



Illinois
Department of Commerce
& Economic Opportunity



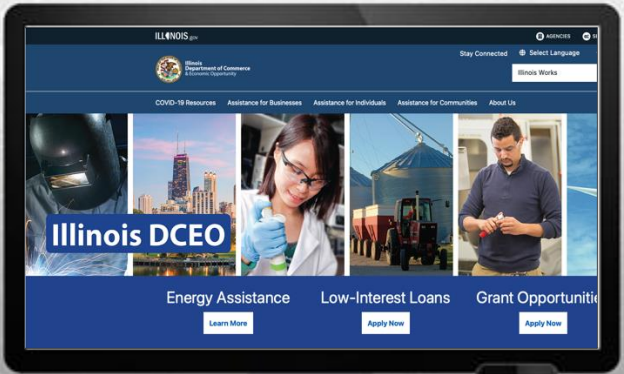
ILLINOIS WORKS

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Pre-Apprenticeship Program

The Office of 2025 Illinois Works Grantee Manual: Webinar II







ILW Pre-Apprenticeship Team



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Course Overview





Illinois Works was created as a result of Governor Pritzker's historic \$45 billion capital plan and his commitment to expanding equity in Illinois' construction workforce. As an Illinois Works grantee, you are now a part of this exciting new initiative that will create opportunities for Illinois businesses, communities, and families. Illinois Works consists of three key programs. The first is the Apprenticeship Initiative. The Illinois Works Pre-Apprenticeship Program is the second program that is being implemented.

This training is the second of a three-part series that reviews each section of the 2025 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program.



Course Overview



 <p>Illinois Department of Commerce & Economic Opportunity</p> <p>Department of Commerce & Economic Opportunity</p> <p>2021</p> <p>III</p> <p>Pre-app</p> 	<p>Section 1. Introduction to the Program</p> <p>Department of Commerce & Economic Opportunity</p> <p>Overview of Apprenticeship</p> <p>Innovative Workforce</p> <p>Three Key Programs</p> <p>Illinois Works</p> <p>Illinois Works Pre-app</p> <p>Illinois Workforce</p> <p>Program Goals</p> <p>Program Description</p> <p>Nationally Recognized</p> <p>Program Benefits</p> <p>Staff Roles</p> <p>Definitions</p> <p>Additional Information</p>	<p>Section 2. Program Culture</p> <p>Program Culture</p> <p>Program Core Values</p> <p>Tools to Measure Culture</p> <p>Illinois Works Expectations</p> <p>Why We Do It</p> <p>Illinois Workforce</p> <p>Why This is a Priority</p> <p>Diversity, Inclusion, & Equity</p> <p>Belonging</p> <p>Equity</p> <p>Legal Implications</p> <p>COVID-19</p> <p>Equity-focused Tools</p> <p>Program Culture and Values</p> <p>Additional Information</p>	<p>Section 3. Partnership, Provider Relationships, and Leveraged Resources</p> <p>Program Partnerships and Provider Relationships</p> <p>Role Definitions</p> <p>Partner and Provider Requirements</p> <p>Tracking Partner Engagement in the Illinois Works Reporting System (IWRIS)</p> <p>Leveraged Resources</p> <p>Additional Information, Links, and Documents</p>	<p>Section 4. Outreach and Recruitment</p> <p>Outreach and Recruitment</p> <p>Effective Outreach and Recruitment</p> <p>Tracking Participant Outreach and Recruitment</p> <p>Participant Leads</p> <p>Program Assessment</p> <p>Outreach and Recruitment Tools</p> <p>Outreach and Recruitment Methods</p> <p>Additional Information, Links, and Documents</p>	<p>Section 5. Program Application and Intake</p> <p>Application Process</p> <p>Eligibility Requirements</p> <p>Program Application</p> <p>Referral Sheet</p> <p>Standardized Interview</p> <p>Standardized Decision</p> <p>Administrative Workflow</p> <p>Participant Screening</p> <p>Drug Testing</p> <p>Intake</p> <p>Building Rapport with Participants</p> <p>Assessing Participant Need for Wrap-around Services</p> <p>Additional Information, Links, and Documents</p>	<p>Section 6. Participant Wrap-around Services and Student Support Services</p> <p>Wrap-around Services</p> <p>Wrap-around Services Assessment</p> <p>Supporting Participants with Complex Needs</p> <p>Tracking Wrap-around Services</p> <p>Performance-based Supports</p> <p>Additional Considerations for ESN Supports</p> <p>Student Support Services</p> <p>Student Support Plans & Tracking</p> <p>ADA Requirements</p>	<p>Section 7. Training, Instruction, and Certification</p> <p>Additional Information, Links, and Documents</p> <p>Why Training?</p> <p>Setting the Scope</p> <p>Orientation</p> <p>Orientation Agreements</p> <p>Center Assessment</p> <p>Consentment Agreement</p> <p>Illinois Works Pre-apprenticeship Curriculum Requirements</p> <p>Additional Certifications and Training Considerations</p> <p>Employability Skills</p> <p>Additional Center Considerations</p> <p>Training Methodologies</p> <p>Instructional Planning</p> <p>Curriculum Approval</p> <p>Alternate Curriculum</p> <p>Evaluating Instruction</p> <p>Keyperson Model for Training Evaluation</p> <p>Additional Information, Links, and Documents</p>	<p>Section 8. Program Completion, Transition Services, and Follow-Up</p> <p>Program Completion</p> <p>Participant Satisfaction Survey</p> <p>Transition Services</p> <p>Pre-transition Center Assessment</p> <p>Transition Plan</p> <p>Transition Staff</p> <p>Expected Outcomes and Deliverables</p> <p>Follow-Up</p> <p>Additional Information, Links, and Documents</p>	<p>Section 9. Professional Development/Technical Assistance</p> <p>Greater Training and Professional Development Opportunities</p> <p>Illinois Works Professional Development Offerings</p> <p>Walmart Success</p> <p>Program Coaching</p> <p>Technical Assistance</p> <p>Toolbox Tuesdays</p> <p>Regional Meetings</p> <p>E/W Annual Conference</p>
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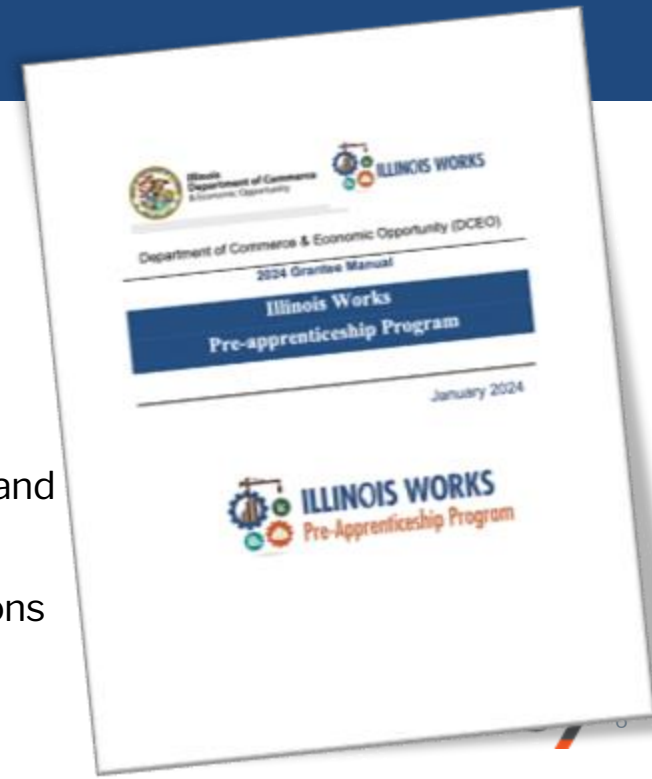


Course Overview



2025 Grantee Manual: Session II will cover the following:

- Section 4: Outreach and Recruitment
- Section 5: Program Application and Intake
- Section 6: Participant Wrap-Around Services and Student Support Services
- Section 7: Training, Instruction and Certifications





Course Objectives

By the end of this training, learners will be able to:

- Identify outreach and recruitment tools and methods.
- Respond to leads based on their category.
- Apply eligibility criteria.
- Support potential participants through the program application process.
- Complete an intake process.
- Provide wrap-around services.
- Provide support services.





Course Objectives Cont.

By the end of this training, learners will be able to:

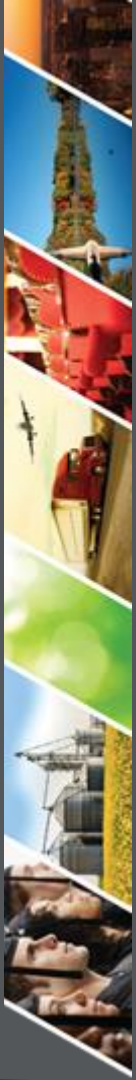
- Comply with Americans with Disabilities Act (ADA) requirements.
- Implement a comprehensive program orientation.
- Create a comprehensive curriculum based on experiential training.
- Incorporate a Kirkpatrick level I evaluation.
- Provide transition services.
- Engage in follow-up activities.





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Module 2: Welcome & Introduction

By the end of this section, you will be able to:

- Identify what you hope to learn from this training.






