Evaluation of Registered Apprenticeship Initiatives
Apprenticeship Building America (ABA) Grants

Grantee Survey for Youth and Pre-apprenticeship Grantees – Categories 2&3

Thank you for taking the time to participate in the survey of Apprenticeship Building America (ABA) Grants grantees.

- **Who is administering this survey?** The Urban Institute, a nonprofit, nonpartisan research organization in Washington, DC , is under contract with the U.S. Department of Labor (DOL), to conduct an implementation evaluation of the Apprenticeship Building America (ABA) grant programs, which includes State Apprenticeship System Building & Modernization grants, Strategies to Expand Registered Apprenticeship Opportunities for Youth grants, Strategies for Equitable RAP Pathways Through Pre-apprenticeship that Lead to Registered Apprenticeships grants, and Registered Apprenticeship Hubs (RAH) grants.

- **What is the purpose of the survey?** This survey will collect information from all grantees that received Youth or Pre-apprenticeship Apprenticeship Building America grants and document the range of grantee characteristics and service populations/areas, apprentice and pre-apprenticeship recruitment and engagement, employer engagement efforts, goals, activities, and lessons learned that emerged from grant experiences. It will provide information about promising strategies for developing and implementing effective apprenticeship and pre-apprenticeship programs.

- **How long will it take to complete?** This survey will take approximately 3 hours. You may stop and return to the survey to continue and complete it.

- **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. All evaluation reports based on the survey will report findings at the aggregate level and responses to the survey will not be identified by your name or the name of your employer organization in any publication.

- Are there risks to participating? We believe the risks of participating in this study are minimal. Although there are no direct benefits to you, we believe that the findings from this study will benefit similar efforts to expand and modernize apprenticeships.

- **Who can I contact with questions?** If you have any questions, please email XXXXX@urban.org

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

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 1290-0NEW. The time required to complete this collection of information is estimated to average 3 hours, 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 1290-0NEW.

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. If you stop and return to the survey, you will be automatically directed to the last question you completed.

- **The survey allows for multiple respondents**, so you can 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 original email invitation. Please note that two users cannot simultaneously enter information into the survey at the same time.

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

A. Respondent Contact Information
B. Basic Information about Your Grant
C. Grant Context
D. Apprenticeship Expansion Strategies Under Your Grant
E. Employer Recruitment and Engagement Under Your Grant
F. Apprentice Target Population, Recruitment, and Intake Under Your Grant
G. Related Training Instruction for Selected Grant-Funded Apprenticeship Programs
H. On-the-Job Learning for Selected Grant-Funded Apprenticeship Programs
I.   Services to Support Apprentice Persistence and Completion Under Your Grant
J. Pre-apprenticeship Program(s) Formed/Expanded Under Your Grant
K. Partnering Organizations Under Your Grant
L. Sustainability and Lessons Learned

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 Apprenticeship Building America grant led by your institution and partnering organizations. Please answer as appropriate if you or any of your Apprenticeship Building America grant partners had the experience in question. We recognize that your Apprenticeship Building America 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 Apprenticeship Building America grant activities.

Glossary:

Expansion of apprenticeship programs: Expansion of apprenticeship programs refers to changes to an existing registered apprenticeship program, including the development of additional occupational programs by an existing apprenticeship sponsor.

Apprenticeship program type: There are four apprenticeship 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 or Individual program, non-joint**: These programs include a single employer that is <u>not</u> covered by collective bargaining agreement.

- **Independent or Individual 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 <u>not</u> 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 often 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.

Pre-apprenticeship program, as defined by the ABA funding opportunity announcement (FOA),[1] is a set of strategies designed to expand access and prepare individuals for entry into a registered apprenticeship program. Pre-apprenticeships are typically designed in collaboration with registered apprenticeship sponsors; provide meaningful hands-on training that does not displace paid employees; facilitate entry and/or articulation; promote sustainability through partnerships; and have access to appropriate supportive services. Pre-apprenticeship programs are not registered training programs, but they work with registered apprenticeship programs to prepare individuals for apprenticeship.

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

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[1] https://www.dol.gov/sites/dolgov/files/ETA/grants/pdfs/ABA_FOA-ETA-22-06.pdf

Agencies).[2] 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 together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged. [3]

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.[4]

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.[5]

Youth apprenticeship program, again as defined in the ABA FOA, provides a registered apprenticeship program opportunity to youth, 16-24 years old at the time of enrollment, who are in high school or are out-of-school (opportunity youth).

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.

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[2] https://www.dol.gov/featured/apprenticeship/faqs

[3] https://www.doleta.gov/oa/employers/apprenticeship_toolkit.pdf

[4] Ibid.

[5] Ibid.

A. Respondent Contact Information

We have the following contact information in our records. Please correct the information as needed:
[Note: Text highlighted in green font are instructions for programming or text that will be pre-loaded from the grant agreement or other documents.]

A1.   Name of institution or organization: XXX

A2.   Grant number: XXX

A3   Name of primary person completing the survey: ____

A4.   Job title: ____

A5.   Contact information of primary person completing the survey
a) Mailing address: _____
b) Phone: _____
c) E-mail: _____
d) Website: _____

B. Basic Information about Your Grant

B1.   What category of Apprenticeship Building Apprentice grant does your organization have? (Please select one.)

a) Strategies to Expand Registered Apprenticeship Opportunities for **Youth** (Category 2)
b) Strategies for Equitable RAP Pathways Through **Pre-apprenticeship** that Lead to Registered Apprenticeships (Category 3)

