

Attachment F

Apprenticeship Evidence-Building Portfolio

Youth Apprenticeship Readiness Grant Survey of Program Staff

**Apprenticeship Evidence-Building Portfolio
Youth Apprenticeship Readiness Grants (YARG)**

Survey of Program Staff

Thank you for taking the time to participate in this survey of Youth Apprenticeship Readiness grantees.

- **Who is administering this survey?** The Urban Institute, a nonprofit, nonpartisan research organization, is under contract with the U.S. Department of Labor (DOL) to conduct an implementation evaluation of the Youth Apprenticeship Readiness grant programs, which includes this survey.
- **What is the purpose of the survey?** This survey will collect information from all grantees that received Youth Apprenticeship Readiness grants, and document the range of grantees and service populations/areas, employer engagement efforts, goals, activities, and lessons learned that emerged from grant experiences and will provide information about promising strategies for developing and implementing effective apprenticeship programs.
- **How long will it take to complete?** This survey will take approximately 90 minutes.
- **Is participation mandatory?** Your participation is voluntary; however, please consider that the provisions in your grant agreement with DOL require grantees to participate in evaluation activities sponsored by DOL, including surveys.
- **Who will see my responses?** The Urban Institute treats the information you provide as private and we will not share your individual responses. Only a few members of the research team will see your responses, in order to tabulate and aggregate responses across grantees. All evaluation reports based on the survey will report findings at the aggregate level and responses to the survey will not be identified by organization or person in any publication.
- **Who can I contact with questions?** If you have any questions, please contact: XXXX at (202) 261-XXXX or XXXXX@urban.org

Thank you again for participating in this survey. We greatly appreciate your time and assistance.

Please submit your completed survey by XXXX.

OMB Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays an Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is XXXX-XXXX. The time required to complete this collection of information is estimated to average 90 minutes, including the time to review instructions, search existing data resources, gather the data needed and complete and review the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Chiefevaluationoffice@DOL.gov and reference the OMB Control Number XXXX-ONEW.

Instructions:

Technical Instructions:

- **This web-based survey can be saved and completed in several sittings** by simply clicking the "Next" button at the bottom of the page to save your work. Upon reentering the survey, you will be routed to the last completed question.
- **The survey allows for multiple respondents**, which allows you to delegate sections of the survey to individuals who might have more in-depth information on a particular program or section. To share the survey, simply forward the email invitation that you initially received. Note that two users cannot simultaneously enter information from different computers at the same time.
- **Should you prefer to complete the survey on paper rather than computer**, we will either mail you a paper version or email you a Microsoft Word document version of this survey. To request a survey in an alternative format, please contact **XXXX at (202) 261-xxxx or XXXXX@urban.org.**

Survey Contents: The survey is divided into the following sections:

- A. Grantee Background
- B. Program Context
- C. Relationship with Partner Organizations and Sponsors
- D. Marketing and Outreach to Employers
- E. Recruitment, Intake, and Enrollment
- F. Related Instruction
- G. Structured On-the-Job Training and Work-Based Learning
- H. Support Services
- I. Pre-apprenticeship

Suggested Reference Documents: It may be necessary or helpful to have the following documents on hand while completing the survey, particularly:

- the original grant application and any grant modifications;
- internal planning documents; and
- performance reports submitted to DOL.

Scope of Questions: Unless otherwise indicated, survey questions refer to the Youth Apprenticeship Readiness grant led by your institution and partnering organizations. Please answer as appropriate if any of your Youth Apprenticeship Readiness grant funded programs had the experience in question. We recognize that your Youth Apprenticeship Readiness grant activities may be part of a larger effort by your organization but please answer the questions to the best of your ability as they *relate* to the Youth Apprenticeship Readiness grant activities.

Youth Apprenticeship Readiness Grant Evaluation Grantee Survey

Note that the grantee survey will be administered online and will be programmed with skip patterns to omit questions not applicable to the grantee based on responses to previous questions.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit **(FOA-ETA-20-06)**. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Chiefevaluationoffice@DOL.gov and reference the OMB Control Number **XXXX**. Comments can also be mailed to: U.S. Department of Labor, Chief Evaluation Office, 200 Constitution Ave., NW, S-2312, Washington, DC 20210. Note: Please do not return the completed survey to the email or mailing address.

