

BULLETIN 2004 - 06**Date: December 2,2003**

U.S Department Of Labor Employment And Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D. C. 20210	Distribution: A-541 Hdqrs. Staff A-546 All Field Staff A-547 SD+RD+SAC; Lab. Com.	Subject: Program Guidance Memorandum: Goals and Objectives for Fiscal Year (FY) 2004 Code 503
Symbols: DPAMS:AV		Action: Immediate

PURPOSE: To provide Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff with the FY 2004 OATELS goals for their information and use in developing work plans for Fiscal Year 2004 which 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 2004 planning as it relates to apprentice graduates and their average wages. Besides complying with the DOL performance goal, OATELS will continue to be guided by the Advancing Apprenticeship for the 21st Century Initiative and maintain collaborative endeavors with the Business Relations Group. 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 Goals (Attachment A)

FY 2004 Regional and Nationwide Targets (Attachment B)

[Registered Apprenticeship Information System \(RAIS\) and Standard Industrial Classification](#)

(SIC) Code Industry Breaks (Attachment C-I); and High-Growth Industries Initiative and

SIC Codes (Attachment C-II) Plan, Semi-Annual and End-of-Year Reporting Formats (Attachment D) – To be forwarded in immediate future.

Attachment

OATELS GOALS FOR FISCAL YEAR 2004

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 2004. For GPRA purposes, the National Office will track the performance indicators, apprentice wages and apprentice graduates, semi-annually utilizing the Registered Apprenticeship Information System (RAIS). OATELS will compare these results and utilize as benchmarks the following: 1) graduation rates of other post secondary programs and 2) information on wages collected by the Bureau of Labor Statistics.

To support these indicators, the **field** (always includes National Programs staff or the Division of Standards and National Industry Promotion [DSNIP] staff) **and/or Regional Office is responsible for:**

- *Apprentice wages* -
- Capture the wage gains of apprentices from entry level to completion -- Data Validation.
- *Apprentice graduates* -
- Capture complete and accurate apprentice graduate data.
- Report findings and plan results -- Quarterly reports maintained at the Regional level.

NOTE: A Bulletin will be issued to amend Attachment 2 of Circular 92-01, Policy on Registration of Programs and Certificates of Completion, to **capture wages at completion. DSNIP responsibility**

The field will also need to track and report on the following strategy that is listed in the Department's FY 2003-2008 Strategic Plan:

Expand efforts with community colleges to increase apprenticeship related instruction offerings that benefit from campus learning.

- Track FY 2004 **new** programs which have articulation agreements and/or related instruction arrangements provided by the community college.

The **National Office is responsible for:**

Apprentice wages -

- Compare and report on the apprentice graduate wage earnings measured against Bureau of Labor Statistics information on post secondary wage earnings.

Apprentice graduates -

- Compare and report on the apprentice graduate rates measured against other graduate post-secondary information.

PERFORMANCE AGREEMENT GOALS:

The FY 2004 Agreement contains the following four goals:

Goal 1: Validate data

- 1a. Establish baselines for FY 2004 targets. **National responsibility**
- 1b. Review for **accuracy new** registered apprenticeship agreements. **Field/BAT responsibility**
- 1c. Ensure all fields for registration of apprentices and programs are accurate and complete, especially those related to wages from entry to completion and information on apprentice graduates. **Field/BAT responsibility**
- 1d. Conduct an **80 percent audit** of all existing apprenticeship programs to ensure that all data and fields are **complete and correct**. **Field/BAT, Regional responsibility**
- 1e. Submit semi-annual reports. **Field/BAT, Regional and National responsibility**

Goal 2: Expand the National Apprenticeship System – Field responsibility

Engage employers and establish registered apprenticeship programs in at least 5 of the 12 industries identified in the High Growth Job Training Industries Initiative (HGJTII).

- There will be 12 High Growth Industries. They are identified as: (1) automotive; (2) biotechnology; (3) construction; (4) geospatial; (5) health care; (6) high-technology manufacturing; (7) information technology; (8) retail services; (9) transportation; (10) energy; (11) finance; and (12) aerospace. Other information regarding the utilization of the New and Emerging Industries (NEI) and HGJTII categories are provided in Attachment C.

NOTE: While protective services and social services are not listed under the HGJTII, OATELS will continue to target and track progress in these industries as part of our continuing efforts in NEI.

Goals 3 and 4:

During FY 2004 for Goals 3 and 4, the evaluation of OATELS accomplishments will be based on the results of the FY 2004 targets achieved by the BAT field staff. While highly important for the Registered Apprenticeship System, the results of the nationwide FY 2004 targets that are accomplished with the cooperation of the State Apprenticeship Councils/State Apprenticeship Agencies (SAC/SAA) will then be appraised.

