



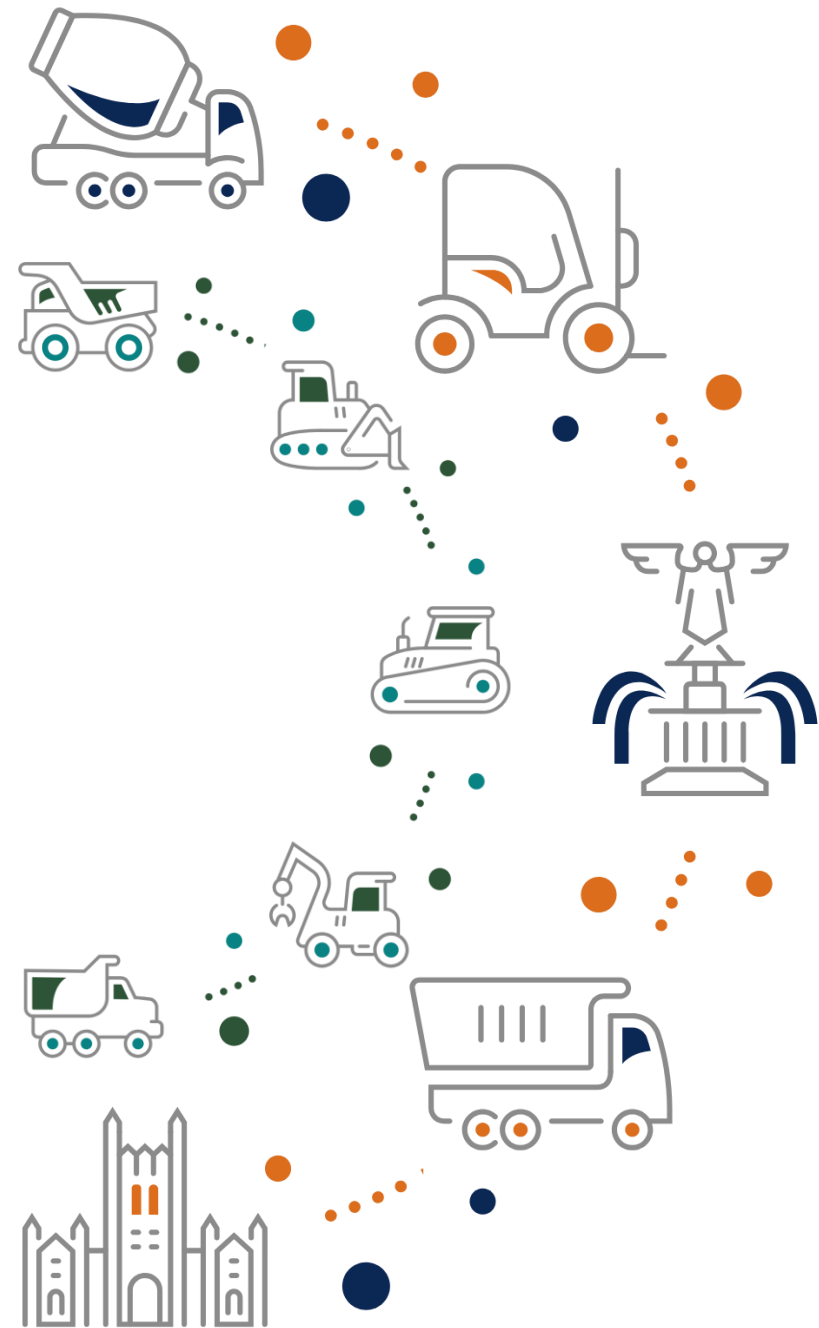
ILWPP Intake Process

Christine Flynn | October 3, 2023



Session Overview

- I. Intake Process Review
- II. Small Group Activity
- III. Debrief





ILWPP Intake Process Review



ILWPP Intake Process Review

Application

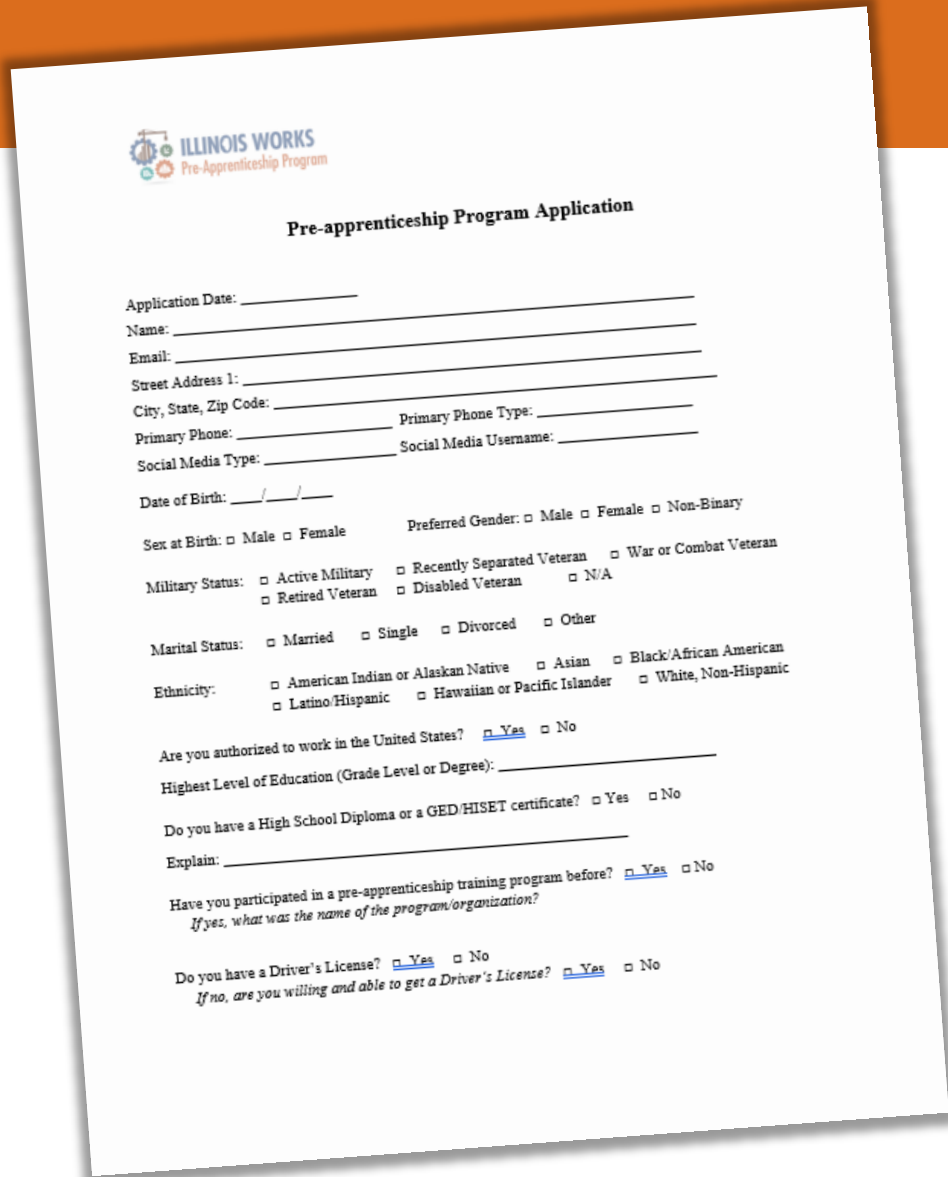
Interview

Wrap-around Service Assessment

Orientation Career Assessment

ILWPP Intake Process Review

Application



ILLINOIS WORKS
Pre-Apprenticeship Program

Pre-apprenticeship Program Application

Application Date: _____

Name: _____

Email: _____

Street Address 1: _____

City, State, Zip Code: _____

Primary Phone: _____ Primary Phone Type: _____

Social Media Type: _____ Social Media Username: _____

Date of Birth: ____/____/____

Sex at Birth: Male Female Preferred Gender: Male Female Non-Binary

Military Status: Active Military Recently Separated Veteran War or Combat Veteran
 Retired Veteran Disabled Veteran N/A

Marital Status: Married Single Divorced Other

Ethnicity: American Indian or Alaskan Native Asian Black/African American
 Latino/Hispanic Hawaiian or Pacific Islander White, Non-Hispanic

Are you authorized to work in the United States? Yes No

Highest Level of Education (Grade Level or Degree): _____

Do you have a High School Diploma or a GED/HISET certificate? Yes No

Explain: _____

Have you participated in a pre-apprenticeship training program before? Yes No
If yes, what was the name of the program/organization?

Do you have a Driver's License? Yes No
If no, are you willing and able to get a Driver's License? Yes No

Goals for the Application

1. Determine eligibility
2. Gather detailed demographic and employment data
3. Evaluate if the participant needs any additional support or counseling around specific issues (re: criminal background, driver's licenses, drug use etc.)

ILWPP Intake Process Review

Interview



Pre-apprenticeship Training Program Interview Questionnaire

Interview Directions:

Each participant interview should be conducted by two program representatives who must independently score the applicant's responses. Interviewers should take detailed notes regarding the applicant's responses. Once the interviewers have completed their questionnaires and scored the applicant's answers, the total scores from both interviewers should be averaged. An average score of 40 (100%) is the maximum score a participant can receive, while the minimum score for acceptance to the program is 32 (80%). Once the final score has been calculated, it should be entered into the Illinois Works Reporting System (ILWRS) along with scanned copies of both questionnaires. Applicant interviews usually last 45 - 60 minutes. Time should be allocated for interviewer questions as well as a dedicated time for the applicant to ask questions.