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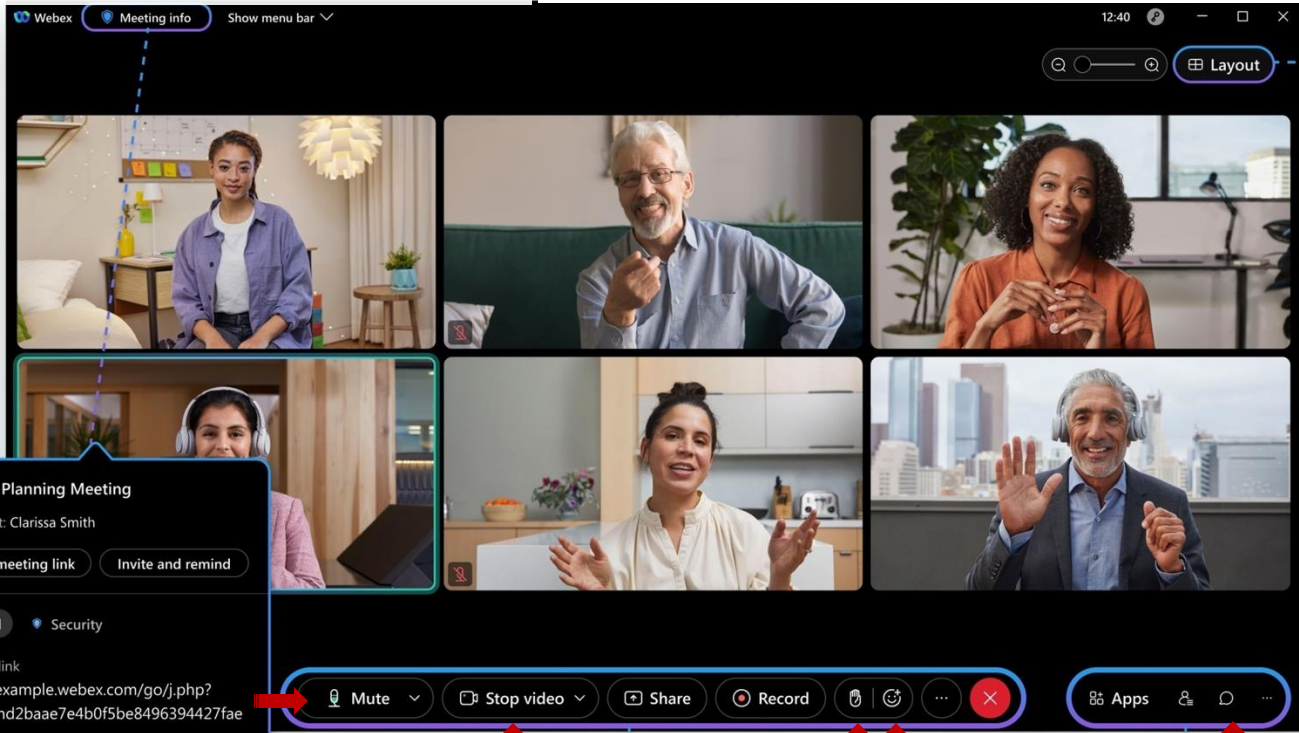
2025 Grantee Manual Webinar
II

Introductions





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Question:

“Is there anything in particular you are hoping we cover today?”





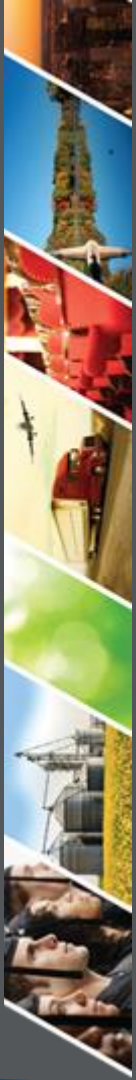
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Comments, feedback, or questions?

Email us at:

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Section 4: Outreach and Recruitment

Section 4: Outreach and Recruitment

Section Overview

By the end of Section 4, you will be able to:

1. Describe the role of **outreach and recruitment** in the success of the pre-apprenticeship program.
2. Describe the types of **participant leads** and follow-up activities with each lead type.
3. **Leverage outreach and recruitment resources, methods, samples, and tools** to create a pipeline into the pre-apprenticeship program.
4. Learn to **track outreach and recruitment** efforts in the Illinois Works Reporting System (IWRS)
5. Integrate **DIBE and the six core values** into all elements of your program's outreach and recruitment strategy.





Section 4: Outreach and Recruitment

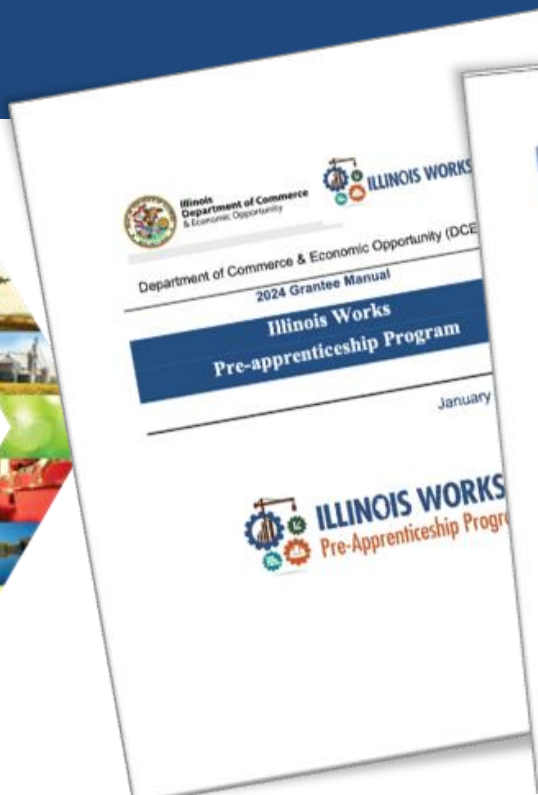


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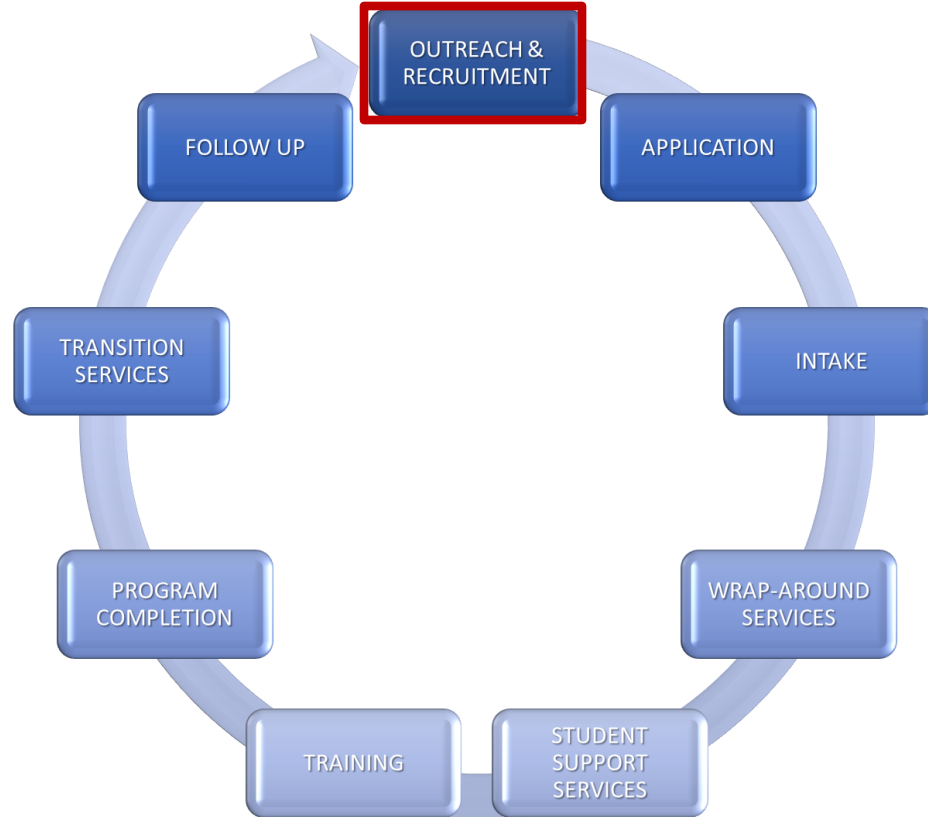
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Pre-Apprentice Participant LifeCycle

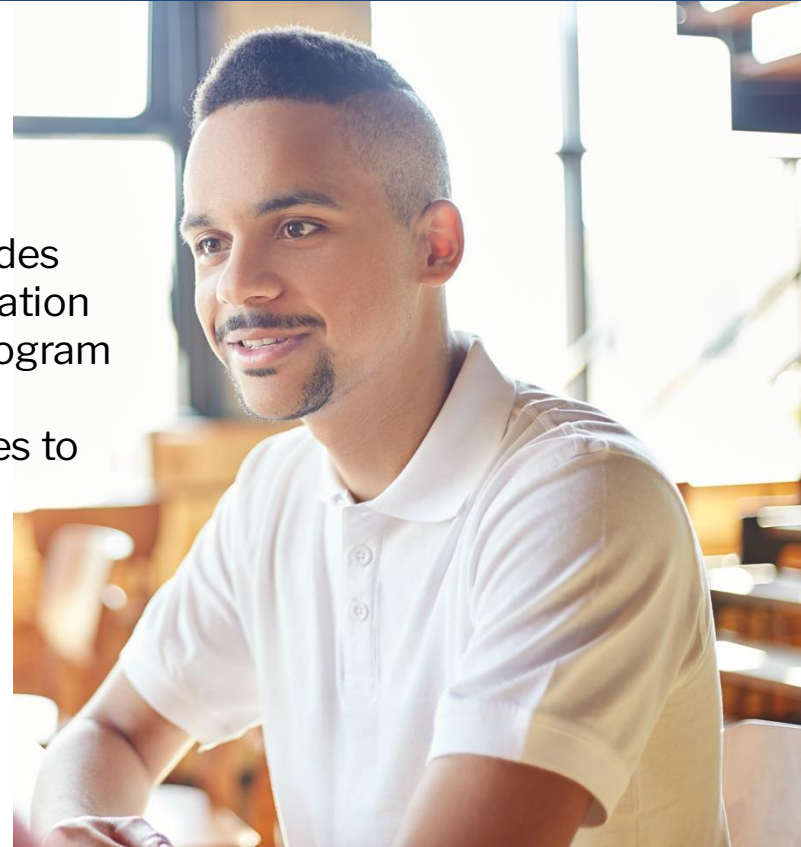




Goal of Outreach and Recruitment



Outreach and **Recruitment** provides potential participants with information about your pre-apprenticeship program with the objective of recruiting interested and qualified candidates to apply for the pre-apprenticeship program.





Activities and Materials



Illinois Works Pre-Apprenticeship Program Information Sheet

Program Design & Goal
Designed to increase the number of qualified construction and building trade apprentices who are women, people of color, veterans, and programs that may be eligible to be construction and building trades.

