

RESOURCE TOOLKIT

FOR ONBOARDING NEW GRANTEES | 2024



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INTRODUCTION

Information, Resources, and Tools on Registered Apprenticeship

This toolkit will help guide new registered apprenticeship grantees from the initial award through the life cycle of your grant. This guide can assist in onboarding new grant recipient staff. The material in this toolkit, organized by topic, includes grant management, performance reporting, registered apprenticeship basics, partnerships and engagement, pre-apprenticeship, diversity, equity, inclusion, and accessibility (DEIA), funding and sustainability, and grant-specific resources. The grants management section is specifically designed for grant managers or program managers charged with operating the logistic side of the grant, as is the performance section for staff in charge of performance reporting for your grant. The remainder of the toolkit applies to program staff operating your apprenticeship grants and can serve as a helpful context for program management.



GRANTS MANAGEMENT

Grant Managers or Program Managers

These resources review overall grant management for the U.S Department of Labor's (DOL) Employment and Training Administration (ETA) grants. This section is designed for grant managers or program managers. Please refer to your grant award agreement for specifics of your award.

- [Manage Your Awarded Grant](#)
 - This website houses strategies for sound grant management, including monitoring, accountability, risk mitigation, and transparency (SMART) grant management training, financial reporting information, payment management system information, and user guides for closeout.
- [ETA Grantee Handbook](#)
 - Designed for all ETA grant awardees, this handbook contains pertinent information regarding the goals and expectations for managing an ETA grant for you and your staff. New grantees will want to familiarize themselves with this handbook and its references throughout the life of the grant.
- [Grants Application and Management Community](#)
 - SMART is a WorkforceGPS community for training and resources to establish effective management of your grant. WorkforceGPS is a free resource but requires an account to access communities.
- [ETA Grants Page](#)
 - The WorkforceGPS ETA grant website provides grant-specific information and resources. WorkforceGPS is a free resource but requires an account to access communities. You can join the communities for the grants you work with and use the page as a resource throughout your grant lifecycle.

APPRENTICESHIP BASICS

Program Staff

The resources in this section help inform and guide staff new to registered apprenticeship. They can also be used as a reference and continued learning for experienced staff.

- [Quick-start Toolkit: Building Registered Apprenticeship Programs](#)
 - This toolkit provides helpful steps and resources to start and register an apprenticeship program, from exploring the apprenticeship model as a workforce strategy to launching a new program.
- [Apprenticeship Professional Learning Network](#)
 - This learning management system (LMS) provides training for apprenticeship professionals, including registered apprenticeship fundamentals and registered apprenticeship program design. New training is published here on an ongoing basis. The courses are free but do require registering and creating a login.
- [What is a Registered Apprenticeship Program?](#)
 - This resource on Apprenticeship.gov reviews the basics of registered apprenticeship with a downloadable fact sheet.
- [Registered Apprenticeship Standards Library](#)
 - This searchable website has a comprehensive collection of approved apprenticeship program standards nationwide. Standards may be used as a starting point to accelerate the development of the apprenticeship program.
- [National Occupational Frameworks: Building Blocks for Registered Apprenticeship Programs](#)
 - This project website with DOL-approved exemplar frameworks can assist in fast-tracking your apprenticeship program development by using thoroughly vetted and industry-consistent guidelines and practices.
- [Explore Approved Occupations for Registered Apprenticeship](#)
 - The occupation finder interactive website allows you to search for approved occupations with the option to download an Excel spreadsheet of approved occupations.
- [Apprenticeship Industries](#)
 - This interactive website provides information on industries in registered apprenticeship, including success stories of occupations companies are leveraging in apprenticeship.

PERFORMANCE

Performance Reporting Staff and Program Managers

These resources are intended for staff responsible for grant performance tasks, including data collection, preparation, submission, data analysis, and performance reporting. This section will address performance reporting staff to ETA's reporting instruments and reporting systems of record, including the Participant Individual Record Layout (PIRL), the Quarterly Narrative Reports (QNR) template (ETA 9179), Quarterly Performance Reports (QPR) template (ETA 9173), the Workforce Integrated Performance System (WIPS) and WIPS edit checks.