Glossary

- **Addition, expansion, maintenance, or revision of apprenticeship programs:** Addition, expansion, maintenance, or revision of apprenticeship programs refers to changes to an existing registered apprenticeship program, including the development of additional occupational programs by an existing apprenticeship sponsor. Continuation or expansion may also entail transitioning from a time-based apprenticeship to a competency-based or hybrid apprenticeship.
- **Collective bargaining program type:** There are four collective bargaining program types, based on the number of employers involved in the registered apprenticeship program and whether the employer or employers is covered by a collective bargaining agreement.
 - **Independent program, non joint:** These programs include a single employer that is not covered by collective bargaining agreement.
 - **Independent program, joint:** The programs include single employer that is covered by a collective bargaining agreement.
 - **Group program, non joint:** These programs include a multi-employer association that is not covered by a collective bargaining agreement.
 - **Group program, joint:** These programs include a multi-employer association, covered by a collective bargaining agreement.
- **Instructors:** An instructor provides the related instruction for an apprenticeship program. This may be a community college instructor, but it could also be an instructor associated with other types of related instruction partners.
- **Mentors:** A mentor provides the On-the-Job-Training for an apprenticeship program. Mentors are other employees of the hiring employer.
- **Occupational field:** An occupational field is the specific job associated with an apprenticeship program. Occupational fields must be approved by the Office of Apprentice or State Apprenticeship Agency, which assigns them a distinct occupational code.
- **Partner organization:** A partner organization is any partner of the grantee, besides an employer or a union, that provides support for grant activities. Partner organizations can include public agencies, community colleges, non-profits, and industry associations.
- **Registered apprenticeship program:** Registered apprenticeships are high-quality work-based learning and post-secondary earn-and-learn models that meet national standards for registration with the U.S. Department of Labor (or federally recognized State Apprenticeship Agencies).¹ A registered apprenticeship program is a training program run by an apprenticeship sponsor for a specific occupation. Apprenticeship programs emphasize structured on-the-job-training combined with classroom based related training instruction that leads to competence and certification in the specific occupation.
- **Related instruction (RI):** Apprentices receive related instruction that complements on-the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a community college, a technical school, or an apprenticeship training school – or by the business itself. Education partners collaborate with business to develop the curriculum based on the skills and knowledge needed by apprentices. All partners work

¹ <https://www.dol.gov/featured/apprenticeship/faqs>

together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged.²

- **Sponsor:** The sponsor is responsible for the overall operation of the program, working in collaboration with the partners. Sponsors can be a single business or a consortium of businesses. Alternatively, the sponsor can be a range of workforce intermediaries including an industry association or a joint labor management organization. Community colleges and community-based organizations can also serve as sponsors for Registered Apprenticeship programs.³
- **Structured On-the-Job-Training (OJT):** Every program includes structured on-the-job training. Apprentices get hands-on training from an experienced mentor at the job site for typically not less than one year. On-the-job training is developed through mapping the skills and knowledge that the apprentice must learn over the course of the program in order to be fully proficient at the job.⁴
- **Work-Based Learning (WBL):** Work-based learning is education and training that is obtained through productive employment at a job site. Work-Based Learning requires a trainee to apply and develop their knowledge and skills in productive work experiences.
- **Work process schedule:** The work process schedule is a document developed by every apprenticeship program sponsor that lays out the structure of the apprenticeship program, including details on the Related instruction, structured On-the-Job-Training, and wage schedule. The work process schedule is included in the Standards of Apprenticeship, which is maintained by each sponsor.

² https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf

³ IBID

⁴ IBID

Part A. Grantee Background

1.1. Please identify your organization's previous experience with apprenticeships:

(Please select all that apply.)

- None
- Sponsored a registered apprenticeship program
- Helped develop a registered apprenticeship program
- Partnered with a registered apprenticeship program sponsor
- Served on a state apprenticeship council
- Other. (Please specify): _____

1.2. Is your organization the sponsor of any of the apprenticeship programs you offer?

(Please select only one answer.)

- a) Yes, all
- b) No, none
- c) Only for some apprenticeship programs

(Please continue to Part B on the next page)

Part B. Program Context

2.1. In how many occupations do sponsors affiliated with your Youth Apprenticeship Readiness grant (including your organization if your organization sponsors apprenticeship programs) have active registered apprenticeship programs?

_____ number of occupations in which sponsors affiliated with your grant are currently operating a registered apprenticeship program

2.2. What challenges have program sponsors (including your organization if your organization sponsors apprenticeship programs) experienced in registering apprenticeship programs?:

(Please select all that apply.)