Eligibility Requirements
To enter the program applicants must fulfill:
 • 18 years old
 • Illinois resident
 • High school diploma or GED
 • Interest in career in the construction & building trades
 • Able to pass a drug test

Additional Criteria
 • Economic Writing
 • Mock Interview
 • Apprenticeship Application Assistance
 • Apprenticeship Program Tour

Masks	Required Hours
Introductory to Construction and its Trades	6
Basic Safety Course, fall-protection, fall-arrest, and fall-catch	12
FIRST AID/CPR	12
Introduction to Hand Tools and Power Tools and Safety	6
Introduction to Construction Math	12
Introduction to Blue-Prints and Reading	12
Introduction to Construction Skills	12
Introduction to Construction Skills - Part 1	6
Introduction to Construction Skills - Part 2	6
Job Site Walk	24
Job Site Walk	6
Job Site Walk	12
Job Site Walk	12
Total	168

(Sheet Greater Logo)
 (Sheet Greater Name)
 (Sheet Greater Address)
 (Sheet Greater Phone Number)
 (Sheet Greater Website)

Illinois Works Pre-Apprenticeship Program Information Sheet

Registered Apprenticeship Assistance
The program's goal is to help participants enter Registered Apprenticeship Programs. Below are some of the services available:

Job Readiness & Registered Apprenticeship Assistance

Example 4: Sample Marketing Plan Worksheet & Timeline
 (Sheet Greater Logo)

Marketing Plan
A marketing plan is a critical tool for successful outreach. A marketing plan should outline the target audience, a list of communication channels that will be utilized, a checklist for when marketing and communications will be distributed, and cost assignments.

When is your audience?
 • Are you program's marketing efforts reach members of your target population?
 • Are the methods addressing key areas that are important to the population? (Skill-set, transportation, access potential, how they use their time, etc.)
 • Are the outreach easy to read and understood?
 • Are the outreach in the language your population may prefer?

Where does your audience look for information?
 • Can you use your target population your program may reach to target specific communication outlets in January. Show places to market may include:
 1. Local community gathering places (community centers, gyms, grocery stores, churches, libraries, park district)
 2. Social media (Facebook, Twitter, Instagram, LinkedIn)
 3. Building professional forums
 4. Radio or television
 5. Newsprint (classified or property)
 6. Veterans organizations
 7. Career Fairs (Trade Fairs)
 8. Word of Mouth

Example 5: Illinois Works Pre-Apprenticeship Program Information Sheet
 (Sheet Greater Logo)

Apprenticeship

Target Audience
 • All Illinois residents are welcome with an emphasis on women, people of color and veterans

Program Offers
 • Classroom Instruction
 • Workplace Services
 • Student Support Services
 • Spanish
 • Industry Recognized Certifications
 • Internship

Eligibility Requirements
 • Minimum Age of 18 Years Old
 • Possess a High School Diploma/GED
 • Illinois Resident

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 Economic Development Center
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 Chicago, IL 60610

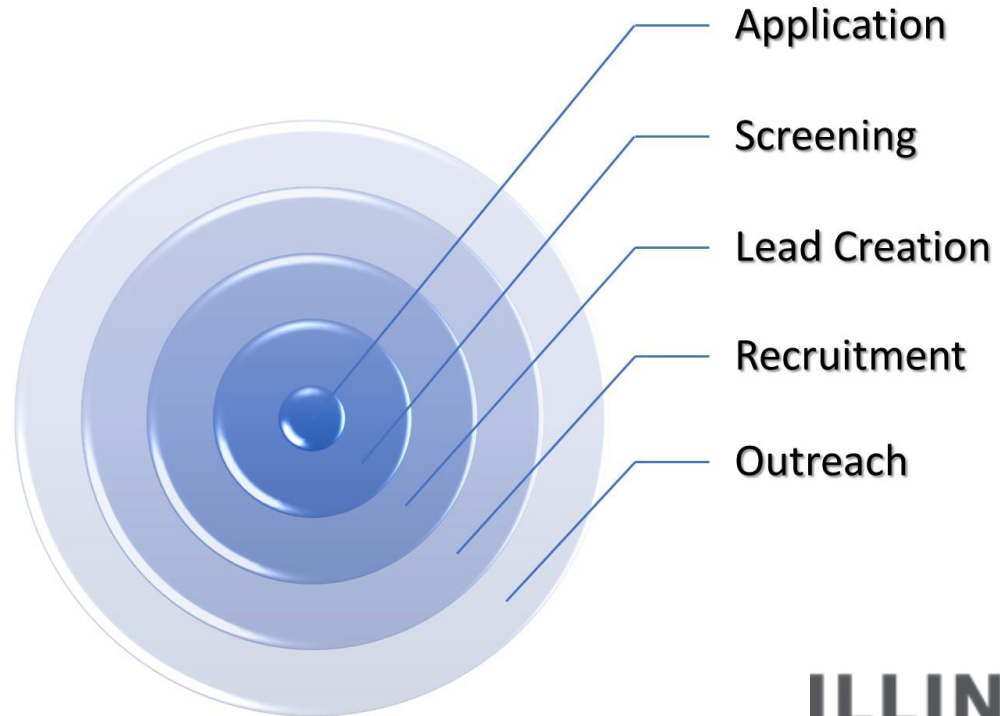


Outreach, Recruitment and Partnerships





Outreach to Application





Lead Categories



- Hot Leads
- Warm Leads
- Cold Leads
- Closed Leads

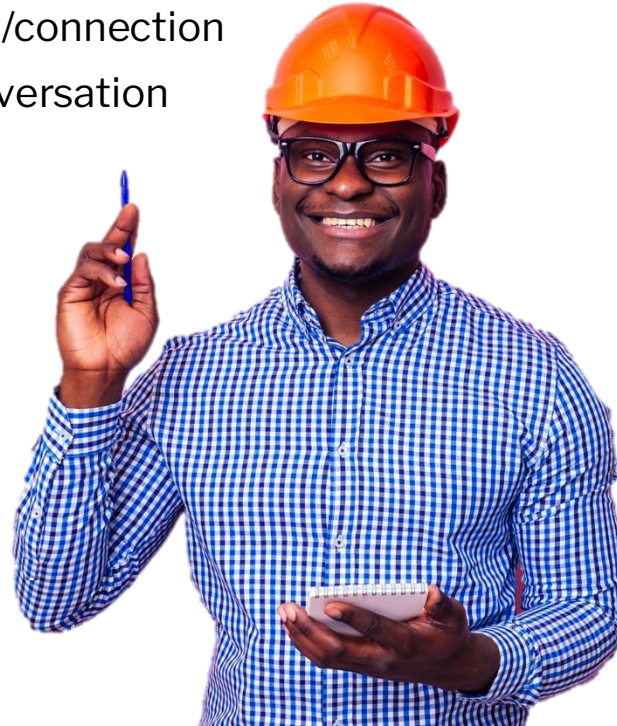


Touch

A **touch** is any communication opportunity that motivates qualified individuals to apply, including;



- Social media post/connection
- Face-to-face conversation
- Presentation
- Webinar
- Phone call
- Branded email
- Word of mouth
- Newsletter
- Blog post
- Text message
- Postcard



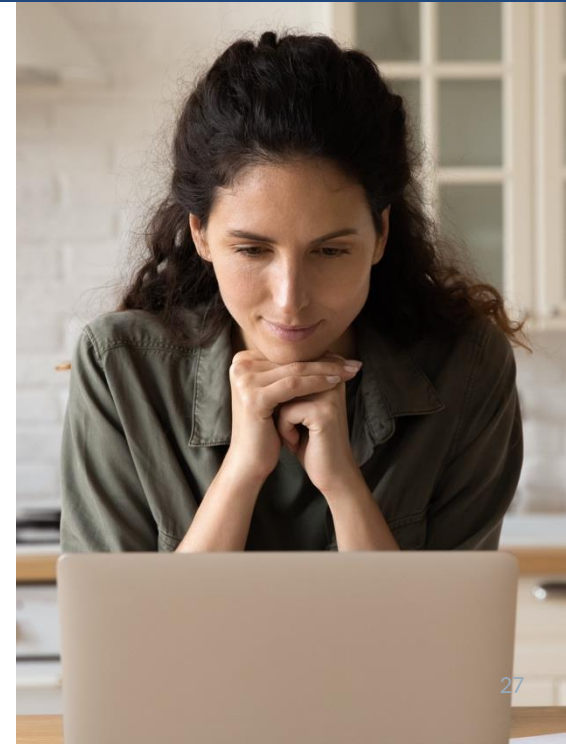


Create a Landing Page on Organization Website



There should be a dedicated landing page for the Illinois Works Pre-apprenticeship Program that clearly outlines;

- program goals
- Requirements
- application process
- downloadable information sheets
- other key information





Question:

“What type of “touches” are a part of your outreach and recruitment plan?”





Data: Touches

It take **6 to 8 touches** to convert a cold lead into an **applicant**.

However, by the 3 or 4 touch, **90%** of organizations stop trying.



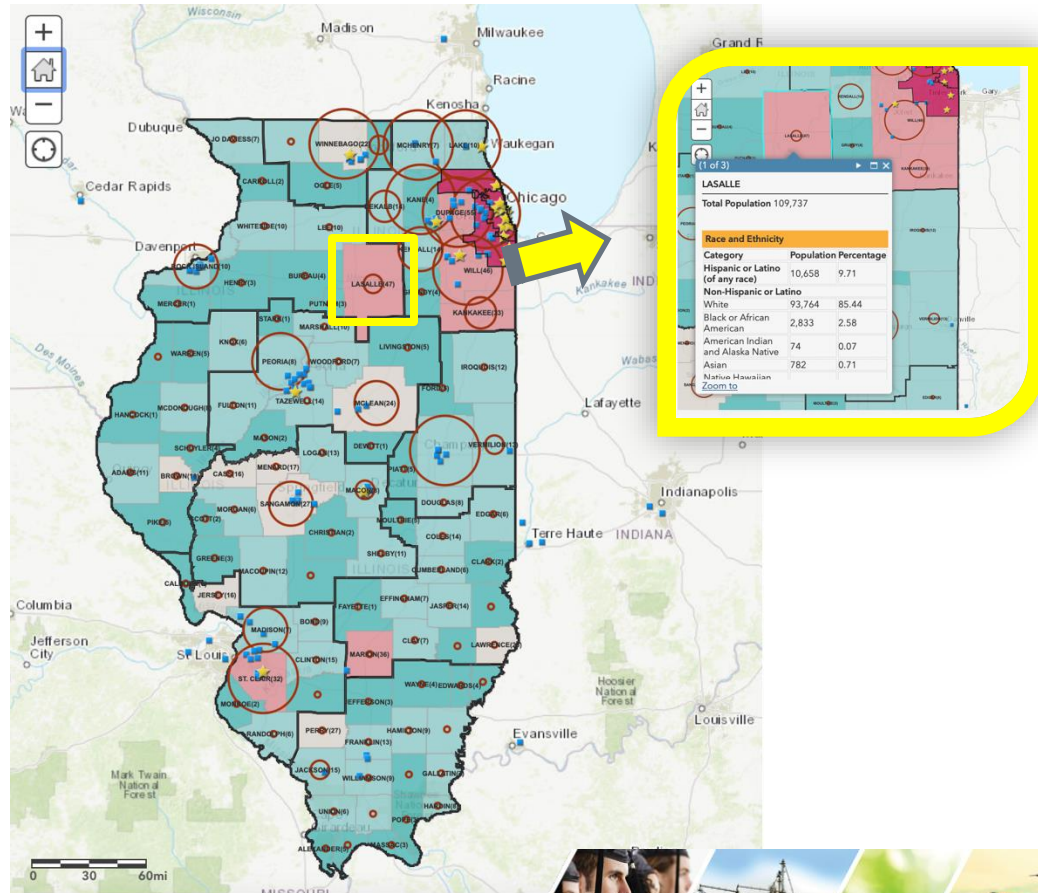


Table 10: Lead Follow-Up Steps and Timeline



Lead Category	Action Steps	Follow-Up Timeline
Closed	No immediate action necessary.	N/A
Cold	General mass communications i.e., flyers, social media post, group presentation participation, targeted mass mailing, etc.	Throughout outreach and recruitment process
Warm	Private personalized response. Respond to inquiries/follow-up via phone, email, or even text message. Address questions, provide information, and conduct a screening.	Within 72 hours
Hot	Immediate direct contact in person, if possible, to screen candidate and assist with the application process.	Within 48 hours

ILW Heat Map



Question:



“Given your target audience, what locations might be appropriate for distribution of either the flyers or information sheets?”