B2.   What has been your organization's previous experience with apprenticeships (before the grant)? (Check all that apply.)
a) None
b) Conducted employer apprenticeship marketing/engagement activities
c) Served as an apprenticeship program sponsor
d) Helped a sponsor develop an apprenticeship program
e) Partnered with an apprenticeship program sponsor to develop a pre-apprenticeship program
f) Partnered with an apprenticeship program sponsor to provide support services to apprentices
g) Partnered with an apprenticeship program sponsor to refer apprentice candidates to them
h) Provided related instruction for an apprenticeship program
i) Served on a state apprenticeship council
j) Served as an apprenticeship intermediary
k) Provided training and/or technical assistance to local partners
l) Other, please specify: _____

B3.   For your grant activities, which industries are you focusing on? (Check all that apply.)
a) Agriculture, Forestry, Fishing and Hunting
b) Mining, Quarrying, and Oil and Gas Extraction
c) Utilities

d) Construction
e) Manufacturing
f) Wholesale Trade
g) Retail Trade
h) Transportation and Warehousing
i) Information
j) Finance and Insurance
k) Real Estate and Rental and Leasing
l) Professional, Scientific, and Technical Services
m) Management of Companies and Enterprises
n) Administrative and Support and Waste Management and Remediation Services
o) Educational Services
p) Health Care and Social Assistance
q) Arts, Entertainment, and Recreation
r) Accommodation and Food Services
s) Other Services
t) Public Administration
u) Other, please specify _____

B3a. For the industries that are a focus, please indicate whether apprenticeships are common in that industry in the geographic areas being served by your grant.

Industry	Common or Emerging
[Pipe in from B3]	___Common ___Emerging

B4. Do your grant activities target any of the following areas**?** (Check all that apply.)
    a) Artificial Intelligence (AI)
    a) Clean energy
    b) Cybersecurity

B5. How many specific occupations are targets of your activities under the grant? ____

B7. How many **registered apprenticeship programs** have you *developed and/or expanded* to date under the grant? (excluding any registered apprenticeship programs focused on youth)?
    ____# of *newly developed* registered apprenticeship programs
    ____# of *expanded existing* registered apprenticeship programs
    ____Not applicable, not developing registered apprenticeship programs

B8. How many **youth registered apprenticeship programs** have you *developed and/or expanded* to date under the grant?
    ____# of *newly developed* youth registered apprenticeship programs
    ____# of *expanded existing* youth registered apprenticeship programs
    ___Not applicable, not developing youth registered apprenticeship programs

B9.   How many **pre-apprenticeship programs** have you have you *developed and/or expanded* to date under the grant?
____# of *newly developed* pre-apprenticeship programs
____# of *expanded existing* pre-apprenticeship programs
__ Not developing any pre-apprenticeship programs

C.   Grant Context

C1.   How would you characterize the geographic areas being served by your grant? (Check all that apply.)
a) Urban
b) Suburban
c) Rural
d) A mix

C2.   In your opinion, to what extent have the industries targeted by your grant in the geographic area(s) served been impacted by changing economic conditions *since the start of your grant*?
a) Positive impact on industry sectors
b) Negative impact on industry sectors
c) Mixed impact (some positive, some negative) on industry sectors
d) No impact on industry sectors

C3.   Please answer the next series of questions about the extent to which you think changing economic conditions have affected employment and apprenticeship activities in the area(s) you serve.

Since the start of the grant, to what extent do you think…	1 Decreased a lot	2 Decreased somewhat	3 No change	4 Increased somewhat	5 Increased a lot
a) … *employment opportunities* within the industries targeted by your grant have changed in your service area(s)?					
b) …*apprenticeship opportunities* within the industries targeted under your grant have changed in your service area(s)?					
c) …that changing economic conditions affected the willingness of *individuals' (e.g., workers, unemployed/underemployed individuals, incumbent workers)* to consider apprenticeship opportunities within the industries you have targeted?					
d) …that changing economic conditions affected the *willingness of employers* to consider establishing new or expanding existing apprenticeship programs within the industries you have targeted?					

D. Apprenticeship Expansion Strategies Under Your Grant

D1.   Have you or your partners developed new/adapted **occupational standards** for any of your apprenticeship programs? (Check all that apply.)
   a) Yes, developed standards
   b) Yes, adapted existing standards
   c) Yes, currently developing standards
   d) Yes, currently adapting existing standards
   e) No have not developed standards

D2.   Have you or your partners **developed new or adapted/enhanced existing curriculum** for the apprenticeship programs implemented under your grant? (Check all that apply.)
   a) Developed new curriculum
   b) Adapted/enhanced existing curriculum
   c) None of the above

D3.   Have you and your partners implemented **sector-based activities or strategies to facilitate industry-wide use and acceptance** of apprenticeship as a training model? How effective has each activity or strategy been for reaching and engaging individual employers to participate in an apprenticeship program?

	Implemented activity or strategy?		How effective has each activity or strategy been for reaching and engaging individual employers to participate in an apprenticeship program?			
	Yes	No	Not effective 1	Slightly effective 2	Effective 3	Very effective 4
a) Participated in an industry or sector partnership						
b) Worked with an employer intermediary to assist with enlisting a wide network of employers						
c) Created career pathway that embedded apprenticeship models in partnership with industry						
d) Coordinated outreach to groups of small- to medium-sized employers within an industry						
e) Presented at industry conferences, meetings or convenings on						

apprenticeship						
f) Met directly with industry representatives and employers						
g) Provided marketing materials on apprenticeship						
h) Created a website on apprenticeship in the industry						
i) Hired staff to directly reach out to and engage industry representatives and employers						
j) Other, please specify:						

D4. Do you offer **technical assistance** to apprenticeship sponsors as a part of your grant?
___ Yes
___ No

[If No, skip to D6]

D5. On what topics have you offered and provided technical assistance to apprenticeship sponsors as a part of your grant? (Check all that apply.)

a) Recruitment of apprentices
b) Supervision of apprentices
c) Mentorship of apprentices
d) Assessment of apprentice skill gains
e) Related training instruction or educational or instructional components of apprenticeship
f) Occupational standards
g) Safety procedures
h) Reporting of information/data on apprentices
i) Other, please specify: _____

D6. Have you and your partners developed **new metrics and data elements** to track activities and results of the apprenticeship program in addition to the grant performance measures?
___ Yes, please specify _____
___ No

E. Employer Recruitment and Engagement Under Your Grant

E1. Has the grant funded any staff who **market, recruit, and/or engage employers** to participate in an apprenticeship program? (Check all that apply)

a) Yes, staff employed at my organization.
b) Yes, staff employed at our partner(s).
c) No [skip to E3]

E2.   In the past year, how many **full-time staff equivalents (FTEs)** did the grant fund through your organization and partners to conduct employer outreach, recruitment, and engagement effort?