- Sponsors affiliated with our Youth Apprenticeship Readiness grant have **not** experienced any challenges in registering their apprenticeship programs. [Mutually exclusive from other responses]
- Delays in response from the registering agency
- Employer failure or reluctance to complete necessary registration paperwork
- Other sponsor organization (including your own organization if your organization sponsors the program) failure or reluctance or delays in to complete necessary paperwork
- Reluctance or delays in response from a state or local educational agency partner
- Delays related to identifying, aligning, or otherwise developing related instruction
- Difficulties completing work process schedules
- Difficulties completing apprenticeship standards
- Determination from registering agency that occupation is not apprenticeable
- Other. (Please specify): _____

2.3. List up to 3 detailed occupation fields for which your grant supports registered apprenticeship program(s), and identify the planned number of youth apprentices served for that occupational field. Fields listed should reflect a combination of size and diversity of occupational field.

(Please answer for at least one row.)

	Detailed Occupation Field	Number of youth apprentices served
[Name of Apprenticeship occupation 1]		
[Name of Apprenticeship occupation 2]		
[Name of Apprenticeship occupation 3]		

[FOR EACH APPRENTICESHIP OCCUPATION IN 2.6, ASK 2.4 THROUGH 2.20]

2.4 How many employers are associated with [Apprentice Occupation 1] programs? _____

2.5. How many [Apprentice Occupation 1] programs are associated with one employer (individual program) and how many [Apprentice Occupation 1] programs are associated with multiple employers (group program)? How many [Apprentice Occupation 1] programs are predominantly serving high school aged youth and exclusively serving youth between the ages of 16 and 24)?

- a. _____ number of individual programs
- b. _____ number of group programs

- c. _____ number of programs predominantly serving high school aged youth
d. _____ number of programs exclusively serving youth (ages 16 to 24)

2.6. Are the [Apprentice Occupation 1] program(s) new apprenticeship programs or are they an expansion, maintenance, or revision to a pre-existing apprenticeship program?

(Please select only one.)

- New, developed in response to the YARG grant initiative
- Expansion(s) of a pre-existing registered apprenticeship program
- Expansions of a pre-existing unregistered program that shares characteristics with registered apprenticeship programs

2.7. What were the grantee's roles in developing the [Apprentice Occupation 1] apprenticeship program(s)?

(Please select all that apply.)

- Identify, develop, align, and/or streamline curriculum for related training instruction
- Help map skills and knowledge needed for each competency
- Promotion and outreach to employers (e.g., advertising apprenticeship to the local business community).
- Provide related instruction
- Sponsor program(s)
- Provide industry and/or workforce specific expertise
- Recruit, determine eligibility, and screen candidates for apprenticeships
- Provide supportive services as appropriate
- Develop sector and/or career pathway strategies utilizing apprenticeship
- Carry out administrative functions
- Other. (Please specify): _____

2.8. Where are the [Apprentice Occupation 1] program(s) registered?

(Please select all that apply.)

- U.S. Department of Labor's Office of Apprenticeship only
- State Apprenticeship Agency only
- Some programs are registered with the Office of Apprenticeship and some programs are registered with a State Apprenticeship Agency
- Programs are registered with both the Office of Apprenticeship and a State Apprenticeship Agency

[IF 2.8="U.S. Department of Labor's Office of Apprenticeship only" OR "Some programs are registered with the Office of Apprenticeship and some programs are registered with a State Apprenticeship Agency" OR "Programs are registered with both the Office of Apprenticeship and a State Apprenticeship Agency", ASK 2.9; ELSE, SKIP TO 2.18]

2.9. Did you receive help from the Office of Apprenticeship when you registered your [Apprentice Occupation 1] programs?

- Yes
- No

2.10. How did the Office of Apprenticeship help you when you registered your [Apprentice Occupation 1] programs?

- Provided guidance on how to register a program
- Assisted developing apprenticeship standards
- Assisted in finding related instruction providers
- Assisted in finding other partners
- Outlined competencies and/or assisted development of work process schedules
- Identified tax incentives and other funding for employers
- Connected grantee to employers
- Other (Please specify): _____
- Not applicable

2.11. Does your organization work with either a state or federal apprenticeship and training representative (ATRs) to recruit employers as apprenticeship sponsors?

(Please check only one.)

- Yes
- No

[IF 2.11=YES, ASK 2.12; ELSE, SKIP TO 2.13]

2.12. How do ATRs assist in employer recruitment?:

(Please check all that apply.)

