reviews conducted on 50% of the BAT states and report findings to the National Office.
- Data Validation – 80% of the Registered Apprenticeship Information System (RAIS) data fields identified and provided to staff will be completed.

Register 500 new apprenticeship programs in the 11 HGJTI in FY 2005.

Each Apprenticeship and Training Representative (or technical field person) will register at least five to seven new programs in the HGJTI Industries during FY 2005.

- Emphasis will be placed on the following industries: Information Technology, Advanced Manufacturing, Health Care and Geospatial Technology.

The following is a list of the 11 HGJTI Industries: Health Care, Information Technology, Biotechnology, Geospatial Technology, Automotive, Retail, Advanced Manufacturing including Aerospace, Transportation, Hospitality, Financial Services, and Energy

Construction, though a HGJTI industry as defined by ETA, will not be considered for inclusion in OATELS' measurements.

REPORTING: The RAIS is the source for tracking all indicators. Data by entry date will be utilized instead of data entered by registration date. During the Regional Directors' meeting in September, they agreed to submit the FY 2005 Regional Plans by November 16. Progress report submittal and procedures will be provided at a later date. The instructions contained in this document are subject to change due to changing requirements that are beyond our control. These changes, if any, will be forwarded to you as soon as they are evident.

ACTION: OATELS staff is expected to become familiar with the GPRA Performance Goal, Common Measures, program goals, targets, and strategies in this Bulletin. Regional and state FY 2004 Performance Standards should be based upon this information.

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., to reactivate or cancel. If there is no response to this request, the program should be cancelled.

All input should be entered into RAIS no later than the 5th day after the end of each quarter. The Office of Performance and Technology will continue to run the quarterly reports on the first weekend after the 5th day of the quarter. The reports by the Regional Directors should be sent to the National Office by Email to Dana Daugherty with a copy to Don Palmer. Please self-identify the Regional submittals in the Subject Heading in the Email. A specific date for downloading the RAIS data will be provided later. This data is to be included with the progress report submittals to the National Office. Questions about these instructions should be directed to the Regional Directors.

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