Tracking Participant Outreach and Recruitment



ADD PARTICIPANT

First Name *

Last Name *

Phone *

Email *

Type *

Provider *

Follow-Up Date



Pre-screening





Pre-screening



ADD PARTICIPANT PRE SCREENING

First Name *

Last Name *

Phone *

Email *

Provider *

Type *

Do you have an interest in making a career in the construction industry? *
 Yes No

Do you have the availability to attend the program? *
 Yes No

Do you have a High School diploma or GED/HESI? *
 Yes No

Are you at least 18 years of age? *
 Yes No

Are you an Illinois resident? *
 Yes No

How did you hear about this program? *

<input type="checkbox"/> Email	<input type="checkbox"/> Organization Website	<input type="checkbox"/> Radio
<input type="checkbox"/> Social Media	<input type="checkbox"/> Nonprofit/For-profit organization website	<input type="checkbox"/> TV
<input type="checkbox"/> Family or Friends	<input type="checkbox"/> Mailings	<input type="checkbox"/> Other
<input type="checkbox"/> American Job Center	<input type="checkbox"/> Newspaper or Magazine	

Pre-Screening Result *

What Referral was made

Pre-Screening Date *

Follow-Up Date

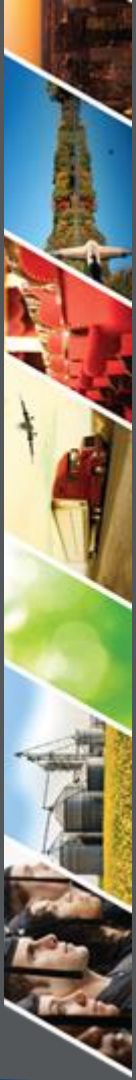
Sex *

Race *

Select all that apply

<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American





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Section 5: Program Application



Section 5: Program Application and Intake

Section Overview

By the end of Section 5, you will be able to:

- Leverage **standardized tools and templates** including the program application, interview questionnaire, acceptance letter, conditional acceptance letter, and denial letter. 
- Reference the **eligibility requirements** for program participation. 
- Complete application and intake requirements including the **Pre-Screen Assessment, Application, and Standardized Interview** in the Illinois Works Reporting System (IWRs). 
- Use the **ILWPP drug test policy** to keep participants safe and to better prepare them to transition to RAPs and employment. 
- Describe the importance and tasks related to the **intake process** and building rapport.
- Integrate **DIBE and the six core values** into all elements of your program's application and intake processes.



Section 5: Participant Applications and Intake



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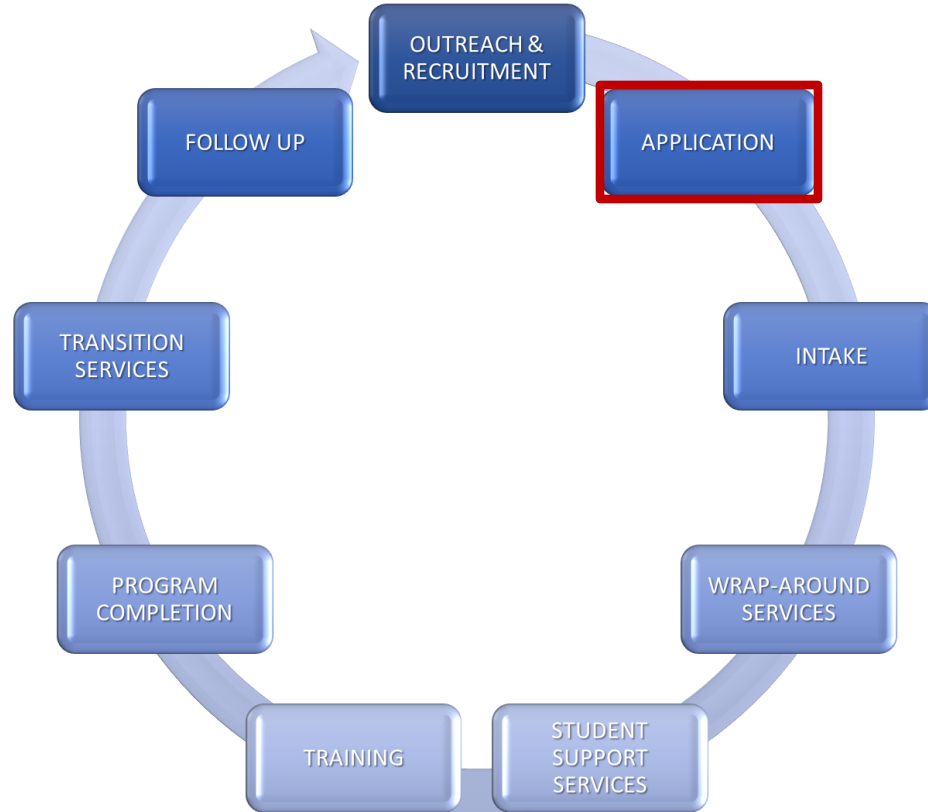
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ADA Requirements



Pre-Apprentice Participant LifeCycle





Step 1: Program Application



If potential participants pass the **pre-screening** assessment, they will complete a **program application**.





Step 1: Program Application"



- Age 18 (unless in a specially approved high school-based program)
- State of Illinois Residence
- High School/GED/HiSET
- Driver's License
- Social Security Number (SSN)
- Reliable Transportation
- Drug Testing
- English Proficiency
- Time Availability





Step 2: Standardized Interview





Step 2: Standardized Interview

1. Interviews can be administered by staff members or contractors dedicated to the ILWPP.
2. Interviews can take place in person, via a telephone call, or through a virtual call (i.e. Zoom, Webex, Google Meet, etc.).
3. Interviewers do not have to administer the interview separately. Both interviewers can be in the interview at one time and usually, this is preferred to ensure scoring is consistent.
4. Interview sheets can only be completed by the staff member/contractor conducting the interview. Participants are not to complete the interview sheet. Only staff member/contractor notes are to be recorded on the sheet.





Decision Letters

- Full acceptance
- Conditional acceptance
- Denial





Administrative Withdrawal

Administrative withdrawal is when a grantee offers acceptance to a participant and the participant commits to attend but never attends instruction. Administrative Withdrawals do not count toward a grantee's enrollment metric.





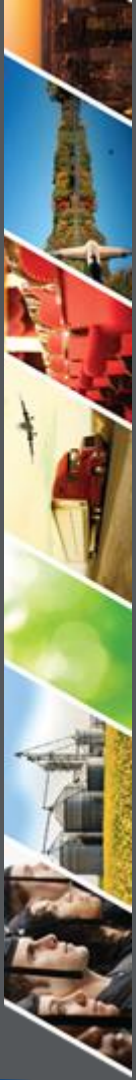
Cohort Structure





Drug Testing





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Section 5: Program Application



Section 5: Program Application and Intake

Section Overview

By the end of Section 5, you will be able to:

- Leverage **standardized tools and templates** including the program application, interview questionnaire, acceptance letter, conditional acceptance letter, and denial letter.
- Reference the **eligibility requirements** for program participation.
- Complete application and intake requirements including the **Pre-Screen Assessment, Application, and Standardized Interview** in the Illinois Works Reporting System (IWRS).
- Use the **ILWPP drug test policy** to keep participants safe and to better prepare them to transition to RAPs and employment.
- Describe the importance and tasks related to the **intake process** and building rapport.
- Integrate **DIBE and the six core values** into all elements of your program's application and intake processes.