- ATR does not assist in employer recruitment
- Provide labor market information (LMI)
- Connect my organization to prospective employers
- Provide assistance with applications
- Directly recruit employers
- Other (Please specify): _____

[IF 2.11=NO, ASK 2.12; IF 2.11="YES" AND 2.8="U.S. Department of Labor's Office of Apprenticeship only", SKIP TO 2.16; IF 2.11="YES" AND 2.8="Some programs are registered with the Office of Apprenticeship and some programs are registered with a State Apprenticeship Agency" OR "Programs are registered with both the Office of Apprenticeship and a State Apprenticeship Agency", SKIP TO 2.14]

2.13. Why doesn't your organization work with an ATR?:

(Please check all that apply.)

- Tried to, but they weren't helpful
- ATRs did not have the time or resources to assist adequately
- Did not know about the services the ATR could provide
- Did not feel that their assistance was necessary
- Other (Please specify): _____

[IF 2.8= "State Apprenticeship Agency only" OR "Some programs are registered with the Office of Apprenticeship and some programs are registered with a State Apprenticeship Agency" OR "Programs

are registered with both the Office of Apprenticeship and a State Apprenticeship Agency, ASK 2.14; ELSE, SKIP TO 2.16]

2.14 Did you receive help from the State Apprenticeship Agency when you registered your [Apprentice Occupation 1] program?

- Yes
- No

[If 2.14=Yes, ANSWER 2.15. IF ELSE, SKIP TO 2.16]

2.15. How did the State Apprenticeship Agency help you when you registered your [Apprentice Occupation 1] programs?

- Provided guidance on how to register a program
- Assisted developing apprenticeship standards
- Assisted in finding related instruction providers
- Assisted in finding other partners
- Outlined competencies and/or assisted development of work process schedules
- Identified tax incentives and other funding for employers
- Connected grantee to employers
- Other (Please specify): _____
- Not applicable

2.16. What was the grantee's role in registering the [Apprentice Occupation 1] apprenticeship programs?

(Please select all that apply.)

- Liaising with the state apprenticeship agency or Office of Apprenticeship to answer questions or address issues related to registration
- Collecting necessary supporting documents from the sponsor or employer
- Assisting sponsor in filling out registration paperwork
- Reviewing sponsor's registration paperwork
- The grantee is the sponsoring organization and completed all aspects of the program registration.
- Other. (Please specify): _____

2.17. Using a scale of 1 to 5, where 1 = Unsatisfied and 5 = Completely satisfied, how satisfied are you with the following types of assistance from the federal or state agency where the sponsor (including your organization if your organization is sponsoring the registered apprenticeship program) tried to register the [Apprentice Occupation 1] apprenticeship programs? If your program has multiple registering agencies, select a single rating that best characterizes your service delivery system. If you did not receive a particular type of service, select "N/A – Did not receive this type of assistance."

(Please select only one answer in each row.)

	1 Unsatisfied	2 Somewhat Unsatisfied	3 Neutral	4 Somewhat Satisfied	5 Completely Satisfied	N/A – Did not receive this type of assistance
a. General technical assistance and support						
b. Guidance on specific steps to develop and register a program						
c. Clarification of questions related to the application						
d. Answers to questions about the apprenticeship model						
e. Connections to potential employers						
f. Suggestions for revisions to the application based on expertise						
g. Advice to partners on sources of funding to support apprenticeship						
h. Other. (Please specify): _____						

2.18. How long did it take, on average, to register programs that are affiliated with your grant in the [Apprentice Occupation 1] field, including application development through notification (in months)?

_____ number of months

2.19. In general, for your [Apprentice Occupation] program is there a surplus, shortage, or an adequate supply of youth applicants for available apprenticeship slots/offers?

(Please select only one answer.)

- d) Surplus
- e) Adequate supply
- f) Shortage

[If 2.19=Shortage, ANSWER 2.20. IF ELSE, SKIP TO 2.21]

2.20. To what factors do you attribute the shortage of qualified youth applicants for your [Apprentice Occupation] program?

(Please select all that apply.)

- Lack of knowledge about career opportunities in [occupation]
- Concerns about alternative postsecondary opportunities
- Objections of parents
- Lack of interest in career opportunities in [occupation]
- Reservations about apprenticeship
- Concerns about the value of apprenticeship training to other future employers
- Lack of public transportation to training sites
- Lack of public transportation to employer sites

- Apprenticeship schedules conflict with potential participants' schedules
- Potential participants are unable to secure childcare
- Competition with other trainers or post-secondary education providers
- Other. (Please specify): _____
- Not Applicable

[REPEAT QUESTIONS 2.4 TO 2.20 FOR EACH OCCUPATIONAL FIELD LISTED.]

(Please continue to Part C on the next page)

Part C. Relationship with Partner Organizations and Sponsors

3.1. Which of the following organization types are partners on this grant?

(Please select all that apply.)