_____FTEs (during the past year of the grant)

E3.   Under your grant, how helpful were the following **methods for marketing apprenticeship** to employers? Please rate these on a scale of 1 to 4, where 1="Not helpful" and 4="Very helpful."

Method	Used? (Yes/No)	1 Not helpful	2 Slightly helpful	3 Moderately helpful	4 Very helpful
a) Word of mouth					
b) Using community or career college instructors to share information					
c) Using workforce boards or WIOA-sponsored job center to share information					
d) Networking using staff connections					
e) Networking using community connections					
f) Cold calling employers					
g) In-person visits to employers					
h) Attendance at conferences or other convenings					
i) Meetings with employers (in-person or virtual)					
j) Conferences or other group convenings					
k) Cooperation with state apprenticeship agency					

Method	Used? (Yes/No)	1 Not helpful	2 Slightly helpful	3 Moderately helpful	4 Very helpful
l) Coordination with the local chamber of commerce or industry association					
m) Advertising through traditional media					
n) Social media					
o) Creation of a dedicated website or webpages					
p) Other (specify)					

E4.   Under your grant, how effective have the following **points** been to market apprenticeship to employers? Please rate these on a scale of 1 to 4, where 1="Not helpful" and 4="Very helpful."

Marketing point	Used? (Yes/No)	1 Not helpful	2 Slightly helpful	3 Moderately helpful	4 Very helpful
a) Funding for related training instruction or on-the-job training are available to employers that sponsor apprentices					
b) Apprenticeship leads to improvements in worker productivity					
c) Apprenticeship develops a customized skill set that is specific to an employer's needs					
d) Apprenticeship develops workers' skill set without them leaving the workforce					
e) Apprenticeship					

Marketing point	Used? (Yes/No)	1 Not helpful	2 Slightly helpful	3 Moderately helpful	4 Very helpful
provides a steady source of skilled workers that are difficult to hire directly					
f) Apprenticeship reduces turnover					
g) Apprenticeship helps make workers self-sufficient					
h) Apprenticeship could help diversify their workforce					
i) Apprenticeship has broader social benefits such as reducing inequality or closing the skills gap					
j) Local related instruction providers have valuable training opportunities that can be accessed through apprenticeship					
k) Other, please specify _____					

E5. On average, when initially contacted about apprenticeship, about *what percentage* of **employers express an interest in apprenticeship**?
_____%
_____ do not track this information

E6. On average, once an employer is interested in establishing an apprenticeship program, *how many months* does it take employers to go through **the process of designing, registering, and establishing an apprenticeship program**?
_____months (on average) between initial contact and registration or establishment of an apprenticeship program

E7. Once an employer is interested in establishing an apprenticeship program, what is the *shortest and longest time* in months that it has taken for an employer to go through **the process of designing, registering, and establishing an apprenticeship program**?

_____shortest number of months between initial contact and registration or establishment of an apprenticeship program

_____longest number of months between initial contact and registration or establishment of an apprenticeship program

E8. Have you had a large enough **pool of potential employers** to engage in your grant activities?
   a) Yes
   b) No
   c) Don't know/unsure

E9. Under your grant, have **more employers been interested** in participating in apprenticeship than can be accommodated (e.g., is there a waiting list for employers to join)?
   a) Yes
   b) No
   c) Don't know/unsure

E10. Under your grant, which of the following have been **challenges** to conducting outreach to and engaging employers? (Check all that apply.)
   a) Not a large enough pool of employers in the area served that are aware of apprenticeships
   b) Not a large enough pool of employers interested in apprenticeship
   c) Lack of employers hiring
   d) Lack of employer facing shortages of skilled workers
   e) Ongoing impacts of the COVID-19 pandemic
   f) Other, please specify: ____
   g) No challenges
   h) Don't know/unsure

E11. What are the **reasons employers give** for not being interested in pursuing an apprenticeship program? (Check all that apply.)
   a) Employer does not have need to upskill/train workers
   b) Apprenticeship training is too expensive
   c) Apprentices might be hired or "poached" by competitors after completing their training
   d) The employer cannot spare the time of other workers to provide mentorship or on-the-job learning
   e) Employer has a training program they are currently happy with
   f) The registration process is too complicated
   g) Regulatory compliance costs associated with apprenticeship are too high
   h) Apprenticeship may encourage unionization efforts
   i) Apprenticeship training is more intensive than the training that the employer needs
   j) Business is experiencing instability and/or leadership change
   k) Employers are concerned about liability
   l) Fear of involvement with the government
   m) Other, please specify: _____
   n) None of the above
   o) Don't know/unsure

E12. How many **employers have registered, signed onto, or expanded apprenticeship programs** as a result of your grant to date?
_____ # employers adopted
_____ # employers expanded

E13. What is the **size of the employers** that have registered, signed onto, or expanded apprenticeship programs as a result of your grant to date? (Check all that apply.)
    a) Employers have fewer than 25 employees: ___ employers
    b) Employers have between 25 -99 employees: ___ employers
    c) Employers have 100 or more employees: ___ employers
    d) Don't know/unsure

