

Maine Department of Labor, Office of Apprenticeship Standards

Established goals for registered apprenticeship and pre-apprenticeship programs

RIDER A

SPECIFICATIONS OF WORK TO BE PERFORMED

{Designated in apprenticeship contracts with the partners in the Career Centers }

Major Objectives (Required):

1. Register a minimum of **40** new apprentices (Pre-Apprentices that become registered as Apprentices count towards this number) with the Maine Apprenticeship Program (MAP) within the Local Workforce Investment Area, with an emphasis on the sectors in the Governor's Economic Development Plan listed below:
 - Forest Products,
 - NSAI-related (marine or composites),
 - Precision or Niche Manufacturing,
 - Tourism & Hospitality,
 - Bio-Tech and/or Bio-Medical,
 - Financial Services and,
 - Local Workforce Investment Area Industry-Sector Focus.

Note: Registrations by other than contract recipient employees do not count towards the registrations goal. Also please note an emphasis on Apprentice registrations and Pre-Apprentices becoming Apprentices

2. Register a minimum of 10 new Pre-Apprentices, in addition to the 40 new apprentices.
3. Apprentice registrations will be 30% female and Pre-Apprentice registrations will be 30% female.
4. Apprentices have an average starting (1st tier or current) wage of \$13.00 per hour or higher.

5. Female Apprentices have an average starting (1st tier or current) wage of \$13.00 per hour or higher.

6. File with the Director of Apprenticeship Standards (DAS) Quality Reviews of all active Apprenticeship Programs in the contract area and update information in OSOS.
 - Quality Reviews on each sponsor to be completed a minimum of once per year.
 - All Quality Reviews should be completed no later than May 31, 2009.

General Contract Requirements:

- o Adhere to MAP new registrations within the industry and sector focus of the Governor's Economic Development and the Local Workforce Investment Area strategic plans.

- o Demonstrate through MAP registrations within key USDOL priority/targeted populations as follows:
 - Older, at risk, and/or transitioning youth,
 - Veterans,
 - Individuals with disabilities,
 - Older Workers,
 - Migrant and Seasonal Farmworkers,
 - Persons with Limited English Proficiency,
 - Women in Non-Traditions Occupations, and
 - Others (LWIB target populations)

 - Market Pre-Apprenticeship and Apprenticeship to ALL High Schools, Vocational Regions, and alternative secondary schools in the Local Workforce Investment Area.
 - Work to transition graduating Pre-Apprentices into Apprenticeship.
 - Work with Pre-Apprentice, Sponsor, parents, and school officials
 - Market Pre-Apprenticeship and Apprenticeship, utilizing all available methods, to the Local Workforce Investment Area employers.
 - Initiate, maintain, and document contact with inactive Sponsors a minimum of twice yearly.
 - Complete all applicable registration paperwork, enter information into OSOS, and forward to the DAS in a timely fashion.
 - Work with the DAS on Apprenticeship initiatives/projects as needed.

- Contact all Active Apprentices twice a year to insure Related Instruction availability and Tuition Reimbursement being requested.
- A minimum of one Local Workforce Investment Area Regional representative will attend quarterly Maine Apprenticeship Committee meetings and present a report regarding Area Apprenticeship related activities.
- A minimum of 20% of Apprentice registrations will be WIA participants.
- A minimum of 20% of Pre-Apprentice registrations will be WIA participants.

Required Monthly Reporting Requirements:

Provide to the DAS the following

- Number of active MAP programs reviewed with Company name (submit copy of completed quality review form for each program)
- Number of new Sponsors registered with name and address
- Number of new Apprentices registered: include name, gender and Sponsor
- Include 1st tier or current wage

Note if WIA participant

- Number of new Pre-Apprentices registered: include name, gender, and Sponsor

Note if WIA participant

- If Sponsor and Apprentice/Pre-Apprentice are NSAI related please note

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SPECIFICATIONS OF WORK TO BE PERFORMED
{Designated in pre-apprenticeship contracts with career-technical education schools}

Description of Project & Project Goals

A. Project Description:

According to its' proposal of May 2006, ____ will promote and develop Maine Pre-Apprenticeship sponsors/worksites for selected high school students who will enroll in the Maine Pre-Apprenticeship Program. Selected students will be encouraged and directed to participate in the State of Maine Apprenticeship Program after graduation and completion of their Pre-Apprenticeship program. ____ will also promote and refer eligible youth to the WIA programs.

B. Project Goals:

Goal 1: To promote the Pre-Apprenticeship concept at the ____ area sending high schools.

Goal 2: To specifically introduce the Pre-Apprenticeship Career Path Program/Maine Pre-Apprentice and Apprenticeship programs to ____ Tech Coordinators, Cooperative Education Coordinators, high school representatives to ____, and guidance personnel at all area high schools

Goal 3: To select motivated juniors and seniors who have expressed an interest in pursuing an apprenticeship career path as outlined in the selection process

Goal 4: To orientate both students and parents, when applicable, as to the numerous career and educational opportunities as well as the long-term commitments to the program and employer

Goal 5: To implement a student assessment component in order to evaluate the student's progress:

- a. Review and adjust student's training plan as required
- b. Determine appropriateness of student training
- c. Review sponsor/worksite supervisors and mentors

Goal 6: To recommend a grade for high school work experience credit

Goal 7: To maintain continuous communication links with participating student, parents of participating students, sending school representatives/guidance personnel and supervisors/employers.

Goal 8: To implement a seamless transition from Maine Pre-Apprenticeship Program to the Maine Apprenticeship Program upon graduation

Goal 9: Through interactions with participating worksites/sponsors and students, to fulfill all MPAP/MAP contract requirements cited earlier

Goal 9: To promote GTI and BVP programs to appropriate employers/associations engaged in the MPAP and MAP process, and to assist interested employers in the initiation and completion of these processes.

Goal 10: To market workforce development and/or economic development programs to participating employers/associations, and make referrals as appropriate, including the hosting of a minimum of 5 employer forums/pre-apprenticeship orientations during 2007-2008.

Goal 11: To provide opportunity for eligible students at _____ to be informed of and apply for WIA-intensive youth services.

Goal 12: To provide continuous, appropriate support for low income disadvantaged youth populations enrolled in WIA services.

Goal 13: To recruit 15 new Pre-Apprentices, during the 2007-2008 recruiting year.

Goal 14: To support the Northstar Alliance initiative by focusing on the marine trade/composite industries, placing 5 pre-apprentices in these fields by 2007-2008.

Goal 15: To place 5 female pre-apprentices in non-traditional occupations during 2007-2008.

Goal 16: To place 3 students referred by vocational rehabilitation in appropriate pre-apprenticeships during 2007-2008.