- Public workforce agency that administers WIOA at state or local level
- State government agencies
- Local government agencies
- State apprenticeship agency
- Secondary education providers
- Postsecondary education and training providers
- Employers, both that hire apprentices and those that do not
- Industry associations
- Workforce intermediaries
- Foundations and philanthropic organizations
- Community-based or faith-based organizations
- Other. (Please specify): _____

3.2. For each partner organization type, please indicate whether they contributed the following program design and registration assistance:

(Please select only one answer in each row.)

	N/A – did not partner with an organization of this type	Plan and develop grant application	Identify, Develop, or streamline related instruction curriculum	Outline apprenticeship skills and competencies	Apprenticeship program registration
a. Public workforce agency that administers WIOA at state or local level.					
b. State government agencies.					
c. Local government agencies					
d. State apprenticeship agency					
e. Secondary education providers					
f. Postsecondary education and training providers.					

	N/A – did not partner with an organization of this type	Plan and develop grant application	Identify, Develop, or streamline related instruction curriculum	Outline apprenticeship skills and competencies	Apprenticeship program registration
g. Employers, both that hire apprentices and those that do not					
h. Industry association					
i. Workforce intermediaries					
j. Foundations and philanthropic organizations					
k. Community-based or faith-based organizations					
l. Other (please specify): _____					

3.3. For each partner organization type, please indicate whether they contributed the following recruitment and marketing assistance:

(Please select only one answer in each row.)

	N/A – did not partner with an organization of this type	Employer or sponsor recruitment	Participant recruitment	Promotes apprenticeship in state or community
a. Public workforce agency that administers WIOA at state or local level.				
b. State government agencies.				
c. Local government agencies.				
d. State apprenticeship agency				
e. Secondary education provider.				
f. Postsecondary education and training providers.				
g. Employers, both that hire apprentices and those that do not				

	N/A – did not partner with an organization of this type	Employer or sponsor recruitment	Participant recruitment	Promotes apprenticeship in state or community
h. Industry Association				
i. Workforce intermediaries				
j. Foundations and philanthropic organizations				
k. Community-based or faith-based organizations				
l. Other (please specify): _____				

3.4. For each partner organization type, please indicate whether they contributed the following program operation assistance:

(Please select only one answer in each row.)

	N/A – did not partner with an organization of this type	Sponsors apprenticeship program	Employed apprentices (either as the program sponsor or not)	Delivers related instruction
a. Public workforce agency that administers WIOA at state or local level.				
b. State government agencies.				
c. State apprenticeship agency.				
d. Secondary education providers.				
e. Postsecondary education and training providers.				
f. Employers, both that hire apprentices and those that do not				
g. Industry Association				
h. Workforce intermediaries				

	N/A – did not partner with an organization of this type	Sponsors apprenticeship program	Employed apprentices (either as the program sponsor or not)	Delivers related instruction
i. Foundations and philanthropic organizations				
j. Community-based or faith-based organizations				
k. Other (please specify): _____				

(Please continue onto Part D on the next page)

Part D. Marketing and Outreach to Employers:

4.1. Does your organization have specific staff dedicated entirely to recruiting employers for your YARG-sponsored apprenticeship program(s)?

(Please only one answer.)

- Yes
- No

[IF 4.1=YES, ASK 4.2; ELSE, SKIP TO 4.4]

4.2. How many full-time staff equivalents (FTEs) are dedicated to employer recruitment?
 _____ FTEs

4.3. What percentage of program staff work on employer recruitment or advertising?
 _____ percentage of staff

[IF 4.1=YES, SKIP TO 4.5]

4.4. What percentage of total program staff time is used to recruit employers?

- Less than 25%
- 25-49%
- 50-74%
- More than 75%

4.5. On a scale of 1 to 5, where 1="Not helpful" and 5="Very helpful", how helpful are the following methods for marketing apprenticeship to employers?

(Please select only one answer in each row.)

	N/A - Method is not used	1 Not helpful	2	3	4	5 Very helpful
a. Word of mouth						
b. Community or career college instructors						
c. Workforce boards or WIOA-sponsored job center						
d. Networking using staff connections						
e. Networking using community connections						
f. Cold calling						
g. In person visits						

	N/A - Method is not used	1 Not helpful	2	3	4	5 Very helpful
h. Conferences or other group convening						
i. Cooperation with state apprenticeship agencies						
j. Use of industry association partner						
k. Use of local chamber of commerce						
l. Broad based marketing such as advertising, social media campaigns, and creation of a website						
m. Asking employers to recommend other businesses to work with						

4.6. What are the selling points that grantee staff use to market youth apprenticeship to employers?

(Please check all that apply.)