E14. How many **apprentices** have been enrolled by these employers that have registered, signed onto, or expanded apprenticeship programs as a result of your grant to date?
    a) Employers currently have 0 apprentices: ___ employers
    b) Employers currently have 1-5 apprentices: ___ employers
    c) Employers currently have 6-10 apprentices: ___ employers
    d) Employers currently have 11-25 apprentices: ___ employers
    e) Employers currently have 26-50 apprentices: ___ employers
    f) Employers currently have 51-100 apprentices: ___ employers
    g) Employers currently have more than 100 apprentices: ___ employers
    h) Don't know/unsure

E15. Under your grant, what **types of assistance** have been provided to employers to help them in planning and initiating apprenticeship programs? (Check all that apply.)
    a) Help specifying an occupation that fits the employer's requirements
    b) Help identifying a related instruction provider and/or curriculum
    c) Help with training apprentice supervisors
    d) Help developing standards of apprenticeship
    e) Help developing wage structure and schedule
    f) Help completing relevant forms and registering the apprenticeship program
    g) Help communicating with the DOL Office of Apprenticeship or State Apprenticeship Agency and/or handling the paperwork for the employer
    h) Help reporting to RAPIDS or equivalent state reporting
    i) Help with mentor training
    j) None
    k) Other; please specify: ____

E16. What **incentive funding** has been offered to encourage employer engagement using grant funds? (Check all that apply.)

Incentive funding type	Incentive funding used (Yes/No)	Lump sum or per apprentice	Employer must apply (Yes/No)	Average amount per employer
a) Tuition reimbursement				
b) Reimbursement for curricula development				
c) Reimbursement for on-the-job learning costs, excluding apprentice wages				
d) Reimbursement for registration costs				
e) Reimbursement of for costs related to design and start-up of apprenticeship programs				
f) Reimbursement for mentor wages				
g) Reimbursement for training the trainer activities				
h) Reimbursement for apprentice training supplies				
i) No financial supports offered				

F. Apprentice Target Population, Recruitment, and Intake Under Your Grant

Please answer the following section as it relates to all the registered apprenticeship programs under your ABA grant

F1.   Under your grant, which of the following types of **workers are you targeting**? (Check all that apply.)
   a) Unemployed workers
   b) Underemployed workers
   c) Incumbent workers
   d) Workers employed before apprenticeship (but not at apprenticeship sponsor)
   e) None of the above

F2.   Under your grant, which of the following **populations are you targeting**? (Check all that apply.)
   a) Veterans
   b) Military spouses
   c) Transitioning service members
   d) Women
   e) People of color
   f) People with disabilities
   g) People previously involved in the justice system

h) Public workforce system clients
i) College students
j) High school students
k) Opportunity youth (aged 16-24 + disconnected from school and work)
l) Other individuals who are not traditionally represented in apprenticeship programs; please specify: ____
m) None of the above

F3. Under your grant, how has your organization and its partners **marketed apprenticeships** to prospective participants? (Check all that apply.)
a) Distribution of flyers, posters or other educational/informational materials
b) Program staff outreach presentations
c) Informational websites
d) Toll-free informational hotlines
e) Outreach campaigns using media (e.g., PSAs, TV, radio, newspaper, ads on buses/bus shelters)
f) Social media (e.g., LinkedIn, Facebook, Twitter, Instagram, etc.)
g) Direct mail campaigns
h) Word-of-mouth
i) Career fairs (in-person or virtual)
j) Outreach through parents
k) Outreach through guidance counselors
l) Outreach through teachers or coaches
m) Other, please specify: ____

F4. Under your grant, what organizations have **provided referrals** of prospective participants? (Check all that apply.)
a) Employers
b) Professional and industry organizations
c) Minority chambers of commerce
d) Labor unions or joint labor-management partnerships
e) Public workforce system (workforce development boards, American Job Centers, WIOA programs, Job Corps, Youth Build)
f) Secondary (K-12) schools/school districts
g) Community and technical colleges
h) Four-year postsecondary institutions
i) Other postsecondary institutions
j) Minority Serving Institutions (i.e., Historically Black Colleges and Universities and Hispanic Serving Institutions)
k) Community/faith-based organizations
l) Re-engagement centers (i.e., to link youth that have dropped out of school back to school or other types of training)
m) Courts/correctional system/juvenile justice/probation officers
n) Public and non-profit human service agencies (e.g., TANF, SNAP)
o) Public housing institutions or agencies
p) Other; please specify: _____

F5. Under your grant, has there been **enough prospective apprentices** to fill all the available apprenticeship slots?
a) More than enough (e.g., waiting lists)
b) Just enough
c) Not enough

d) Unsure

F6. Under your grant, what **challenges** have you encountered in recruiting new apprentices? (Check all that apply.)
   a) Finding eligible participants
   b) Finding eligible participants from target population groups
   c) Finding eligible participants from traditionally underrepresented or underserved populations
   d) Some applicants have insufficient basic skill levels or do not have a high school credential
   e) Some applicants are not interested or motivated to participate in apprenticeship
   f) Apprenticeship period is too lengthy for some applicants
   g) Apprenticeship wages are too low for some applicants to accept
   h) Outreach strategies have not been effective
   i) Partners did not provide a sufficient number of referrals
   j) Some applicants have difficulty getting to the program/employer location
   k) Did not have enough resources for recruitment
   l) Changing economic conditions in the areas has made recruitment more challenging
   m) Other, please specify_____
   n) No challenges encountered