- [Introduction to the PIRL: Reporting Online Resource](#)
 - This website contains self-paced training designed to support grantees in successfully understanding, preparing, and submitting PIRL files.
- [WIPS Newsletters and Release Notes](#)
 - This website provides an archive of WIPS newsletters and release notes. Newsletters are released monthly and contain updates, news, and reminders. Release notes are published when updates are made to the WIPS system.
- [WIPS User Walkthrough](#)
 - This website includes guided tutorial videos to familiarize new WIPS users with its interface, features, and functionality. The videos cover getting started in WIPS, uploading report files to WIPS, checking and correcting report errors, and reviewing and certifying reports.
- [ETA Advisories Training and Employment Guidance Letters \(TEGL\) and Training and Employment Notices \(TEN\)](#)
 - This website contains a chronological listing of TEGs and TENs related to registered apprenticeship. TEGs and TENs are guidance provided by DOL.
- [Performance Reporting Landing Page on WorkforceGPS](#)
 - This WorkforceGPS website includes a compilation of performance reporting technical assistance (TA) resources for registered apprenticeship grantees to assist with quarterly performance reporting. This website contains links to webinars and town hall events, TA aids, QNR template, WIPS/AI Demographics Portal Designation Form, and the Apprenticeship Reporting Resources document.

PARTNERSHIPS & ENGAGEMENT

Program Staff

The resources in this section will assist grantees with engaging partners in the registered apprenticeship ecosystem. Establishing partnerships is key to managing and maintaining apprenticeship grants and successful registered apprenticeship programs.

- [Apprenticeship Professionals Learning Network's Business Engagement Foundations and Strategies](#)
 - This business engagement course is accessible on the LMS. This course reviews strategies to engage businesses in the registered apprenticeship space.
- [Apprenticeship Business Engagement Tools](#)
 - This website contains tools curated by WorkforceGPS to help you develop and improve your ability to work with employers to expand the use of apprenticeship, including speaking the language of business and developing successful collaboration.
- [Outreach to Business on Apprenticeship](#)
 - This WorkforceGPS page compiles resources to help you develop effective outreach strategies and materials. It includes examples of business outreach materials developed by federal and state apprenticeship partners.
- [Apprenticeship Partner Finder](#)
 - This website offers an interactive search tool to connect with the right partners as you design, develop, or enhance your program. The partner finder shows apprenticeship offices, educators, intermediaries, sponsors, workforce development boards, American Job Centers, employers, and VETS offices.
- [The Role of Community Colleges in Registered Apprenticeship](#)
 - This WorkforceGPS website offers resources and examples of how community colleges support registered apprenticeships.
- [Understanding Federal Youth Labor Laws for Sponsors and State Youth Labor Laws and Additional Federal Guidance for Sponsors](#)
 - These self-paced learning modules provide sponsors with a basic understanding of strategies that support registered apprenticeship opportunities for youth and legal requirements, safety, and other factors to consider when hiring employees under the age of 18.

PRE-APPRENTICESHIP

Program Staff

This section contains resources focused on quality pre-apprenticeships. It is helpful for program staff operating in these fields and includes information on frameworks and labor laws.

- [Apprenticeship Professional Learning Network's Quality Pre-Apprenticeship Programs](#)
 - This quality pre-apprenticeship course is accessible on the LMS. The course reviews strategies to engage businesses in the registered apprenticeship space. The course is free but does require registering and creating a login.
- [Developing Quality Pre-Apprenticeship Programs](#)
 - This self-paced learning module offers sponsors an overview of guidelines for quality pre-apprenticeship programs issued by the U.S. DOL's ETA. The module helps sponsors understand how to implement quality pre-apprenticeship programs and develop a pipeline for their registered apprenticeship programs.
- [Jobs for the Future \(JFF\) Framework for a High-Quality Pre-Apprenticeship Program](#)
 - This website shares JFF's framework for high-quality pre-apprenticeship programs, which discusses six essentials for pre-apprenticeship programs. New or existing programs can use the framework to help guide their growth and development.

DIVERSITY, EQUITY, INCLUSION, & ACCESSIBILITY (DEIA)

Program Staff

The resources in this section will assist program staff with promoting and expanding DEIA in registered apprenticeships. Including DEIA in the application of your grant work is a crucial component of registered apprenticeships. Be sure to familiarize yourself with any DEIA requirements or goals your specific grant has by checking your grant agreement.

- [JFF's National Innovation Hub for Diversity, Equity, Inclusion, and Accessibility in Registered Apprenticeship](#)
 - The innovation hub houses JFF's framework for DEIA in registered apprenticeship programs and other resources developed to help expand and support DEIA in registered apprenticeships.
- [Meeting Equal Employment Opportunity \(EEO\) Requirements through Affirmative Action Programs](#)
 - This self-paced learning module reviews EEO requirements for all registered apprenticeship programs. Sponsors will learn about the five universal EEO requirements for registered apprenticeship programs and help ensure registered apprenticeship program sponsors meet their requirements under Title 29 C.F.R. Part 30.
- [EEO Requirements for Registered Apprenticeship Programs with Five or More Apprentices](#)
 - This self-paced learning module introduces the additional EEO requirements for registered apprenticeship programs with five or more apprentices.
- [Apprenticeship Professional Learning Network's Building Gender Equity in Construction Apprenticeships](#)
 - This course on building gender equity in construction apprenticeships is accessible on the Apprenticeship Professionals Learning Network's LMS. This course is free but does require registering and creating a login.