Section 5: Program Applications and Intake



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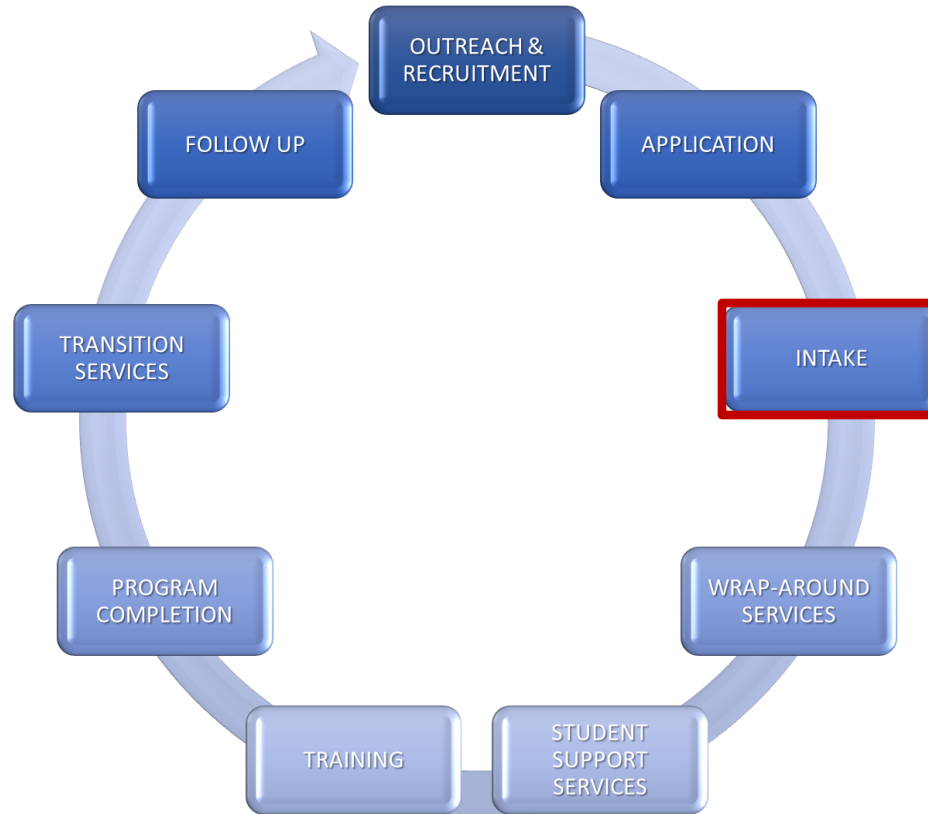
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Pre-Apprentice Participant LifeCycle





Intake Meeting





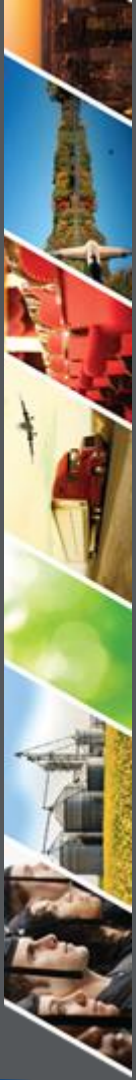
Building Rapport with Participants



Question:

"What techniques do you/will you use to build rapport?"





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Section 6: Participant Wrap-Around Services

Section 6: Participant Wrap-Around Services and Student Support Services

Section Overview

By the end of Section 6, you will be able to:

1. Complete a **Wrap-around Service Assessment** and deliver wrap-around services. 
2. Provide additional support for participants with complex needs. 
3. Comply with Illinois Works guidance for **performance-based stipends**. 
4. Provide **student support services**.
5. Track participants attendance, academic performance, and **respond to student alerts** in the Illinois Works Reporting System (IWRS).
6. Develop policies for **make-up post-assessments and sessions**.
7. Comply with **Americans with Disabilities Act (ADA)** requirements.
8. Integrate **DIBE and the six core values** into all elements of your program's wrap-around and student support services.





Section 6: Participant Wrap-Around Services



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Department of Commerce & Economic Opportunity
2024 Grantee Manual
Illinois Works
Pre-apprenticeship Program

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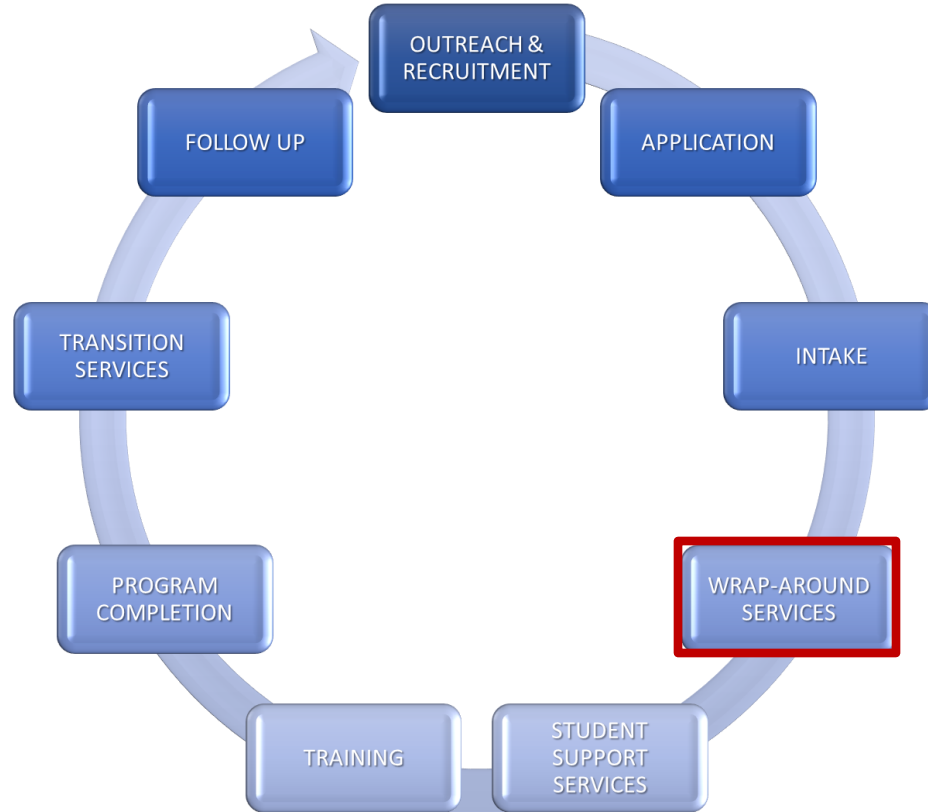
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ADA Requirements

2



Pre-Apprentice Participant LifeCycle





Wrap-Around Services Assessment



Participants can **Opt-in** or **Opt-out** of wrap-around services at any point during their active enrollment in the program.





Wrap-Around Services



Wrap-around service may include, but not limited to;


- Transportation costs
- Childcare/family member care
- Driver's education fees
- Financial literacy
- Other wrap-around support services



Wrap-Around Services Plan



Exhibit 15: Wrap-around Service Plan



Wrap-around Service Plan

Illinois Works 2024 Greater Manual Service 6 provides guidance on planning for wrap-around services. These can include an array of services, but some common services are career application support, apprenticeship fees, and transportation. Participants may also want to consider wrap-around services. This model of services leads to greater self-sufficiency as it allows participants to think through long-term planning for services. Participants, in some circumstances, have an opportunity to complete pre-apprenticeship training.

Organizational Name: _____
 Wrap-around Service Coordinator: _____

Illinois Works 2024 Greater Manual Service 6: **Table 10 and 11** can enter with the specific program and/or service offered by your organization. The purpose of the Table below is to help you identify potential gaps to wrap-around services, so you can determine if the services will be provided by internal staff or provided by an external Partner Provider.

Wrap-around Service	Service Partner Provider (Please specify if the service will be provided by internal staff, or an external Partner Provider)	Person responsible for alternative to participant	Overlook Date
Childcare			
Transportation (Public)			
Transportation (Car)			
Transportation (Car Repair)			
Plate Renewal			
Vehicle Registration			
Vehicle Sticker			
Plate Renewal			
Vehicle Registration			
Vehicle Sticker			
Truck Support (Residential)			
Truck Support			

Other Item			
Tech Support			
Locker Support			
Driver Education			
Financial Literacy			
Other (please specify)			
Other (please specify)			
Other (please specify)			

Guidance on Other Wrap-around Supportive Services (Complex Needs)

In addition to the identified wrap-around services, Illinois Works provides guidance on populations that may experience specific challenges that require support beyond the scope of services. Please see **Table 12** for additional support for planning for these services. The 2024 Greater Manual Service 6 also provides other strategies for developing supportive services for participants with complex needs include planning and coordination of activities including but not limited to:

- Explore ways of support that are available to populations most in need
- Connect regional regional interest groups to gather input on target populations, workforce development, career pathways, and transition issues.
- Explore, identify, and share options for providing high-quality counseling and advising to assist all participants in developing an appropriate social, academic and/or career pathway and enabling them to persist in the completion of programs making successful transitions along the way.
- Develop clear partnerships with social service agencies to assist immigrants and refugees with multiple native languages who may have difficulty understanding initial guidance and career counseling.
- Provide support services that empower all learners to take responsibility for self-advocacy.

Question:

“What partnerships have you established to help provide wrap-around services?”





Performance-Based Stipends



STIPEND

Grantees are required by the Illinois Works Jobs Program Act to provide **stipends** to all participants for instructional hours.



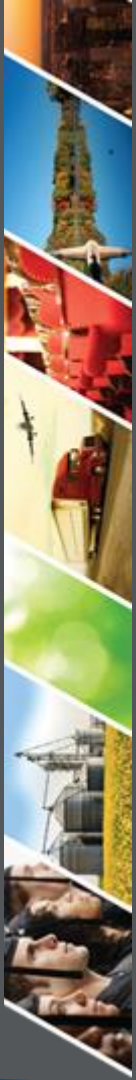


Performance-Based Stipends Policies



- Grantees must provide stipends up to \$14.25 per instructional hour
- Stipend amounts must be the same for all instructional activities
- Stipends can only be provided to participants
- Stipends must be reduced if participants do not meet or exceed attendance and performance measures





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Section 6: Participant Wrap-Around Services

Section 6: Participant Wrap-Around Services and Student Support Services

Section Overview

By the end of Section 6, you will be able to:

1. Complete a **Wrap-around Service Assessment** and deliver wrap-around services.
2. Provide additional support for participants with complex needs.
3. Comply with Illinois Works guidance for **performance-based stipends**.
4. Provide **student support services**.
5. Track participants attendance, academic performance, and **respond to student alerts** in the Illinois Works Reporting System (IWRS).
6. Develop policies for **make-up post-assessments and sessions**.
7. Comply with **Americans with Disabilities Act (ADA)** requirements.
8. Integrate **DIBE and the six core values** into all elements of your program's wrap-around and student support services.