Rating Scale: 1 = Poor 2 = Average 3 = Good 4 = Excellent

Candidate Name: _____ Date: _____ Time: _____

Interviewer Name: _____

Interviewer Title: _____

Interview Type: Face to Face ___ Phone ___

Interview Questions:

1. Why are you interested in the construction industry?

2. What do you know about construction pre-apprenticeship programs?

Scores & Probing Questions

Score = _____

What trades are you interested in?
(carpenter, operator, laborer etc.)

Do you have members of your personal or professional network that are in the construction trades?

Score = _____

Have you researched other construction pre-apprenticeship programs?

Do you know what type of training is offered in these programs?
Classroom, work-based learning etc.

Goals of the interview

1. Build rapport with the participant
2. Determine the long-term goals of the participant and if ILWPP will help them achieve those goals
3. Evaluate if it is realistic for them to attend the program (i.e. timing and/or location of instruction, ability to meet the attendance requirements etc.)

ILWPP Intake Process Review

ADD WRAP AROUND SERVICES

APPRENTICESHIP APPLICATION FEES:
There may be fees associated with applying to join a DGL-registered apprenticeship program. Application fees can range from \$20 to \$30. Is this a cost you are confident you can pay on your own or with the provided stipend? *

Select Response

TRANSPORTATION COSTS:
Do you have reliable transportation to and from the program? *

Select Response

CHILDCARE/FAMILY MEMBER CARE:
Do you have any family members that depend on your care? *

Select Response

TECHNOLOGY ASSISTANCE FOR VIRTUAL LEARNING (BROADBAND AND HARDWARE) - IF VIRTUAL LEARNING WILL BE EMPLOYED:
Do you have steady and reliable access to internet? *

Select Response

Do you have a computer that will allow you to access lesson including online instruction? *

Select Response

DRIVER'S EDUCATION FEES
User Application Response:
Do you have a Driver's license? **Yes**

MENTORSHIP:
Would you be interested in being partnered with a mentor? *

Select Response

FINANCIAL LITERACY:
Do you feel confident in your ability to manage your personal finances including budgeting, saving, investing, or debt management? *

Select Response

ALUMNI NETWORKING:
Would you find benefit in being connected to former graduates from our program that are working in the trade(s) you're interested in? *

Select Response

OTHER WRAP-AROUND SUPPORT SERVICES:
Are there additional supports that would ensure your attendance and completion of the pre-apprenticeship program? *

Select Response

Save Close

Wrap-around Service Assessment

Goal of the Wrap-around Service (WAS) Assessment

1. Offer available services to participants to reduce or eliminate barriers to their program success

2024 Wrap-around Service Assessment Updates

The following services will be re-categorized as Transition Services:

- Apprenticeship Application Fees
- Alumni Networking
- Mentoring

All of these may still happen during instruction, but they will be removed from the WAS assessment and will need to be added to Transition Service goal manually

ILWPP Intake Process Review

Orientation Career Assessment

Goals of the Orientation Career Assessment

1. Evaluate the participant for career readiness (i.e. update resume, interview experience, transition plan)
2. Determine career goals
3. Determine trade(s) of interest allowing the Transition Service Coordinator to activate partner networks to connect that participant with their trade(s) of interest through site visits, one-on-one connections, mentoring, alumni networking, etc.



[Insert Grantee Logo]

Career Assessment – Orientation

Instructions:

This form will be utilized to create your personalized career plan while you're enrolled in the Illinois Works Pre-apprenticeship program. You will have the opportunity to complete another career assessment near the end of the program.

Date: _____

Participant Name: _____

Job Readiness

Do you have an up-to-date resume? Yes No

Do you have experience taking part in job interviews? Yes No

Will you be readily available to transition to a DOL-registered apprenticeship program immediately after program completion? Yes No

If no, when do you plan to transition? (i.e. within 3 months, 6 months, 1 year, more than 1 year or other).
 1-3 months 3-6 months 6 months - 1 year 1 year + Other: _____

What is the **primary goal** for your career? (Select one)

DOL-registered apprenticeship - union	Advanced construction training/education (including college)
DOL-registered apprenticeship - non-union	Non-construction training/education
Construction employment (outside DOL registered apprenticeship)	Start construction business
Non-construction Employment	Start non-construction business
Non-construction apprenticeship	Other:

What is the **secondary goal** for your career? (Select one)

DOL-registered apprenticeship - union	Advanced construction training/education (including college)
DOL-registered apprenticeship - non-union	Non-construction training/education
Construction employment (outside DOL registered apprenticeship)	Start construction business
Non-construction Employment	Start non-construction business
Non-construction apprenticeship	Other:

The background features a collection of white line-art icons representing various construction and industrial elements. These include a city skyline with a prominent domed building, a concrete mixer truck, a tractor, a forklift, a crane, a dump truck, and a large building with multiple spires. The scene is scattered with numerous colored dots in shades of orange, blue, and teal, some of which are connected by dotted lines, suggesting movement or a network.

Small Group Activity



Debrief

