

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship (OA) Washington, D.C. 20210	<u>Distribution:</u>  A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> Revised Affirmative Action Plan Workforce Analysis Worksheet  <u>Code:</u>
Symbols: DSNIP/DMc		Action: Immediate

**PURPOSE:** To provide the OA staff with the revised Affirmative Action Plan (AAP) Workforce Analysis Worksheet.

**BACKGROUND:** The OA has received approval from the Division of Civil Rights on the revised AAP Workforce Analysis Worksheet. Following an analysis of both OA and State Apprenticeship Agencies utilization of the previous edition in conducting workforce analysis to establish goals for minorities and women, it was determined that a new analysis method and worksheet should be developed.

Additional areas should be considered by program sponsors in the analysis and evaluation of appropriate goals for minority, women or both, and should include consideration of any data available in developing “reasonable” goals for the outreach, recruitment and selection of minorities and women (minority and non-minority) into their apprenticeship program or applicant pool, depending upon the selection method used by the sponsor.

To assist in this effort, the workforce analysis may also include additional data on women and minority participation from three separate database areas:

- U.S. Census Bureau
- EEOC, EEO-1 Data, and
- The Registered Apprenticeship Partners Information Data System (RAPIDS)

Comparing the data between the Labor Market Area, the program sponsor’s current workforce (journeyworkers and apprentices), and the additional data listed above, provides a valuable tool with which to determine goals for both minorities and women (minority and non-minority) as applicable.

Goals for either minorities and/or women are not to be established based upon “their” availability within the workforce, but on an analysis of their participation within an industry, an occupation and the workforce. Minimum goals may not be less than their current participation rate under a sponsor, within an industry or an occupation based upon data shown on the worksheet. Program sponsors are to “propose” a goal based upon all the information available. OA staff should analyze the resources used to determine the proposed goal, and determine if the proposed goal is acceptable.

An acceptable goal may be deemed “reasonable” where all of the following exist:

1. The proposed goal is “not less than” the current participation rate of minorities and/or women (minority and non-minority) apprentices or applicants in the program sponsor’s occupation (D.2); and,
2. The proposed goal is “not less than” the current participation rate of minorities and/or women (minority and non-minority) in the same occupation in the program sponsor’s “Labor Market Area” (C.3); and,
3. The new goal must be “not less than” 2% higher than the highest participation rate found in either 1 or 2 above.

If the sponsor’s proposed goal(s) are found to be acceptable, the AAP Workforce Analysis Worksheet should be completed, approved by both program sponsor and the Registration Agency representatives, with copies afforded to both.

The attached document supersedes all previous versions, and should be included in all local and national registered apprenticeship program standards.

**ACTION:** The OA staff should familiarize themselves with this bulletin, attachments and instructions.

If you have any questions, please contact Doug McPherson at (202) 693-3783.

**NOTE:** This bulletin is being sent via electronic mail.



[Affirmative Action Plan Worksheet](#)