F7. Under your grant, does your organization, employers, or other stakeholders typically **require potential apprentices** to provide or undergo any of the following before enrolling in the apprenticeship program? (Check all that apply.)
   a) Written application
   b) Interview
   c) Documentation of ability to legally work in the United States
   d) Resume
   e) Documentation of High School Diploma or GED
   f) Academic skill level as determined on assessment
   g) Career aptitudes assessment
   h) Career interest assessment
   i) English language proficiency assessment
   j) Support service needs assessment
   k) Background check for felonies
   l) Background check for misdemeanors
   m) Drug screening
   n) Physical or other medical exam
   o) Occupational skill level
   p) Attend an orientation
   q) Other (Please specify): _____

F8. Where can individuals **apply for apprenticeship programs** under your grant? (Check all that apply.)
   a) Employers
   b) Grantee
   c) Union/labor organization
   d) Another intermediary
   e) Pre-apprenticeship program
   f) American Job Center
   g) Other (Please specify):_____

F9.   What types of **organizations assist in the intake, screening, and enrollment** process for apprentices under your grant? (Check all that apply.)
   a) Employers
   b) Labor organization (e.g. union, labor association/labor federation)
   c) Local government agency
   d) State government agency
   e) American Jobs Center
   f) Nonprofit (e.g., community or faith-based) service/training provider
   g) Industry association
   h) Postsecondary educational institution
   i) Other (Please specify): _____

F10.   What strategies to expand apprentice diversity has your program(s), partner employer(s) or sub-grantee(s) implemented as part of grant funded activities? (Check all that apply.)

	Part of grant-funded activities for at least one apprenticeship program	Newly implemented as result of grant funded efforts	Part of grant-funded activities for all apprenticeship programs
a) Apprenticeship positions no longer require a higher education degree			
b) Keep program applications open until the candidate pool reflects the diversity of our community.			
c) Review program applications without looking at participant names and addresses.			
d) Established recruitment partnerships with CBOs or other organizations that serve underrepresented populations, [i.e., people of color, women, foster youth, housing insecure, people with disabilities]			
e) Related technical instruction delivered in a way that is accessible for people with disabilities.			
f) On the job training delivered in a way that is accessible for people with disabilities.			
g) Translation services are available for participants.			
h) Other please specify_____			

F11. What program management strategies has your program(s), partner employer(s), or sub-grantee(s) implemented to monitor diversity practices as part of grant funded activities? (Check all that apply.)

	Part of grant-funded activities for at least one apprenticeship program	Newly implemented as result of grant funded efforts	Part of grant-funded activities for all apprenticeship programs
a) Collect data about demographics of our applicant pool and regularly assess the diversity of our applicant pool			
b) Examine program outcomes (such as program retention and completion) by demographic groups			
c) Collect feedback from participants about the program design			
d) Field an exit survey for completers to reflect on their experiences in the program			
e) Conduct exit interviews with non-completers to learn about reasons for non-completion			
f) Assess employer career ladder transparency to employees (i.e. do they make career ladders and promotion criteria for entire company available to all employees)			
g) Other please specify_____			

[ask if respondent checked yes for any option in first column of F10 or F11]

F12. Please describe briefly the strategy that you think is most important for expanding diversity or monitoring diversity practices in your grant?

_____

G. Related Training Instruction for Selected Grant-Funded Apprenticeship Programs

G1.   Please list up to **three key employers** with which you have the most apprentices enrolled to date under your grant (in order from the employer with the highest number of apprentices). Please do not include any pre-apprenticeship programs.

[Programmer Note; Insert drop down list of all 2-digit NAICS codes for column 2 (from QB4); allow write-in for column 3 and 4)]

Employer's name	Employer's primary industry sector (two-digit NAICS Code)	Largest occupation of focus for the apprenticeship program	Other occupation(s) of focus for the apprenticeship program	# of Apprentices Enrolled to Date Under Grant (Across All Apprenticeship Programs at Employer)
Employer 1:___				
Employer 2:___				
Employer 3:___				

The next two sections ask about each of the three employers and occupations you listed in Question G1 above, in turn.

[Programmer: Ask section G and H for first employer and largest occupation listed in G1 (filling throughout) and then loop through with second and then with third]

G2.   For the [Apprenticeship Occupation x from G1] apprenticeship program operated at [Employer x], what is the best description of the training model?
   a) Related instruction and structured on-the-job learning are completed concurrently throughout program
   b) Much or most of related instruction is taken in the beginning of the apprenticeship before any on-the-job learning
   c) Related instruction and on-the-job learning alternate throughout apprenticeship
   d) Other (Please specify): _____

G3.   Is [Apprenticeship Occupation x from G1] program operated at [Employer x] registered with the state apprenticeship agency (SAA) or USDOL?
   a) SAA
   b) USDOL

G4.   What type of apprenticeship standards does [Apprenticeship Occupation x from G1] program operated at [Employer x] use?
   a) Time-based
   b) Competency based
   c) Hybrid (blend of time-based and competency-based)

G5.   What type of apprenticeship program is [Apprenticeship Occupation x from G1] that is operated at [Employer x]?

a) Group joint program (a program sponsored by a joint labor-management organization that multiple employers can sign on to)
b) Group non-joint program (a program not sponsored by a joint labor-management organization that multiple employers can sign on to)
c) Individual joint program (a single employer program sponsored by a joint labor-management organization)
d) Individual non-joint program (a single employer program not sponsored by a joint labor-management organization)

G6. What is the typical duration of the [Apprenticeship Occupation x from G1] program operated at [Employer x]? ____Years ___Months

G7. What organizations deliver related instruction for the [Apprenticeship Occupation x from G1 for Employer x] program? (Check all that apply.)
a) Delivered in-house by employer
b) Local community or technical college
c) Labor union
d) Industry association
e) Private, for-profit training provider
f) Community or faith-based organization
g) Other (Please specify): _____