Section 6: Student Support Services



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Illinois Works Pre-apprenticeship

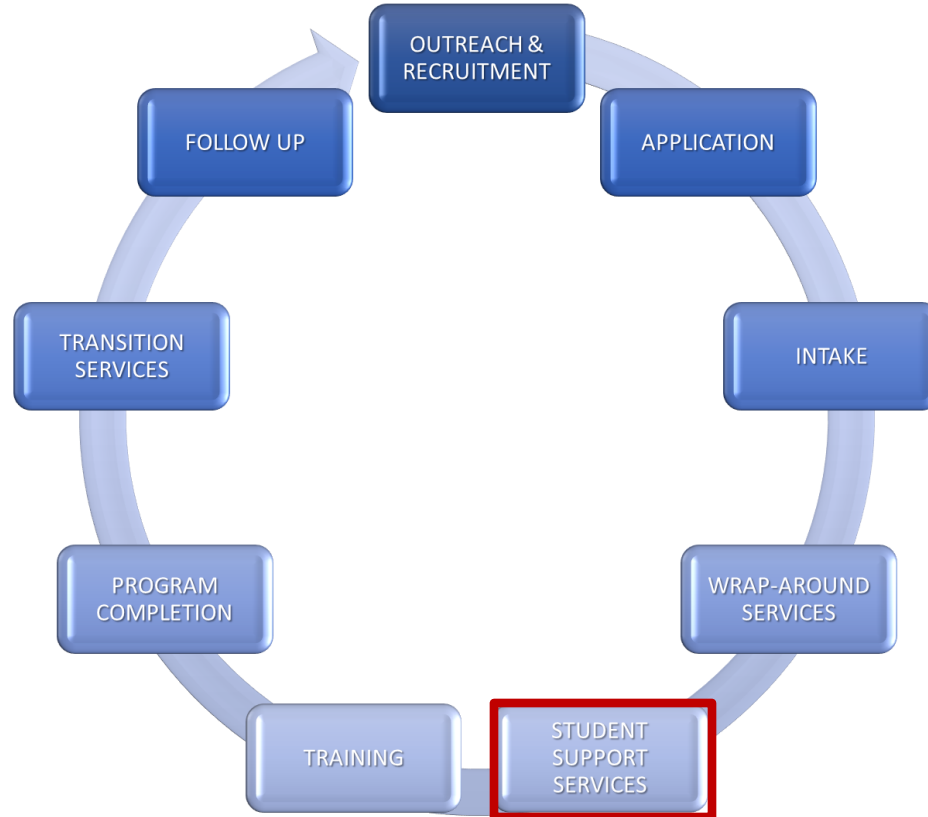
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Pre-Apprentice Participant LifeCycle





Providing Student Support Services

- 80% or higher attendance per module (Explain that certain modules may require 100% attendance such as OSHA 10 10-Hour Construction).
- 70% or higher scores on post-assessments per module.





Attendance Roster

Illinois Works Attendance Roster features:

- Each training module must have an Attendance Roster exclusively for that module.
- Participants must acknowledge the attendance required by signing each Attendance Roster.
- All information must be accurately reported, and attendance times cannot include breaks or lunch.
- Rosters must be signed and dated by all Instructors/Trainers.
- Program Administrators or Program Managers must confirm the accuracy of each attendance roster by signing and dating each page of each roster.
- Attendance rosters must be uploaded to IWRS at the completion of each training module.





Participant Evaluation (Post-Assessment Scores)





Identifying and Removing Red Flags



- Academic Need
- Non-Academic Need



Question:



“What partnerships have you established to help provide student support services?”





Tracking Wrap-around and Student Support Services



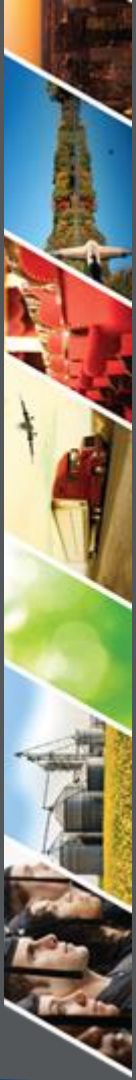
ADA Requirements

Illinois Works Programs are ethically and legally responsible for adhering to administrative requirements according to the Americans with Disabilities Act (ADA). Each program must:



- Have a designated ADA coordinator
- Provide public notice
- Have an established grievance policy
- Conduct a self-evaluation
- Develop a transition plan regarding accessibility





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Section 7: Training, Instruction and Certifications



Section 7: Training, Instruction, and Certifications

Section Overview

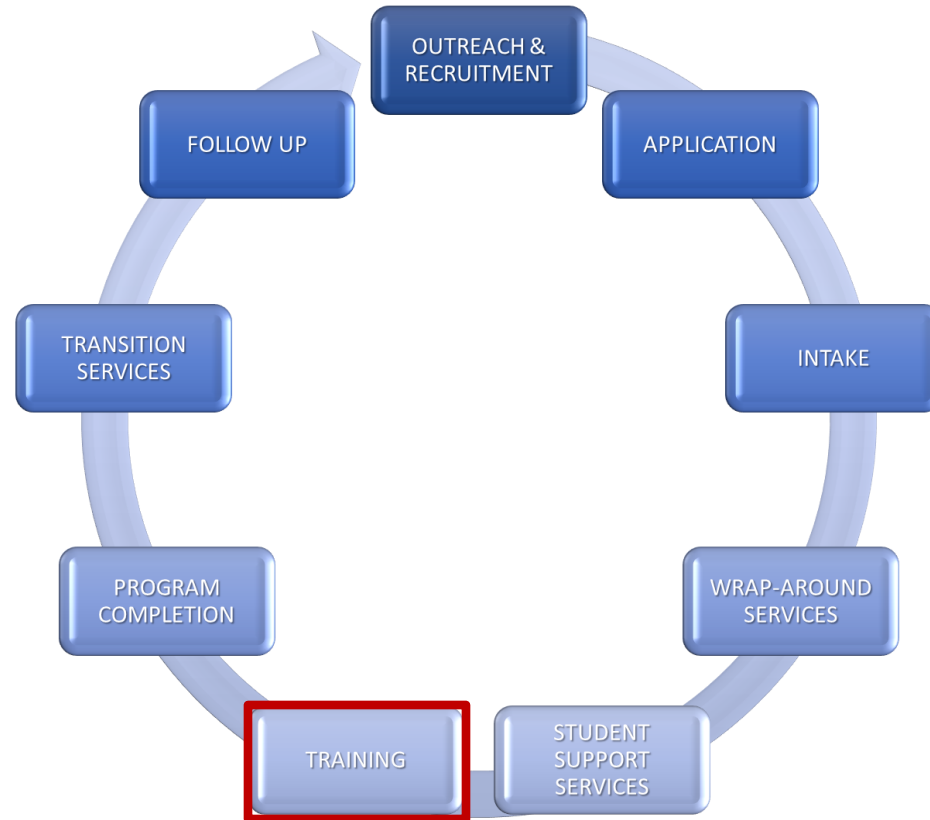
By the end of Section 7, you will be able to:

- Explain **training expectations** within the scope of the Illinois Works Pre-apprenticeship Program.
- Deliver an effective **program orientation**.
- Utilize required tools including the **Career Assessment and Commitment Agreement**.
- Comply with the **Illinois Works Pre-apprenticeship curriculum** requirements.
- Consider **additional certifications** or training modules that might be relevant for your target population.
- Apply the **Illinois Essential Employability Skills Framework** to your program's soft skills instructional hours.
- Incorporate **diverse learning modalities** based on participant needs and program expectations.
- Utilize best practices to **evaluate a training curriculum**.
- Integrate **DIBE and the six core values** into all elements of your program's training and instruction.





Pre-Apprentice Participant LifeCycle





Why Training



- Training
- Teaching





Experiential Training



- **Construction Laboratory -**
A facility that provides controlled conditions in which participants can practice a task or skill.
- **Job Site -**
A location or area where construction work is taking place.
Note: Job sites are not controlled like construction laboratories.





Staying In Scope



- Minimum of **183** hours
- Should not exceed **300** hours





Required Instruction



- Illinois Works Pre-apprenticeship Program Orientation (4 hours)
- Illinois Works Pre-apprenticeship Required Certifications
 - TradesFutures MC3, NCCER Core, ICCB, or other construction curriculum approved by Illinois Works Pre-Apprenticeship Program
 - OSHA 10-Hour Construction
 - First Aid and CPR
- Soft skills based on the Illinois Employability Skills Framework (32 – 40 hours)
- Test Taking Skills (4 hours)
- Construction math (40 hours)
- Work-based Learning/Job Site Learning (10 – 50 hours)





Out of Scope



- Wrap-around services
- Student support services
- Transition services
- Follow-up activities





Orientation





Orientation Career Assessment



The career assessment tool captures key information regarding;

- The participant's career readiness.
- Their primary and secondary career goals.
- Their anticipated timeline for transitioning to a career once the program has concluded.





Commitment Agreement



A Pre-apprenticeship Training Program **Commitment Agreement** is a written agreement between the participant and your program that clarifies the participant's rights, obligations, and pre-apprenticeship training conditions.





Additional Certification and Considerations



This plan may include, but not be limited to;

- Construction Math
- Flagger Certification
- Employability Skills
- Diversity, Inclusion, Belonging, and Equity (DIBE)



Curriculum Approval





Kirkpatrick Model

Level	Definition	Summary	Tool	ILW
Level 1	The degree to which participants find the training favorable, engaging, and relevant to their jobs.	Did they like it?	Smiley Sheets	Highly Recommended
Level 2	The degree to which participants acquire the intended knowledge, skills, attitude, confidence, and commitment based on their participation in the training.	Did they learn something?	Pre and Post Assessments	Required
Level 3	The degree to which participants apply what they learned during training when they are back on the job. Note: this level is not relevant for Illinois Works purposes.	Can they do (task or skill) it?	Task/Job Checklist	N/A
Level 4	The degree to which targeted outcomes occur as a result of the training and the support and accountability package.	Did it impact performance outcomes?	Illinois Works Longitudinal Evaluation	Required



Table 17: Instructional Content Evaluations



Instructional Content	Built-in Evaluation	Evaluation Creation Required
NABTU	X (Level 2)	
NCCER*	X (Level 1 & 2)	
ICCB**	X (Level 1)	
OSHA 10-hours	X (Level 2)	
First Aid/CPR	X (Level 2)	
Illinois Works Grantee Orientation		X
Illinois Essential Employability Skills Framework		X
Construction and Building Trades Math		X
Test-Taking Skills		X
Diversity, Inclusion, Belong, and Equity (DIBE)		X
Discrimination within Workplaces		X
Sexism in the Workplaces		X
Bullying and Harassment in the Workplace		X
Construction and Trades from a Gender Lens		X
Construction and Trades Through the Lens of People of Color (specific ethnic groups)		X

Note: It is advised that ILW Grantees Accredited by the following organizations, follow the guidelines for Level 1 and 2 Evaluations as outlined below:



Worksite Personal Protective Equipment (PPE)

