SINCE 1911
APPRENTICESHIP
WISCONSIN

WI Certified Pre-Apprenticeship
Program Review Guidelines

September 2019

Prepared by the
Bureau of Apprenticeship Standards
and the
Wisconsin Apprenticeship Advisory Council
DETA-18718-P (N. 09/2019)

STATE OF WISCONSIN
DWD
Department of Workforce Development

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Acknowledgements

Industry drives registered apprenticeship.
This document was created by volunteer members
of the Wisconsin Apprenticeship Advisory Council.

Table of Contents

1. Reporting & Program Review Requirements 1
2. Review of Operations.....3
3. Review of Curriculum 5
4. Recommendations for Improvement.....7

Reporting & Program Review Requirements

Certified pre-apprenticeships must regularly collect and provide participant data to the Bureau of Apprenticeship. The data may be provided on the official form or an Excel spreadsheet.

The program must collect the following data from participants:

- Name
- Address
- Social Security Number
- Gender
- Race/Ethnicity
- Birthdate
- Disability Status
- Veteran Status
- Program Completed
- Transition to Registered Apprenticeship

The program must collect the following statistics on participants:

- Number of participants who enter the program
- Number of participants who graduate the program
- Number of graduates who subsequently enter a registered apprenticeship
- Number of graduates who subsequently enter non-apprenticeship related employment

The program must provide the following to the Bureau:

- Within two weeks after a cohort begins, provide all participant data
- Within two weeks before a cohort completes, provide all graduates' names for certificates
- During the on-site program review, provide participant statistics for the prior 12 months

Program Review

On-Site Visit

The first on-site review will occur within one year after the first cohort completes. One month prior to the review, the Bureau Director will officially notify the program of the information to be reviewed and the timeline. Subsequent reviews will occur biennially. The Bureau will offer technical assistance throughout.

Post-Visit

The program review team will provide a written report within 45 business days. The report will explain the items reviewed, their condition as indicated by documents and interviews, positive practices, areas of concern, and recommendations for improvement.

If areas of concern are noted, the certified pre-apprenticeship must take corrective action and respond to the Bureau Director within 45 business days of the report being issued. If the program satisfies all requirements, it will receive an email and official letter that it has been returned to good standing by the Bureau and Council.

Review of Operations

A	Verify program information.	Please specify:	
01	Name of organization:		
02	Sector focus:		
03	Address of training facility:		
04	Contact name and title:		
05	Phone:		
06	Email:		
B	**Review participant data.**	**Please specify:**	
01	Number of trainees		
02	Number of male trainees:		
03	Number of female trainees:		
04	Number of minority trainees:		
05	Number of veterans:		
06	Number of persons with disabilities:		
07	Number of youth apprentices:		
C	**Verify program operations.**	**Yes**	**No**
01	Program operator adheres to approved application.		
02	Registered apprenticeship sponsors are involved in operations.		
03	Target populations participate in training (*see application, part 9).*		
04	Pre-assessment and pre-requisites are administered.		
05	Records of selection, employment, and training are maintained.		

Review of Operations

D	Entry and success requirements are transparent.	Please specify:
01	Entry requirements are clearly articulated, e.g. academic prerequisites, employability skills, socio-emotional skills, etc.	
02	Expectations for participation are clearly articulated, e.g. persistence, self-management, etc.	
03	Requirements for successful transition to a registered apprenticeship are clearly articulated, e.g. skills, credentials, drug testing, etc.	
04	Participants who cannot overcome requirements through program supports are identified.	
05	Strategies and resources are available to help participants address gaps in entry requirements for registered apprenticeship.	
06	Program collaborates with registered apprenticeship sponsors to remove barriers for participants.	

E	Record operational findings.

Review of Curriculum

A	Curriculum aligns with industry and RA skills.	Please specify:
01	Program provides employability skills, e.g. written communication, teamwork, etc.	
02	Program helps participants acquire skills and academic credentials needed for a RA or entry-level job with advancement potential.	
03	Curriculum is aligned with a range of training and employment pathways available in RA.	
04	Training is designed to reach underserved populations.	
05	Instructors are certified.	
06	Training conforms to approved certified pre-apprenticeship program application.	
C	**Training culminates in at least one industry-recognized credential.**	**Please specify:**
01	Credential(s) supports direct entry into the workforce.	
02	Credential(s) is aligned with labor market demand.	
03	Credential(s) is validated by regional employers or industry associations.	
04	Credential(s) is stackable and portable.	
05	Credential(s) are aligned with skills identified for training.	
06	Curriculum prepares participants to earn credentials and includes support, such as test delivery.	
07	Program includes support such as test delivery.	
D	**Curriculum includes hands-on activities.**	**Please specify:**
01	Training includes hands-on activities.	
02	Curriculum clearly states what skills are gained, how they are validated, and how they are applied in a future career.	
03	Hands-on activities are experiential and problem-based.	
04	Hands-on activities are designed with input from RA sponsors.	
05	Learning activities develop participants' ability to navigate company and industry culture and procedures.	

Review of Curriculum

D	**Program offers academic, career exploration, and wrap-around supports.**	**Please specify:**
01	Program orients participants to the industry, registered apprenticeships, career paths, wages, and information about how to apply.	
02	Program supports participants in developing a career plan that identifies short and long-term goals, barriers, and solutions.	
03	Provides wrap-around supports, e.g. tutoring, case management, child care, etc.	
E	**Program transitions participants into a registered apprenticeship.**	**Please specify:**
01	Partners with registered apprenticeship sponsors to facilitate entry.	
02	Partners with RA sponsors to determine their minimum qualifications and selection preference.	
03	Connects graduates who do not immediate enter a RA to a training option or an employer in a related field for an interview.	
F	**Analyze program statistics for past 24 months.**	**Please specify:**
01	Number of sessions held:	
02	Number of participants:	
03	Number of completers:	
04	Number of graduates placed in registered apprenticeships:	
05	Number of graduates placed in other employment:	
G	**Record training findings.**	

Recommendations for Improvement

A	**Recommendations for operations.**
B	**Recommendations for training.**
C	**Other recommendations.**