Goal 3: Increase business participation in the workforce system. Field responsibility

- 3a. Increase **new** apprenticeship programs in new and emerging industries (NEI) and HGJTII by 12% over the FY 2003 Results.
 - The **BAT** FY 2004 NEI and HGJTII Target is 355 (349 to 355).
 - The Nationwide FY 2004 NEI and HGJTII Target is 395 [359 to 395 (355 BAT and 40 SAC)].
- 3b. Increase **new BAT** business participation in apprenticeship within the NEI and HGJTII to 355 which is the same as the 3a. BAT Target.

NOTE: By expanding the number of industries, i.e., NEI (6) to include HGJTII (12), OATELS staff is being provided with additional opportunities to meet and exceed the target for new programs and new businesses.

Goal 4: Strengthen apprenticeship.

- 4a. Increase **new** apprentices by 2% over the FY 2003 Results. **Field responsibility**
- The FY 2004 **BAT** Apprentice Target is 68,592 (67,401 to 68,592).
 - The Nationwide Apprentice Target is 131,806 (130,615 to 131,806) [68,592 BAT and 63,214 SAC].
- 4b. Continue to work with our SAC/SAA to increase their efforts relative to all elements. **Field, Regional, National responsibility.**

Strategies - Use the broad strategies listed below, as appropriate, in developing the annual plan and reports.

1. Continue to work in collaboration with the SACs/SAA's.
2. Continue to review existing research from the registered apprenticeship system, engage current stakeholder and gather input from new potential customers to participate in the registered apprenticeship system. Other entities are community and/or faith-based organizations.
3. Continue to engage the Workforce Development System to expand apprenticeship.
4. Continue to increase the registered apprenticeship system's participation in the Department's various education and training strategies and other initiatives. (Please Note: This is a cross-cutting strategy.)
5. Continue to engage other federal/regional/state departments or agencies to leverage support for apprenticeship that will maximize resources in providing businesses and workers with skill development appropriate for the 21st Century. (Please Note: This is a cross-cutting strategy.)
6. Expand the active participation of businesses, labor organizations and business associations in the Department's initiatives that will shape workforce development using the apprenticeship system. [The second strategy in DOL's Strategic Plan] (Please Note: This is a cross-cutting strategy.)

REPORTING: The RAIS is the source for tracking all indicators. Data by entry date will be utilized instead of data entered by registration date. It is imperative that the annual plan, the semi-annual and the end-of-year reports be submitted in a timely manner. Submittal dates for plans and reports will be provided at a later date. Narratives should be clear, concise, to the point, and focus on the outcome of the related strategies of the annual plan. Be advised that there may be other addenda to this PGM during the year.

ACTION: OATELS staff is expected to become familiar with the GPRA performance goal and performance indicators, 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. Regions **are** to track and report on the articulation agreements and/or related instruction arrangements for new programs registered in FY 2004, as set forth in the GPRA Goal section of this PGM.

All RAIS input should be entered into RAIS no later than the 5th day after the end of each quarter. The Office of Technology Information Services 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 semi-annual and end-of-year 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 State Apprenticeship Council counterpart and/or Labor Commissioner.

OATELS FY 2004 TARGETS

	Goal 3a. Increase New Programs in New and Emerging Industries (NEI) & High Growth Job Training Industries Initiative (HGJTII) *		Goal 3b. Increase BAT New Businesses in NEI & HGJTII *		Goal 4a. Increase New Apprentices	
	FY'03 Results (BRIO)	FY'04 Targets	FY'03 Results	FY'04 Targets	FY'03 Results (BRIO)	FY'04 Targets 2%
R1 Subtotal Boston	21	27	21	27	2,396	2,444
R1 Subtotal New York	2	18	2	18	1,684	1,718
R1 Total	23	45	23	45	4,080	4,162
R2 Philadelphia	51	51	51	51	7,344	7,491
R3 Atlanta	7	45	7	45	6,562	6,693
R4 Dallas/Denver	64	57	64	57	13,064	13,325
R5 Subtotal Chicago	43	84	43	84	17,036	17,377
R5 Subtotal Kansas	82	45	82	45	7,302	7,448
R5 Total	125	129	125	129	24,338	24,825
R6 San Fco/Seattle	47	39	47	39	4,162	4,245
Subtotal Regions	317	366	317	366	59,550	60,741
Nat'l Ofc	32	0	0		7,851	7,851
Subtotal BAT	349	366		366	67,401	68,592
Subtotal SACs	10	40			63,214	63,214
Nationwide Total	359	406			130,615	131,806

* Construction will not be included in the industries referred to as HGJTII.

Source: BRIO- 10/07/03 (10/09/03 printout)
12/02/2003