- Youth apprenticeship leads to improvements in worker productivity
- Youth apprenticeship develops a customized skill set that is specific to an employer's needs
- Youth apprenticeship develops workers' skill set without them leaving the workforce
- Youth apprenticeship provides a steady source of skilled workers that are difficult to hire directly
- Youth apprenticeship reduces turnover
- Youth apprenticeship helps make workers self-sufficient
- Youth apprenticeship has broader social benefits such as reducing inequality or closing the skills gap
- Local related instruction providers have valuable training opportunities that can be accessed through youth apprenticeship
- Other (please specify): _____

4.7. What are the key obstacles or reservations that employers cite to grantee staff when they do not participate in your apprenticeship program?

(Please check all that apply.)

- Youth are not reliable employees
- Liability concerns about employing youth
- Regulatory concerns about employing youth
- Employers find it difficult to work with the school system
- Apprenticeship training is too expensive
- Apprentices would be hired or "poached" by competitors after completing their training
- The employer cannot spare the time of other workers to provide mentorship or on-the-job training
- Employers have a training they are currently happy with
- The registration process is too complicated
- Regulatory compliance costs associated with apprenticeship are too high
- Apprenticeship may encourage unionization efforts

- Apprenticeship training is more intensive than the training that the employer needs
- Business is experiencing instability and/or leadership change
- Other (please specify): _____

4.8. As a part of the grant application process, did your organization commit to using monetary incentives for employers?

(Please only one answer.)

- Yes
- No

[IF 4.8=YES, ASK 4.9; ELSE, SKIP TO 4.10]

4.9. What monetary incentives did your organization commit to using?

(Please check all that apply.)

- Subsidies to support time spent mentoring
- Subsidies to support the time of instructors providing structured on the job training to apprentices
- Subsidies to support the purchase of training materials or equipment
- State or local tax incentives
- Subsidies for related instruction by community college or other educational institution (career college or local trainers)
- Subsidies for related instruction undertaken at the facilities of the employer
- Subsidies for the wages paid to apprentices
- Subsidies that could be used by the employer for any purpose
- Other (please specify): _____

4.10. On average, what percentage of contacted employers agree to participate in apprenticeship programs?:

- Less than 10%
- 10 to 24%
- 25-49%
- 50-74%
- More than 75%

4.11. Which of the following tools does your organization use to convey the benefits of apprenticeship programs to prospective employers?:

(Please check all that apply.)

- Pamphlets/newsletters
- Email outreach
- In person conversations
- Phone conversations
- Sharing Labor Market Information (LMI)
- Testimonials or references
- Presentations/conferences
- Press Releases
- Website
- Other (please specify): _____

4.12. How many employers have sponsored registered apprenticeship programs or hired registered apprentices counted under your YARG grant?:

_____ employers

4.13. How many employers have registered more than one apprenticeship program (i.e., occupation)

_____ employers

_____ Not applicable/employers are not the sponsor for our grant's apprenticeship programs

4.14. How many employers have not yet had their apprenticeship program approved but are currently applying to register their apprenticeship program?:

_____ employers

_____ Not applicable/employers are not the sponsor for our grant's apprenticeship programs

4.15. How many employers who are participating in YARG apprenticeship programs fall into the following categories?:

_____ employers have less than 25 employees

_____ employers have between 25 -99 employees

_____ employers have 100 or more employees

_____ employers are a part of a multi-state or nation-wide firm

_____ employers have sponsored apprenticeships prior to the YARG grant

4.16. How many participating employers fall into the following categories?:

_____ employers currently has 0 apprentices

_____ employers currently has 1-to 5 apprentices

_____ employers are currently has 5-10 apprentices

_____ employers are currently has 11-25 apprentices

_____ employers are currently has 26-50 apprentices

_____ employers are currently has 51-100 apprentices

_____ employers are currently has more than 100 apprentices

4.17. How many registered apprentices does the largest participating employer have?:

_____ apprentices

(Please continue onto Part E on the next page)

Part E. Recruitment, Intake, and Enrollment:

5.1. Does your organization have dedicated recruitment efforts focused on specific target populations?

(Please check only one.)

- Yes
- No

[IF 5.1=YES, ASK 5.2; ELSE, SKIP TO 5.4]

5.2. Which of the following activities does your organization use to reach out to these groups?:

(Please check all that apply.)