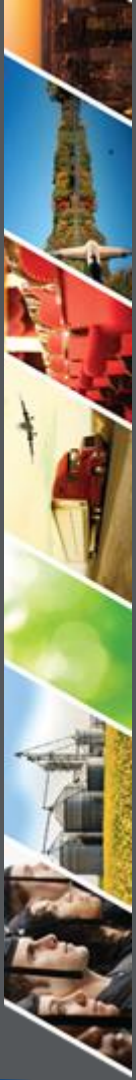




Tracking Training Services



CAREER PLAN					
Goal	Related Steps	Category	Earliest Start Date	Latest Planned Due Date	Status
Training Services	Hide Next Steps	Career Plan	6/16/2022	5/5/2023	On Track
	Module 1 - Illinois Works Pre-apprenticeship Program Orientation		5/3/2023	5/5/2023	Successful Completion
	Module 2 - Basic Safety		6/16/2022	6/22/2022	Successful Completion
	Module 3 - Introduction to Construction Math		6/23/2022	6/24/2022	Successful Completion
	Module 4 - Introduction to Hand Tools		6/27/2022	6/30/2022	Successful Completion
	Module 5 - Introduction to Power Tools		7/5/2022	7/8/2022	Successful Completion
	Job Practicum		7/25/2022	8/5/2022	Successful Completion
	Module 6 - Introduction to Construction Drawings		7/11/2022	7/13/2022	Successful Completion
	Module 7 - Based Communication Skills		7/14/2022	7/15/2022	Successful Completion
	Module 8 - Basic Employability Skills		7/18/2022	7/20/2022	Started/Open
	Module 9 - Introduction to Materials Handling		7/21/2022	7/22/2022	Successful Completion
	OSHA		6/16/2022	6/17/2022	Successful Completion
	First Aid/CPR		6/20/2022	6/24/2022	Started/Open
Wrap Around Services	Show Next Steps	Career Plan	8/4/2022	12/9/2022	Complete
Transition Services	Show Next Steps	Career Plan	8/11/2022	8/12/2022	Complete
Student Support Services	Show Next Steps	Career Plan	5/1/2023	5/31/2023	Complete



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Section 8: Program Completion, Transitional Services and Follow Up



Section 8: Program Completion, Transition Services, and Follow Up

Section Overview

By the end of Section 8, you will be able to:

- Reference **program completion** definitions. ←
- Complete the required **Pre-Transition - Career Assessment**. ←
- Describe **transition staff** responsibilities. ←
- Articulate **expected outcomes and deliverables**. ←
- Provide **transition and follow-up** services. ←
- Identify **active follow-up vs. long-term** follow up. ←
- Communicate to transition partners and participants about the **Illinois Works Bid Credit Program**. ←
- Integrate **DIBE and the six core values** into all elements of your program's transition services and follow up activities. ←



Section 8: Program Completion, Transitional Services and Follow Up



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Department of Commerce
2024
Illinois
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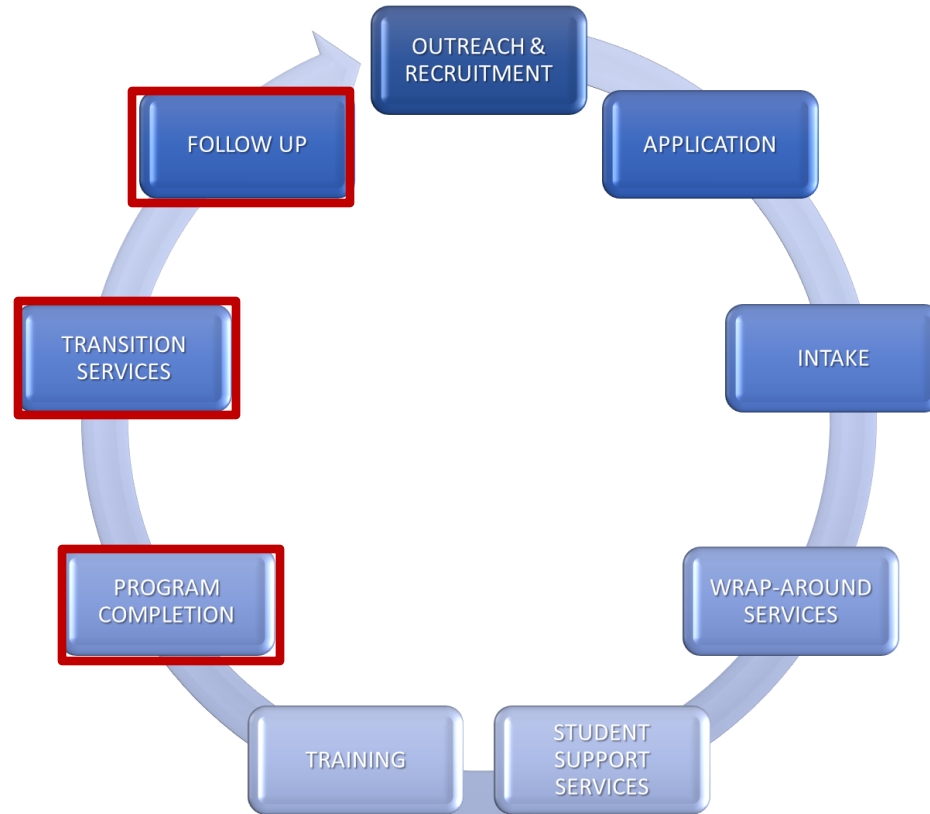
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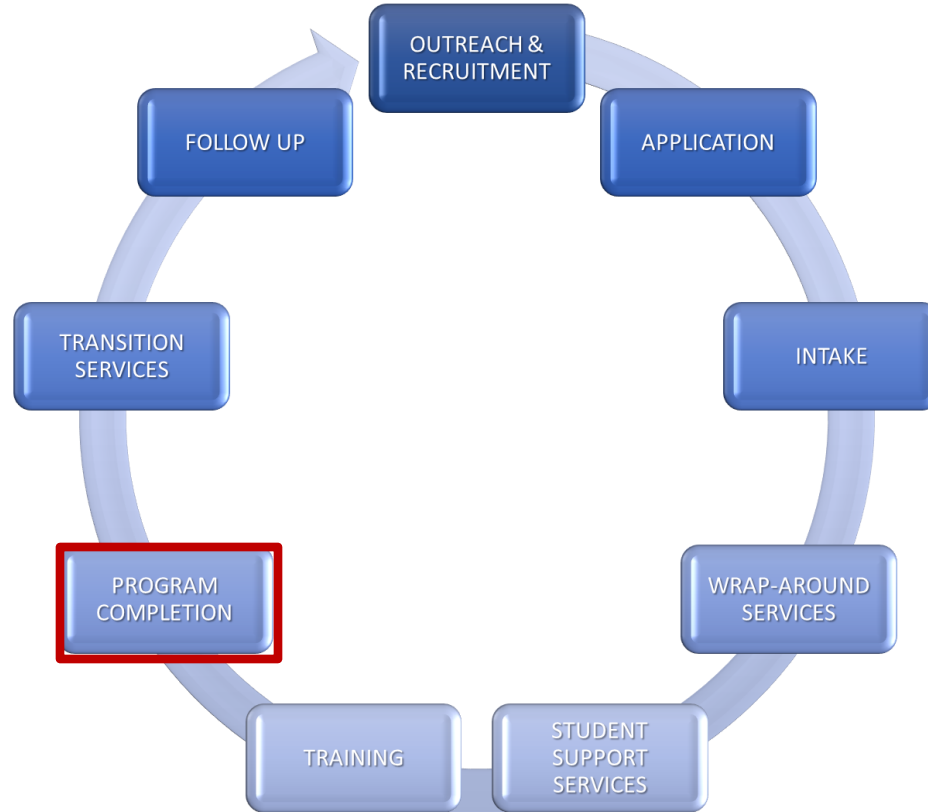


Pre-Apprentice Participant LifeCycle





Pre-Apprentice Participant LifeCycle





Statuses: End of Program



- Successful Completion
(IWRs: Complete or Complete & In Transition)
- Unsuccessful Completion
(IWRs: Incomplete)
- Withdrawal **(IWRs: Incomplete)**
- Dismissal **(IWRs: Incomplete)**





Participant Satisfaction Survey



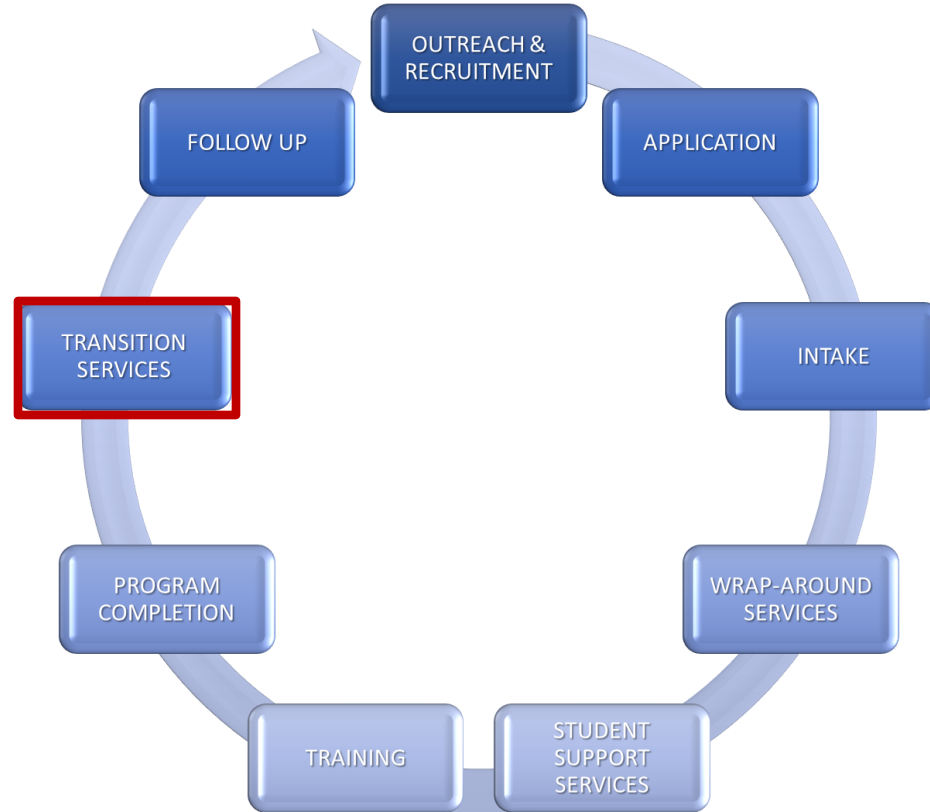
All pre-apprenticeship participants who remain engaged in the program through the end of instruction will be asked to provide feedback on their program experience through a Participant Satisfaction Survey.

This is a mandatory step for all participants and programs are required to ensure the surveys are completed.