G8. Are any of the following methods used as part of the related instruction for [Apprenticeship Occupation x from G1] operated at [Employer x]? (Check all that apply.)
a) Accelerated learning modules
b) Contextualized learning
c) Team teaching with a technical and adult education instructor
d) Self-paced learning
e) Competency-based learning
f) Prior learning assessments
g) Technology-enabled learning, such as use of simulators for hands-on practice of skills
h) On-line teaching/learning
i) Other (please specify): _____

G9. How do related instruction instructors in the [Apprenticeship Occupation x from G1] program operated at [Employer x] determine whether apprentices have successfully mastered requisite concepts? (Check all that apply.)
a) Grades from written tests, presentations, portfolios, etc.
b) Grades in college classes
c) Hands-on demonstration of skills using key concepts
d) Instructor assessment using a rubric or grading system that is different than a written test
e) Other (Please specify): _____

G10. What certifications or credentials can apprentices in the [Apprenticeship Occupation x from G1] program operated at [Employer x] earn over the course of a successfully completed apprenticeship? (Check all that apply.)
a) Apprenticeship completion credential
b) Certificate of one year or less awarded by an institution of higher education or other training provider

c) Certificate of one to two years awarded by an institution of higher education or other training provider
d) Associates (two-year) degree
e) Bachelors (four-year) degree
f) Industry/occupational certification approved by a third party
g) State license
h) Digital badge
i) Other credential #1, please specify _____
j) Other credential #2, please specify _____
k) Other credential #3, please specify _____
l) None

G11. Will apprentices in the [Apprenticeship Occupation x from G1] program operated at [Employer x] receive college credits or hours for any course work they complete as a part of the related instruction?
a) Yes
b) No

G12. Are the credit hours for the [Apprenticeship Occupation x from G1] operated at [Employer x] program articulated at other colleges? (Check all that apply.)
a) Yes, for a college certificate
b) Yes, for an associate degree
c) Yes, for a bachelor's degree
d) No

G13. What is the total number of related instruction hours required for the [Apprenticeship Occupation x from G1] operated at [Employer x] program? (If there are no required hours, for example, because the program is a competency-based program, please note that zero hours are required.) _____hours

G14. What costs for related instruction do apprentices in the [Apprenticeship Occupation x from G1] operated at [Employer x] program pay themselves? (Check all that apply.)
a) Tuition
b) Fees, including lab fees
c) Equipment/tools, including books and supplies
d) None
e) Other (Please specify): _____

H. On-the-Job Learning for Selected Grant-Funded Apprenticeship Programs

H1. Over the period of the apprenticeship, how many total hours would an apprentice typically complete for the on-the-job learning component for the [Apprenticeship Occupation x from G1] program operated at [Employer x]? ___ hours

H2. What is the starting and completion hourly wage for the [Apprenticeship Occupation x from G1] program operated at [Employer x]?
Starting wage $_____
Completion wage $_____

H3. How many hourly wage increases are offered in the [Apprenticeship Occupation x from G1] program operated at [Employer x] for an apprentice that completes the entire program?
_____steps

H4. What milestones trigger increases in hourly wages for the [Apprenticeship Occupation x from G1] program operated at [Employer x]? (Check all that apply.)
    a) Annual increases
    b) Increases after a certain period of time less than a year
    c) Increases after the demonstrated mastery of a certain set of competencies
    d) Increases after completing the related instruction component of the apprenticeship
    e) Other (Please specify): _____

H5. Do apprentices in the [Apprenticeship Occupation x from G1] program operated at [Employer x] receive any of the following benefits other than their wages during the apprenticeship program? (Check all that apply.)
    a) Health benefits
    b) Paid sick leave
    c) Paid vacation time
    d) Retirement benefits
    e) Other (Please specify): _____

H6. How does the [Apprenticeship Occupation x from G1] program operated at [Employer x] determine whether apprentices have successfully mastered on-the-job competencies? (Check all that apply.)
    a) Completion of a certain number of hours of on-the-job training.
    b) Hands-on demonstration of skills using key concepts
    c) Supervisor assessment
    d) Supervisor assessment using a rubric or grading system that is different than a written test
    e) Other (Please specify): _____

[End loop. If more employers return to G2, else go to I1]

I. Services to Support Apprentice Persistence and Completion Under Your Grant

I1.   Which types of personal supports do you make available to apprentices under the grant? (Check all that apply.)

Service	Provided by grantee	Provided by a partner with grant funds	Provided by a partner with other funds	Service not provided
a) Transportation assistance				
b) Childcare assistance				
c) Dependent care				
d) Housing assistance				
e) Needs-related payments that help an individual participate in grant activities				
f) Utility assistance				
g) Other (please specify)_____ ___				

I2.   Which types of academic supports do you make available to apprentices to participate in related training instruction under the grant? (Check all that apply.)

Service	Provided by grantee	Provided by a partner with grant funds	Provided by a partner with other funds	Service not provided
a) Academic advising/counselin g				
b) Tutoring				
c) Tuition assistance				
d) Basic skills instruction				
e) Career counseling/coachin				

g				
f) Other (please specify)_____ __				

I3.   What is the maximum amount of grant funding available to support an apprentice's retention and completion (e.g., personal supports, supports for related instruction) of the apprenticeship program?
     a) The maximum amount per apprentice is: $_____
     b) No maximum amount

I4.   Is there a **case manager, counselor, or coach** funded by the grant who is assigned to work one-on-one with apprentices to support them throughout the program in ways other than on-the-job mentorship and supervision?
     a) Yes, provided by the grantee
     b) Yes, provided by a partner
     c) No [Skip to I6.]