- TV or radio public service announcements
- Toll-free informational hotlines
- Direct mail campaigns
- Distribution of print materials
- Posters and billboards
- Use of grantee/partner websites
- Facebook, Twitter, other social media
- Partnerships with or referrals from employers
- Partnerships with or referrals from professional and industry organizations
- Referrals from TANF agencies
- Referrals from Workforce Investment Board or One-Stop Career Centers
- Referrals from secondary schools/school districts
- Referrals from post-secondary institutions
- Referrals from community/ faith-based organizations
- Door-to-door outreach
- In-person presentations in the community
- Word of mouth
- Other (Please specify): _____

5.3. How many apprentices from each target group have been registered to apprenticeship programs supported by your YARG grant:

(Please answer for at least one row.)

	Target group	Apprentices registered
Target group 1		
Target group 2		
Target group 3		
Target group 4		
Target group 5		

5.4. Do your organization, employers, or other stakeholders require potential apprentices to provide or undergo any of the following before enrolling in the apprenticeship program?:

(Please check all that apply.)

- a) Written application
- b) Documentation of ability to legally work in the United States
- c) Resume
- d) Documentation of High School Diploma or GED
- e) Academic skill level as determined on assessment
- f) Career aptitudes assessment
- g) Career interests assessment
- h) English language proficiency assessment
- i) Support service needs assessment
- j) Background check for felonies
- k) Background check of misdemeanors
- l) Drug screening
- m) Physical or other medical exam
- n) Occupational skill level
- Other (Please specify): _____

5.5. How do potential apprentices begin enrolling in the apprenticeship program?:

(Please check all that apply.)

- a) Apply directly with employers
- b) Apply through grantee
- c) Apply through their high school
- d) Apply through a college
- e) Apply through another intermediary
- f) Through pre-apprenticeship program
- g) Through a One Stop center
- h) Other (Please specify): _____

5.6. What types of organizations assist in the intake, screening, and enrollment process?:

(Please check all that apply.)

- a) Employers
- b) High school
- c) Community or technical college
- d) Labor organization (e.g. union, labor association/labor federation)
- e) Local government agency
- f) State government agency
- g) Local Workforce Development Agency
- h) American Jobs Center
- i) Nonprofit (e.g., community or faith-based) service/training provider
- j) Industry Association
- k) Other (Please specify): _____

(Please continue on to Part F on the next page)

Part F. Related Instruction:

[FOR EACH APPRENTICESHIP OCCUPATION LISTED IN 2.3, ASK 6.1 THROUGH 6.7]

6.1. For the [Apprenticeship Occupation 1] apprenticeship programs, what is the best description of the training model?:

(Please check only one.)

- a) Related instruction and on the job training is concurrent throughout program
- b) Much or most of related instruction is taken in the beginning of the apprenticeship before any on the job training
- c) Related instruction and on the job training alternate throughout apprenticeship

6.2. What organizations deliver related instruction for the [Apprenticeship Occupation 1] programs?:

(Please check all that apply.)

- l) Delivered in-house by employer
- m) Local high school
- n) Local career center
- o) Local community or technical college
- p) Local chapter of labor union
- q) Industry association
- r) Private training provider
- s) Other (Please specify): _____

6.3. How do related instruction instructors in the [Apprenticeship Occupation 1] programs determine whether apprentices have successfully mastered requisite concepts?:

(Please check all that apply.)

- t) Grades from written tests, presentations, etc.
- u) Grades in college classes
- v) Hands-on demonstration of skills using key concepts
- w) Instructor assessment using a rubric or grading system that is different than a written test
- x) Other (Please specify): _____

6.4. What certificates or credentials will apprentices in the [Apprenticeship Occupation 1] programs receive over the course of a successfully completed apprenticeship?:

(Please check all that apply.)

- y) High school diploma
- z) College credential (non-degree)
- aa) Associate's degree
- bb) Bachelor's degree
- cc) State credential or license
- dd) OSHA-10
- ee) A+ certificates
- ff) NIMS credentials
- gg) NCCER credentials
- hh) AWS credentials
- ii) Siemens certification

- jj) Manufacturing Skills Standards Council certificates
- kk) Other (Please specify): _____

6.5. Will apprentices in the [Apprenticeship Occupation 1] programs receive college credits or hours for any course work they complete as a part of the related instruction?:

(Please check only one.)

- Yes
- No

6.6. What is the total number of related instruction hours required for the [Apprenticeship Occupation 1] programs? (If there are no required hours, for example, because the program is a competency-based program, please note that zero hours are required.)

_____ hours

6.7. What costs for related instruction do apprentices in the [Apprenticeship Occupation 1] programs pay themselves?:

(Please check all that apply.)

