

June 14, 1985

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprentices- ship and Training Washington, D.C. 20213 Symbols: TDT/NAK	<u>Distribution:</u> A-539 All Tech. Hdqtrs. A-544 All Field Techs.	<u>SUBJECT:</u> <u>CODE: 646</u> JTPA/BAT Sample Agreements <u>ACTION:</u> Due date: None
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PURPOSE: To transmit to BAT technical staff copies of sample agreements between BAT and a Job Training Partnership Act (JTPA) Private Industry Council and between BAT and a JTPA Consortium.

BACKGROUND: BAT and JTPA have similar objectives of addressing our Nation's training needs. In order to address these needs effectively it is important to coordinate activities at the State and local levels. To aid in this coordination BAT Region V staff have developed and are utilizing with success some working agreements.

ACTION: BAT field staff should develop working agreements with JTPA components and may utilize the attached samples as models.

Attachments

JUN 24 1985

- OF
NON-FINANCIAL AGREEMENT

It is the desire and intent of both parties to this Agreement to develop and provide the opportunity for JTPA Participants to engage in Quality Training Programs.

A decrease in the turnover rate for participants is expected to occur through this formal training.

Apprenticeship also provides recognition for the apprentice upon successful completion of the program.

The Sponsor's Performance Standards will also be enhanced.

The objective is to establish procedures that ensure that all JTPA funded programs with apprenticeable occupations are referred to the Bureau of Apprenticeship and Training (BAT) for review and comments.

State JTPA Employment & Training will provide the following services to BAT through it's office:

1. Promote Apprenticeship Occupation by informing employers of BAT's services and assistance.
2. Identify the apprenticeable occupation and the feasibility for funding.
3. Refer interested employers to BAT for assistance in developing a Registered Apprenticeship Program.
4. Provide BAT with follow-up assistance to ensure the successful development of Apprenticeship Programs.
5. Develop orientation sessions for staff in conjunction with BAT

B.A.T. shall provide the following service and information through it's staff:

1. Disseminate information to employers concerning benefits of Apprenticeship.

2. Determine eligibility of employer for apprenticeship programs.
3. Develop and implement apprenticeship programs when appropriate.
4. Provide to State JTPA Office on a semi-annual basis a status report on referred employers.
5. Refer employers to JTPA/Rock Island Tri-County Consortium for potential development of OJT Programs.
6. Participate in orientation sessions for staff.

This agreement may be modified or extended as necessary when agreed to by both parties. This agreement may be terminated by mutual consent of the parties any time with 30 days written notice. In mutual cooperation we agree to the terms of this agreement.

APPROVED FOR
JTPA/ROCK ISLAND TRI-COUNTY
CONSORTIUM

Phillip V. Olson

5/17/84

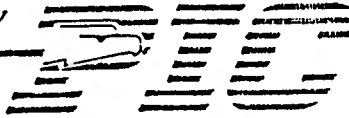
Date

APPROVED FOR
THE BUREAU OF APPRENTICESHIP
& TRAINING

John E. Savin

May 21, 1984

Date



COORDINATION AGREEMENT

Between

: Northern Cook County Private Industry Council

AND

: Bureau of Apprenticeship & Training

I. Pursuant to the Job Training Partnership Act of 1982 (JTPA) implementing Titles I, II and III and Section 504, requiring services to assist eligible participants in overcoming barriers to employment, including the lack of basic educational or vocational skills; insufficient preparation for personal adaptations necessary for labor force participation; inability to find or successfully apply for employment; inability to obtain transportation to employment opportunities; disabilities; inability to obtain satisfactory child care; and lack of appropriate job opportunities. This Memorandum of Agreement is designed to insure that the Northern Cook County Private Industry Council (NCCPIC) and Bureau of Apprenticeship & Training will collectively continue to serve eligible applicants under this part.

II. The Northern Cook County Private Industry Council and Bureau of Apprenticeship and Training are required to establish written agreements to promote maximum feasible use of program resources, avoid duplication of services, facilities and staff, and facilitate the entry of eligible applicants into JTPA/NCCPIC programs; now, therefore, it is mutually agreed that the Bureau of Apprenticeship & Training agency will:

A. Provide assistance to the NCCPIC staff in identifying potential JTPA applicants.

B. Cooperate in the development of written procedures for the prompt exchange of accurate information with the Northern Cook County Private Industry Council concerning applicants.

- C. Provide support for the NCCPIC liaison in order to answer questions and to provide information and advise on policies and procedures of the Bureau of Apprenticeship and Training agency. This person shall be named in this Memorandum of Agreement below.

Name: George Miller

- D. The NCCPIC liaison, with the cooperation of the local Bureau of Apprenticeship & Trng. agency, performs an inter-agency linkage function with the sole mission of ensuring smooth flow of JTPA applicants into NCCPIC training opportunities and on-the-job employment opportunities.
- E. Cooperate with the NCCPIC liaison in the assessment and selection process. It is anticipated that the staff of Bureau of Apprenticeship & Training will accomplish a thorough review of each portfolio to identify those applicants having a reasonable expectation of successful participation in training and employment programs.

III.

The Northern Cook County Private Industry Council agrees to:

- A. Designate a liaison to answer questions and provide information and advise on policies and procedures of the Private Industry Council. This person shall be named in the Memorandum of Agreement below:

Name: James Percic

- B. Review PIC personnel forms to determine whether applicants entering the PIC program are also being served by Bureau of Apprenticeship And Training

- C. Cooperate with Bur. of Apprenticeship & Training in the development of procedures for prompt exchange of accurate information concerning job openings, referrals.
- D. Provide prompt service to eligible applicants referred by Bureau Of Apprenticeship & Training to PIC.
- E. Consider the special needs of individuals included in what the NCCPIC and D.C.C.A. has determined to be significant segments of the populations to be served by JTPA in Service Delivery 8.

IV. This Memorandum of Agreement is not intended to interfere with the overall operation of the NCCPIC per its approved program plan with the Illinois Department of Commerce and Community Affairs. The role of the Bureau Of Apprenticeship And Training agency herein is to work cooperatively with NCCPIC. The final responsibility regarding the selection of eligible applicants to a NCCPIC program or service is the responsibility of the JTPA Administrative Entity in Service Delivery Area 8, State of Illinois.

V. The parties agree that the specific dates relating to the accomplishment of this agreement will be mutually determined and that this Memorandum of Agreement may be terminated or amended by mutual consent of the parties at any time during this period.

VI. The parties agree that for the purposes of improving services under this Memorandum of Agreement that the results of this agreement shall be reviewed at a minimum of six-month intervals in order to identify any problem areas requiring corrective action.

VII. The Terms of this Agreement is July 1, 1984 - June 30, 1986.

Approved for:

Approved for:

Northern Cook County
Private Industry Council
(JTPA/SDA #8 Administrative
Entity)

Bureau Of Apprenticeship And Training

By James M. Kilderry
James M. Kilderry
Executive Director

By George F. Miller
George F. Miller
Area Representative