I5.   What are the responsibilities of the **case manager, counselor, or coach** assigned to work one-on-one with apprentices to support them throughout the program with each apprentice?
(Check all that apply.)
     a) Apprentice monitoring and or case management
     b) Career counseling
     c) Financial counseling
     d) Monitoring apprentice's satisfaction with employer
     e) Personal counseling
     f)   Referrals to services in the community
     g) Other (Please specify): _____

I6.   Are grant funds used to provide **gift cards** or other payments to encourage apprentices to provide information on their employment status after they leave the program?
     A. Yes
     B. No [Skip to J1]

I7.   Are these **gift cards** or other payments only provided to program completers or to all program leavers?
     A. Only program completers
     B. All program leavers

J. Pre-Apprenticeship Program(s) Formed/Expanded Under Your Grant
[for programmer: If B9="not developing any pre-apprenticeship programs", skip to section K]

J1.   List up to 3 pre-apprenticeship programs supported by your grant that have a direct pathway to at least one of the employers that you previously identified. If none of the employers you previously identified hire from your pre-apprenticeship program, please list up to 3 of the **largest pre-apprenticeship programs** (by number of pre-apprentices served to date) and identify the planned number of pre-apprentices served to date.   (Please answer for at least one row.)

	Occupation	Number of pre-apprentices served to date	Has a direct pathway to a registered apprenticeship program for selected employer (check all that apply)	Type of agreement with employer (check one)
Pre-apprenticeship program 1			[Programmer: dropdown of all employers listed in G1, and add other, none options]	a) Informal b) Formal c) Both d) None
Pre-apprenticeship program 2				
Pre-apprenticeship program 3				

J2.   What are the **goals** of your pre-apprenticeship program(s)? (Check all that apply.)
   a) To ensure that apprenticeship applicants have basic occupational skills
   b) To serve as a recruitment source for the apprenticeship program
   c) To support youth participation in apprenticeship program
   d) To support diversity in apprenticeship program
   e) To strengthen occupational training in high schools
   f) To assess the skill levels of future applicants to the apprenticeship program
   g) To make registered apprenticeship more accessible to youth
   h) To strengthen an existing work-based learning program by linking it to registered apprenticeship
   i) Other (Please specify): _____

The rest of the questions in this section refer to the **largest pre-apprenticeship program** under your grant that you listed in the first row of J1 above, for [occupation listed in first row of J1].

J3.   How do individuals **apply** for this pre-apprenticeship program**?** (Check all that apply.)
   a) Fill out an application
   b) Provide documentation of ability to legally work in the United States

    c) Recommendation by a teacher or counselor
    d) Interview
    e) Other (Please specify):_____

J4. Are individual applicants to this pre-apprenticeship program required to undergo any of the following **screenings**? (Check all that apply.)
    a) Background check for felonies
    b) Background check for misdemeanors
    c) Drug screening
    d) Physical or other medical exam
    e) Other (Please specify): _____

J5. Are individual applicants to this pre-apprenticeship program required to undergo any of the following **assessments**? (Check all that apply.)
    a) Basic academic skills
    b) Learning styles
    c) Career aptitudes
    d) Career interests
    e) English language proficiency
    f) Support service needs
    g) Job-readiness or "soft skills" (e.g., problem solving, appropriate workplace behavior)
    h) Life skills (e.g., time management, personal hygiene)
    i) Coping skills
    j) Social skills (e.g., interpersonal skills)
    k) Motivation
    l) Other (Please specify): _____

J6. On average, what is the **duration** in weeks of this pre-apprenticeship program?
    _____weeks

J7. On average, how many classroom hours, including lab time or hands-on instructional time, does this pre-apprenticeship program include per week?
    _____hours

J8. On average, how many **lab or hands-on instructional hours** are included in this pre-apprenticeship program per week?
(Enter "0" if there is no lab.)
    _____hours

J9. On average, how many hours of work-based learning are included in this pre-apprenticeship program per week? (Enter "0" if there is no work-based learning component)
    ____hours

J10. Do you provide a stipend for participants in this pre-apprenticeship program?
    a) Yes
    b) No

J11. What does this pre-apprenticeship program **curriculum**(la) include? (Check all that apply.)
    a) Orientation or introduction to an industry/occupation

b) Approved training curriculum approved by industry standards.
      Please specify: _____
c) Occupational skills
d) Financial literacy training
e) Soft/employability skills training
      Please specify topics covered: _____
f) Basic computer skills training
g) Basic math skills
h) Advanced math skills
i) Basic reading skills
j) Other (Please specify): _____

J12.   Do pre-apprentices receive **certificates** for completing or progressing through this pre-apprenticeship program?
      a) Yes
      b) No

J13.   What methods do you use to help pre-apprentices from this pre-apprenticeship program **transition to an apprenticeship**?
      (Check all that apply.)

      a) One or more classes that participants completed during our pre-apprenticeship program count for classroom credit in a partner apprenticeship program, enabling participants to skip taking that class.
      b) Upon successful completion of the pre-apprenticeship program, participants are guaranteed an interview for an apprenticeship position.
      c) Successful completers of the pre-apprenticeship program receive priority in the application process. Please specify_____
      d) Pre-apprentices who successfully complete the program are automatically offered an apprenticeship slot
      e) Our classroom curriculum prepares participants to pass the skills tests required by the apprenticeship program.
      f) Other (Please specify): _____

J14.   Does this pre-apprenticeship program expect to be able to **place all graduates** in apprenticeship slots that are interested in continuing to an apprenticeship?
      a) Yes (Skip to J16)
      b) No

J15.   Why don't you expect to place all graduates in apprenticeship after completing this pre-apprenticeship program? (Check all that apply.)
      a) Not enough apprenticeship slots
      b) Pre-apprentices elected to pursue post-secondary education
      c) Pre-apprentices elected to pursue a different type of work-based training program
      d) Pre-apprentice decided to pursue a different occupation
      e) Pre-apprentices found other work
      f) Some pre-apprentices disengage from the program
      g) Some pre-apprentices do not meet industry requirements
      h) Other, please specify _____

J16.   Does this pre-apprenticeship program offer any **services to support pre-apprentices—**whether services to help them meet their personal needs, such as childcare) or to assist them with the academic aspects of the program?

a) Yes
b) No (skip to Section K)

J17. Which types of **personal supports** do you make available to pre-apprentices from this pre-apprenticeship program? (Check all that apply.)