FUNDING & SUSTAINABILITY

All Staff

The resources in this section will assist all grant staff in understanding other funding sources available to help registered apprenticeships and work to provide sustainability for the programs you develop.

- [Investments, Tax Credits, and Tuition Support](#)
 - This is a resource on Apprenticeship.gov that includes open opportunities, active grants and contracts, past grants and contracts, and information on the Workforce Innovations and Opportunity Act (WIOA) and state tax credits and tuition support.
- [The Federal Resources Playbook for Registered Apprenticeship](#)
 - This playbook reviews six federal programs that may be used to support apprenticeship. The programs include the U.S. DOL: Federal Workforce Development Funds; U.S. Department of Education; U.S. Department of Veterans Affairs (VA); U.S. Department of Agriculture; U.S. Department of Transportation; and U.S. Department of Housing and Urban Development.
- [Funding Opportunities to Support Registered Apprenticeship](#)
 - This video focuses on potential funding opportunities to support apprentices, employers, and other sponsors, including WIOA funding, apprenticeship grant funding, working with contracted intermediaries, and where to go for additional information.
- [GI Bill Benefits to Registered Apprenticeship Sponsors](#)
 - This video provides the regulatory basis and highlights the benefits of GI Bill approval for Sponsors in registered apprenticeships. You will learn about the streamlined approval process between the DOL and the VA and how to utilize GI Bill benefits as a recruitment tool for veterans.
- [The Eligible Training Provider List \(ETPL\) from the Sponsor Perspective](#)
 - The ETPL is a statewide repository of training providers eligible to receive WIOA Title I funding to support occupational skills training. Registered apprenticeship program sponsors are automatically eligible for inclusion on this list. This video discusses why this is important and how sponsors can participate.

GRANT-SPECIFIC CONTENT

All Staff

The resources in this section are specific to either state expansion grants and/or Apprenticeship Building America (ABA) grants. Grantee staff can use the section for their respective grants.

State Expansion Grants: These resources are specific to state expansion grants.

- [Elements of Apprenticeship Expansion](#)
 - This WorkforceGPS website reviews five elements to position states to successfully expand registered apprenticeship. These elements include state leadership and policy, outreach and business engagement, capacity to develop, register, and support programs, development of and support for diverse apprentice pipelines, and alignment with career pathways and postsecondary education.
- [Aligning the Registered Apprenticeship and Workforce Development Systems](#)
 - This website includes resources to help apprenticeship grant teams and workforce system partners understand the structure of each other's work and explore strategies to strengthen alignment.
- [Grantee Staff Onboarding Resources](#)
 - This WorkforceGPS website outlines resources to help state apprenticeship expansion grantees onboard new staff. You can also reference the [state apprenticeship grants community](#) for additional grant-specific resources.
- [State Apprenticeship Expansion Formula \(SAEF\) Grant Resources](#)
 - This WorkforceGPS website provides links to tools and resources designed specifically for SAEF grant staff.
- [State Apprenticeship Expansion, Equity, and Innovation \(SAEEI\) Grant Resources](#)
 - This WorkforceGPS website provides links to tools and resources designed specifically for SAEEI grant staff.

Apprenticeship Building America (ABA) grants: The resources in this section contain information specific to ABA grantees.

- [ABA Grantee Orientation PowerPoint Presentations](#)
 - The PowerPoint presentations from the ABA grantee orientation provide introductory information needed to start with the grant.

- [Getting Acquainted with Apprenticeship Building America \(ABA\) Resources for New Grant Staff](#)
 - This document consolidates resources to help grantee staff accelerate the transition into their new role. Note: After selecting the link, the resource document will automatically download.
- [Data Systems and Utilization Tip Sheet](#)
 - This tip sheet offers ABA grantees promising strategies for meeting federal data reporting requirements and tracking participant data internally. Note: After selecting the link, the tip sheet will automatically download.
- [Apprenticeship Building America Community](#)
 - This WorkforceGPS community is designed to provide ABA grantees with a place to access important information, guides, and resources designed to support grant staff throughout the grant lifecycle.