- Tuition
- Fees, including lab fees
- Equipment/tools, including books and supplies
- None
- Other (Please specify): _____

(Please continue on to Part G on the next page)

Part G. Structured On-the-Job- Training and Work-Based Learning:

[FOR EACH APPRENTICESHIP OCCUPATION LISTED IN 2.3, ASK 7.1 THROUGH 7.5]

7.1. What is the total number of on the job training hours required for the [Apprenticeship Occupation 1] programs? (If there are no required hours, for example, because the program is a competency-based program, please note that zero hours are required.)

_____ hours

7.2. On average, how many years of experience do on-the-job training providers and/or mentors have in [Apprenticeship Occupation 1], as a supervisor, and as an apprenticeship mentor?:

_____ years in their occupation

_____ as a supervisor

_____ as an apprenticeship mentor

7.3. How do on-the-job training providers and/or mentors train [Apprenticeship Occupation 1] apprentices?:

(Please check all that apply.)

- Training in large groups
- Training in small groups
- One-on-one training
- Learning by doing under the supervision of a mentor
- Other (Please specify): _____

7.4. On average, what is the starting hourly wage for youth apprentices in the [Apprenticeship Occupation 1] programs?:

_____ dollars

7.5. On average, what is the completion wage for youth apprentices in the [Apprenticeship Occupation 1] programs?:

_____ dollars

(Please continue on to Part H on the next page)

Part H. Support Services:

8.1. Which of the following academic supports are routinely offered by the YARG grant program, either through your organization or your partners?

(Please check all that apply.)

- Academic/career counseling
- Tutoring
- Tuition assistance
- Basic skills training
- Other (Please specify): _____
- We do not routinely provide academic support

8.2. Which of the following non-academic supports are routinely offered by the YARG grant program, either through your organization or your partners?

(Please check all that apply.)

- Childcare
- Transportation assistance
- Financial literacy training
- Emergency financial assistance
- Other (Please specify): _____
- We do not routinely provide non-academic supports

8.3. Is there an individual, such as a case manager, who is assigned to work one-on-one with each apprentice throughout the program?

(Please check only one.)

- Yes
- No

[IF 8.3=YES, ASK 8.4; IF 8.3=NO, SKIP TO 9.1]

8.4. What are the responsibilities of the individual assigned to work with each apprentice?

(Please check all that apply.)

- a) Apprentice monitoring and making referrals for perceived needs
- b) Career counseling
- c) Financial counseling
- d) Monitoring satisfaction of apprentice with employer
- e) Personal Counseling
- f) Referrals to services in the community
- g) Other (Please specify): _____

(Please continue on to Part I on the next page)

Part I. Pre-Apprenticeship:

9.1. Does the YARG grant support a pre-apprenticeship program?

(Please select only one answer.)

- g) Yes
- h) No

[IF 9.1=YES, ASK 9.2; IF 9.1=NO, SKIP TO END OF SURVEY]

9.2. Do your pre-apprenticeship programs typically have a direct pathway into an apprenticeship program?

(Please check only one.)

- Yes
- No

9.3. What are the goals of your pre-apprenticeship program(s)?

(Please check all that apply across all pre-apprenticeship programs.)

- To ensure that apprenticeship applicants have basic occupational skills
- To serve as a recruitment source for the apprenticeship program
- To strengthen occupational training in high schools
- To assess the skill levels of future applicants to the apprenticeship program
- To make registered apprenticeship more accessible to youth
- To strengthen an existing work-based learning program by linking it to registered apprenticeship
- Other (Please specify): _____

9.4. On average, what is the duration in weeks of the pre-apprenticeship program(s)?:

_____ weeks

9.5. On average, how many classroom hours, including lab time, does pre-apprenticeship training include per week?:

_____ hours

9.6. What are the elements involved in the pre-apprenticeship curriculum(s)?

(Please check all that apply across all pre-apprenticeship programs.)

- Orientation or introduction to an industry/occupation.
- Occupational skills.
- Financial literacy training.
- Soft/employability skills training.
- Basic computer skills training.
- Basic math skills.
- Advanced math skills
- Basic reading skills.
- Other (Please specify): _____

9.7. Does the pre-apprenticeship program(s) expect to place all graduates in apprenticeship slots?

(Please check only one.)

- Yes
- No

9.8. What percentage of graduates of the pre-apprenticeship program(s) are typically enrolled in a registered apprenticeship?:

_____ percent

END OF SURVEY

500 L'Enfant Plaza SW
Washington, DC 20024

www.urban.org