

U.S. DOL ETA, Apprenticeship Training, Employer and Labor Services Washington, D.C. 20210	Distribution: A-539 All Tech. Hdqtrs. A-544 All Field Techs	Subject: Code: 503 BAT Goals and Objectives for Fiscal Year 1992
Symbols: TWA:NAK		Action:

PURPOSE: To provide all Bureau technical staff with the goals and objectives established for Fiscal Year 1992. These goals and objectives are to be used in developing work plans and performance standards.

BACKGROUND: Fiscal Year 1992 is expected to be a challenging and eventful year for BAT and its staff. We will be involved in a number of extremely significant and high priority activities during the year and will need to be constantly alert to ways in which to more effectively fulfill our program mission within continued budget constraints. Bureau program priorities and goals and objectives will be focused on five general areas. These areas are as follows:

- Increasing employment opportunities for women and minorities in the skilled trades
- Maintaining and improving the quality of apprenticeship
- Expanding apprenticeship and other skill training opportunities
- Recruitment and training of a highly capable staff
- Improving the effectiveness of Bureau program and management operations

ACTION: BAT staff at all levels are expected to become familiar with the goals and objectives provided in the attachment in this Circular. Regional and State Fiscal Year 1992 performance standards should be based upon consideration of these goals and objectives.

Attachment

Bureau of Apprenticeship and Training
Goals and Objectives
Fiscal Year 1992

Goal I: Improve employment opportunities for women and minorities in the skilled trades.

Objectives:

1. Develop EEO educational and technical assistance programs through meetings, conferences, seminars. Initiate and continue dialogue with appropriate organizations.
2. Develop promotional campaign for women/minorities in apprenticeship. Develop State/regional materials and participate in National Office initiated activities.
3. Develop pre-apprenticeship programs directed specifically for women and minorities.
4. Conduct EEO compliance reviews of individual programs and of SACs.
5. Develop and maintain close and cooperative working relationships with OFCCP and the Women's Bureau to coordinate compliance and outreach activities.

Goal II: Expand the apprenticeship system and other types of training

Objectives:

1. Develop and implement a comprehensive regional and State marketing program to expand the apprenticeship concept of training.
2. Promote, develop and install new apprenticeship programs.
3. Provide special emphasis on promotion, development, and installation of new apprenticeship programs for occupations not traditionally using the apprenticeship

concept of training.

4. Utilize labor market information and work with SOICCs and employment service agencies to match current apprenticeship participation data with current and projected needs by occupation and undertake targeted promotional efforts to address them.
5. Promote, develop and implement new school-to-apprenticeship programs.
6. Promote expansion of existing school-to-apprenticeship programs.
7. Undertake special promotional efforts to provide apprenticeship opportunities for youth, displaced youth, single parents, dislocated workers and displaced home workers.

Goal III: Maintain and improve the quality of apprenticeship.

Objectives:

1. Provide technical assistance to existing and potential program sponsors to ensure development and operation of high quality programs.
2. Conduct thorough and consistent quality reviews of existing programs. Provide well thought-out recommendations for improvements in programs and follow-up to monitor and provide assistance in implementation of recommendations.
3. Propose the development of specific national standards.
4. Conduct Title 29 CFR Part 29 reviews of SACs. Point out areas where they are not following Federal regulatory requirements, if any. Recommend corrective action as appropriate and follow-up to ascertain implementation of corrections.

Goal IV: Recruit and train a highly capable staff.

Objectives:

1. Recruit staff from a diversified background and ethnic and sex status.
2. Develop and implement national, regional and State internal training plans and programs for both current and

new staff.

3. Provide staff training as resources permit.
4. Develop uniform training materials.

Goal V: Improve effectiveness of operations.

Objectives:

1. Develop and implement national, regional, and State management improvements.
2. Increase use of technologically advanced equipment for program management and operations.
3. Develop regional and State management plans to increase productivity, lower unit costs and target efforts to priority activities.
4. Develop and maintain working agreements with other public agencies whose missions are complementary to those of BAT.