Service	Provided by grantee	Provided by a partner with grant funds	Provided by a partner with other funds	Service not provided
a) Transportation				
b) Childcare				
c) Dependent care				
d) Housing assistance				
e) Needs-related payments that help an individual participate in grant activities				
f) Utility assistance				
g) Assistance obtaining driver's license				
h) Other (please specify)				

J18. Which types of **academic supports** do you make available to pre-apprentices from this pre-apprenticeship program to participate in education and training activities under the grant? (Check all that apply.)

Service	Provided by grantee	Provided by a partner with grant funds	Provided by a partner with other funds	Service not provided
a) Academic advising/counseling				
b) Tutoring				
c) Tuition assistance				
d) Basic skills instruction				
e) Career counseling/coaching				
f) Other (specify)				

J19. Is there **a case manager, counselor, or coach** assigned to work one-on-one with pre-apprentices from this pre-apprenticeship program to support them throughout the program?
   a) Yes, provided by the grantee

b) Yes, provided by a partner
c) No (Skip to J21)

J20. What are the **responsibilities of a case manager, counselor, or coach** assigned to work one-on-one with pre-apprentices from this pre-apprenticeship program to support them throughout the program?
(Check all that apply.)
a) Pre-apprenticeship monitoring and case management
b) Career counseling
c) Financial counseling
d) Monitoring apprentice's satisfaction with employer
e) Personal counseling
f) Referrals to services in the community
g) Other (Please specify): _____

J21. What strategies to expand pre-apprentice diversity has your grantee implemented as part of grant funded activities at this pre-apprenticeship program? (Check all that apply.)
In the second column, please indicate if these practices are newly implemented as a result of grant funded efforts.

	Part of the program	Newly implemented as result of grant funded efforts
a) Apprenticeship positions no longer require a higher education degree		
b) Keep program applications open until the candidate pool reflects the diversity of our community.		
c) Review program applications without looking at participant names and addresses.		
d) Established recruitment partnerships with CBOs who serve underrepresented populations, [i.e., people of color, women, foster youth, housing insecure, people with disabilities]		
e) Training curriculum has been made accessible for people with disabilities.		
f) Translation services are available for participants.		

J22. What program management strategies has your grant implemented to monitor diversity practices as part of grant funded activities at this pre-apprenticeship program? (Check all that apply.)

	Part of the program	Newly implemented as result of grant funded efforts
a) Collect data about demographics of our applicant		

pool and regularly assess the diversity of our applicant pool.		
b) Examine program outcomes (such as program retention and completion) by demographic groups.		
c) Collect feedback from participants about the program design.		
d) Field an exit survey for completers and non-completers to reflect on their experiences in the program.		
e) Conduct exit interviews with non-completers to learn about reasons for non-completion.		
f) Assess employers career ladder transparency (i.e. do they make career ladders and promotion criteria for all the entire company available to all employees).		

K. Partnering Organizations Under Your Grant

K1.   Please list up to **seven organizations** (other than employers) that you regard as your most important partners under the grant and rate their role (0- no role, 1-somewhat of a role, or 2-substantial role) in the following activities:

Partner name	Outreach, Recruiting, or Referring Individuals for Placement in Apprentice-ship Opportunities	Conducting Employer Outreach/ Engagement Activities About Apprentice-ships	Helping with Apprentice-ship Program or Curriculum Design	Delivering Training and/or Technical Assistance	Serving as Apprentice-ship Program Sponsor	Serving as Pre-Apprentice-ship Sponsor	Related Instruction Provider	Support Services Provider
Partner #1:___	0 1 2							
Partner #2:___								
Partner #3:___								
Partner #4:___								
Partner #5:___								
Partner #6:_____ _								
Partner #7:_____ __								

L. Sustainability and Lessons Learned

[If B9 is "no pre-apprenticeship programs", skip to L3.]

L1.   Do you anticipate that the **pre-apprenticeship programs** established with grant funds will continue when your grant ends?
  a) All pre-apprenticeship programs will likely continue
  b) Some, but not all pre-apprenticeship programs will likely continue
  c) None of the pre-apprenticeship programs will likely continue
  d) Unsure
  e) Grant funds did not support pre-apprenticeship programs

L2.   If some or none of your pre-apprenticeship programs are likely to continue, what are **the reasons** they will not continue? (Check all that apply.)
  a) Lack of funding to support the programs

b) Lack of interest/willingness of employers to continue pre-apprenticeship programs
c) Lack of interest among population targeted for pre-apprenticeship programs
d) Other: (Please specify): _____
e) Unsure

L3.   Have you developed **sustainability plans** for the activities implemented under the grant?
a) Yes
b) Not yet, but intend to develop sustainability plan
c) No, and no intentions to develop sustainability plan
d) Unsure

.

L4.   To date, what do you consider to be your **three most important accomplishments** under the grant?

a) Accomplishment #1: _____
b) Accomplishment #2: _____
c) Accomplishment #3: _____

L5   To date, what do you consider to be your three biggest challenges under the grant?
a) Challenge #1: _____
b) Challenge #2: _____
c) Challenge #3: _____

L6.   To date, what do you believe to be the **main lessons learned** from your grant for apprenticeship/pre-apprenticeship program design and operations?

a) Lesson #1: _____
b) Lesson #2: _____
c) Lesson #3_____

L7.   Please feel free to add anything else you want to mention in the box below.
_____

Thank you for taking the time to complete this survey. We appreciate your time!