Pre-Apprentice Participant LifeCycle

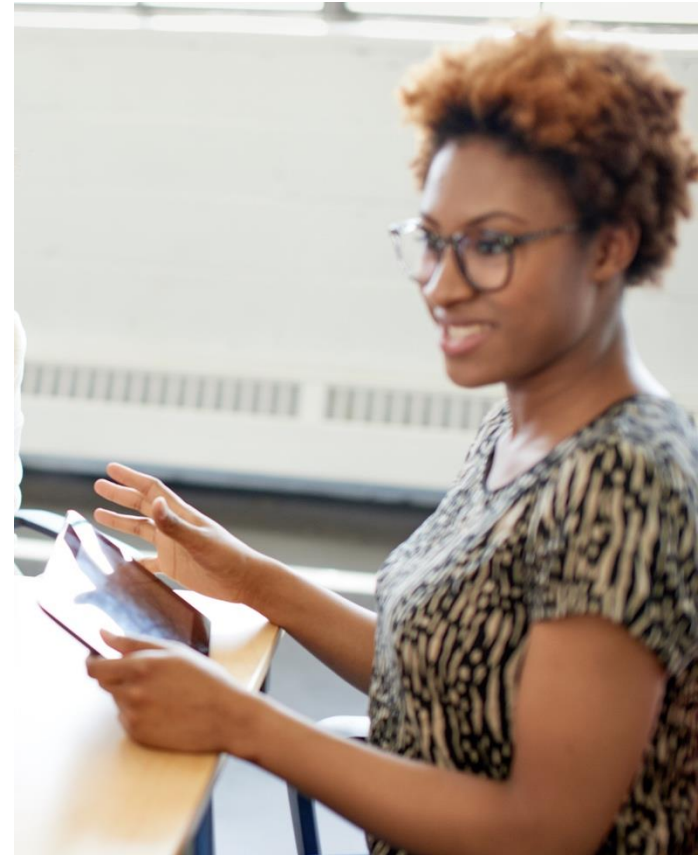




Transition Staff



Transition services are led primarily by the **Transition Service Coordinator** or TSC. The TSC is accountable for transition and follow-up services for all graduates of the program. While most transition services will be provided at the end of each participant cohort, the TSC should be building or strengthening transition relationships throughout the program year. In fact, the TSC must start engaging participants starting in the program's orientation day.





Transition Process





Pre-Transition Career Assessment



ADD CAREER ASSESSMENT ×

Assessment Type *

Assessment Date *

Do you have an up-to-date resume? *

Do you have experience taking part in job interviews? *

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? *

Primary Goal *

Secondary Goal *

If career goals are related to construction is there a specific trade(s) you're interested in pursuing? (Select at least one) *

<input checked="" type="checkbox"/> Carpenter	<input type="checkbox"/> Structural Iron Worker
<input type="checkbox"/> Painter	<input type="checkbox"/> Tuckpointer
<input type="checkbox"/> Bricklayer	<input type="checkbox"/> Operating Engineer/Operator
<input type="checkbox"/> Ceramic Tile Finisher	<input type="checkbox"/> Cement Mason
<input type="checkbox"/> Glazier	<input checked="" type="checkbox"/> Boilermaker
<input type="checkbox"/> Laborer	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Plasterer	<input type="checkbox"/> Iron Worker
<input type="checkbox"/> Sprinklerfitter	<input type="checkbox"/> Millwright
<input type="checkbox"/> Technical Engineer	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Electricians	<input checked="" type="checkbox"/> Teamster
<input type="checkbox"/> Plumbers	<input type="checkbox"/> Steamfitters
<input type="checkbox"/> Pipefitter	<input type="checkbox"/> * Ceramic Tile Layer
<input type="checkbox"/> Drywall Finisher	<input type="checkbox"/> * Operating Engineer - Heavy Equipment Technician
<input type="checkbox"/> Heat & Frost Insulator	<input type="checkbox"/> * Painter/Drywall Finisher
<input type="checkbox"/> Machinery Mover, Rigger, & Erector	<input type="checkbox"/> N/A
<input type="checkbox"/> Roofer/Waterproofing	



Pre-Transition Career Assessment





Transition Services

- Providing career information
- Resume building/writing
- Interview preparation
- Assistance with completing an apprenticeship program application
- Job assistance
- Job search assistance
- Starting a business/small business
- Community college
- American Job Center



Question:



“What partnerships have you established to help support transition services?”





Career Pathway Management Platform (CPMP)





ILW Bid Credit Programs



Illinois Works Apprenticeship Initiative



Illinois Works Pre-Apprenticeship Program



Illinois Works Bid Credit Program





Expected Outcomes and Deliverables

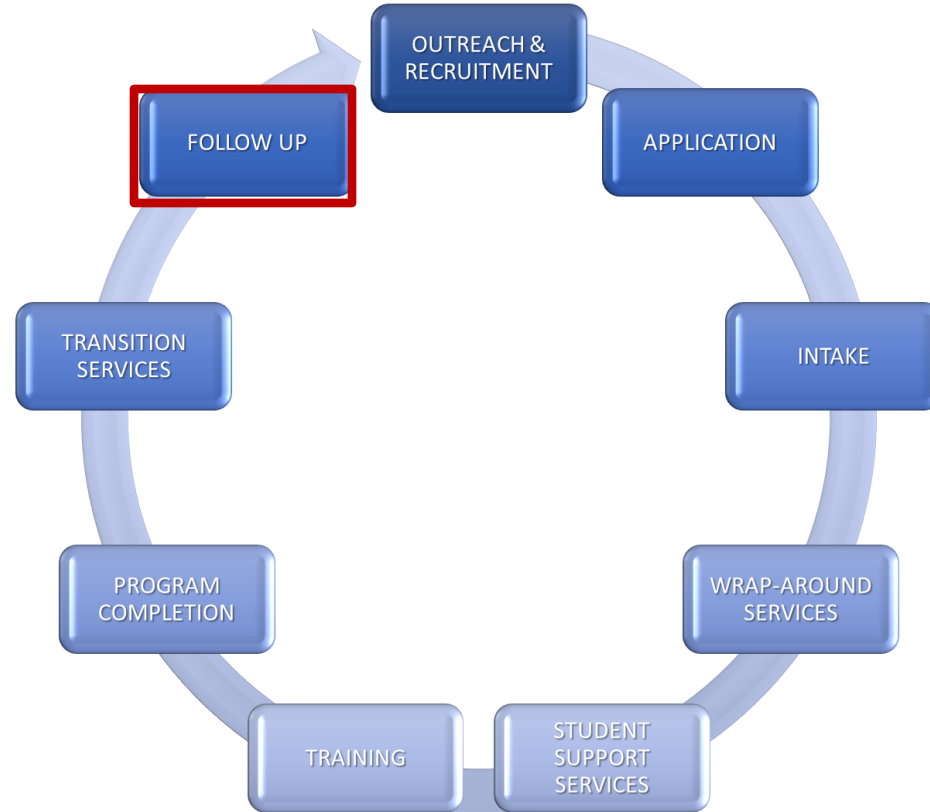


- At least 85% of enrolled participants must successfully complete the program.
- At least 70% of enrolled participants must transition to a DOL-registered apprenticeship.





Pre-Apprentice Participant LifeCycle





Program Follow-Up



- Surveys
- Focus groups
- Phone
- Text
- Social media
- Email
- Visits





Active Follow Up



A **follow-up** is a contact between transition staff and program alumni on a quarterly basis for one year.

The **first year** is when apprentices may be most vulnerable to dropping out of an apprenticeship program.





Long-term Follow Up



Long-term follow-up is also when the Illinois Works Career Services team becomes involved with graduates. The Illinois Works Career Services team is designed to help maintain connections with graduates to help with future transitions and to collect long-term data.

This data will be part of a longitudinal study that will track participants up to ten years after leaving the Illinois Works program to determine the effectiveness of pre-apprenticeship programs and the grantee's impact on individuals, communities, and the economy.

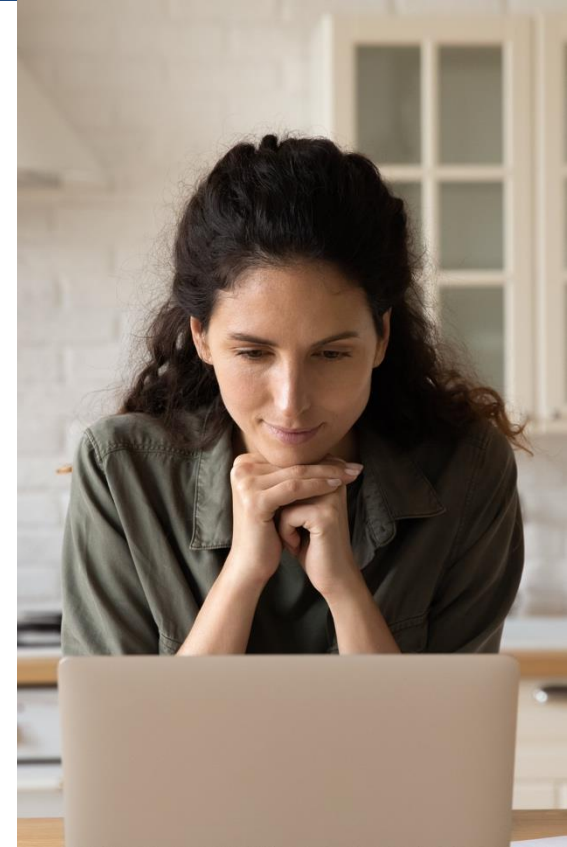




Follow-Up Services



- Illinois Works' **follow-up process** is non-traditional and will become a part of a longitudinal study to measure program goals and participant outcomes for up to 10 years.
- These **follow-up services** are an essential and integral part of the comprehensive, longer-term, goal to simultaneously promote participants' economic independence and economic development in the State of Illinois.



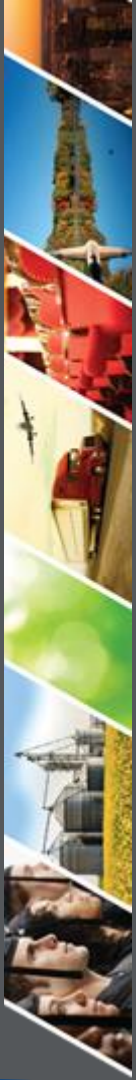


Active Follow-Up Services



- Referral to resources
- Tracking progress in the apprenticeship program and/or on the job
- Apprenticeship and work-related peer support group
- Assistance with apprenticeship and work-related problems





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Comments, feedback, or questions?

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