

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprenticeship and Training  Washington, D.C. 20210	Distribution: A-539 All Tech Hdqtrs A-544 All Field Techs.	Subject: Code: 450.6  Apprenticeship Quality Assessment
Symbols: TWA:KOLB	Action:	

**PURPOSE:** To issue a revised form to use in the quality assessment of apprenticeship programs.

**BACKGROUND:** Assuring that registered apprenticeship programs are of the highest quality is a top priority activity for BAT staff.

Throughout the years a number of formats have been utilized for recording program reviews and indications of the strengths, weaknesses and improvements. Region VIII has been using a form that they have found to be particularly effective. At a recent Regional Directors meeting it was agreed that the Region VIII form would be used on a national basis.

**ACTION:** As agreed upon at the December 10-12, 1991, Regional Directors meeting the attached form is to be utilized on a national basis starting with the second quarter of FY 1992, January 2, 1992, for the quality assessment of registered apprenticeship programs.

Attachments

(ALL ITEMS CHECKED "NO" SHOULD BE THOROUGHLY ADDRESSSED ON PAGE 5

**ON-THE-JOB TRAINING**

1. Apprentices receive OJT in all phases of trade, as outlined in trade schedule.  
 Yes                       No
2. OJT is coordinated with related instruction.  
 Yes                       No
3. Sponsor is providing reasonably continuous employment to all apprentices.  
 Yes                       No
4. Safety training included as part of OJT.  
 Yes                       No
5. The on-the-job training (trade schedule) is kept current with industry practice.  
 Yes                       No
6. Sponsor's workforce is consistent with the approved ratio as registered in apprenticeship standards.  
 Yes                       No
7. Program sponsor regularly evaluates the apprentices' on-the-job progress with the apprentice.  
 Yes                       No
8. Is the apprentices' scheduled wage increases determined by actual hours of on-the-job training or by months in the program, and is this consistent with the registered apprenticeship standards?  
 Yes                       No
9. The probationary period is reasonable (hours/months) in relation to the term of apprenticeship, and full credit is given toward the completion of apprenticeship.  
 Yes                       No
10. Is the granting of advanced credit for previously acquired experience and training applied equally to all applicants/apprentices?  
 Yes                       No

**RELATED INSTRUCTION**

1. Identify the related instruction delivery system (classroom, correspondence, homestudy; and the source (vocational-education center, program sponsored, etc.).

---

---

2. How many hours per year of related instruction are actually being provided?

---

3. Is the related instruction being provided consistently as approved in apprenticeship standards?

Yes       No

4. Are related instruction curriculum and training aids kept current with industry technological changes?

Yes       No

5. Is safety training included as part of the related instruction?

Yes       No

6. Have related training instructors received formalized instructor training? What kind? How many hours?

Yes       No

Kind and Hours: \_\_\_\_\_

---

7. Has the program sponsor established criteria/guidelines for instructors (i.e., state certification, teaching experience, craft experience)?

Yes       No

8. Does the program sponsor provide feedback to apprentices on related instruction progress/test results?

Yes       No

9. Is related instruction provided on a regular basis during the term of apprenticeship?

Yes       No

10. Is there a course outline of subjects to be covered each year?

Yes       No

11. Is the progressive wage schedule paid based on the completion of both the on-the-job training as well as related instruction?

Yes       No

**PROGRAM OPERATION**

1. Is a specific person(s) responsible for monitoring the program and providing assistance to the apprentices?  
 Yes       No
2. Is the registration agency **promptly** notified of all new registrations, cancellations, and completions?  
 Yes       No
3. Does the program periodically assess success or needed improvements in the program by interviewing apprentices, completed apprentices, and journeypersons?  
 Yes       No
4. Does the program sponsor maintain required records (selection/employment/training)?  
 Yes       No
5. Does the program sponsor submit revisions to the registration agency prior to instituting them?  
 Yes       No
6. What is the completion rate for each craft? (Analysis based on most recent RAIS data.)  
\_\_\_\_\_
7. What is the cancellation rate for each craft? (Analysis based on most recent RAIS data.)  
\_\_\_\_\_
8. Has the program sponsor addressed high cancellation rate? (If yes, explain below.)  
 Yes       No  
\_\_\_\_\_  
\_\_\_\_\_
9. Does the sponsor follow up on terminations to determine the "cause"?  
 Yes       No
10. Does the apprenticeship committee meet regularly to address the progress of apprentices and program?  
 Yes       No
11. Are **all** apprentices/trainees in each craft registered with the registration agency?  
 Yes       No
12. Is the "Complaint Procedure" identified in the standards and available for review by all apprentices/applicants?  
 Yes       No



### APPRENTICESHIP PROGRAM QUALITY ASSESSMENT

REGION \_\_\_\_\_ STATE \_\_\_\_\_

SPONSOR NAME \_\_\_\_\_ PROGRAM NUMBER \_\_\_\_\_

PROGRAM SPONSOR – NAME/ADDRESS

DATE OF LAST ON-SITE REVIEW: \_\_\_\_\_

DATE OF THIS ON-SITE REVIEW: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Type & Size of Program: INJ    IJ    GNJ    GJ

Occupations  
Covered  
By Standards

# of Active  
Apprentices

# of Journeyworkers  
Employed

Current  
Journeyworkers  
Wage Rate

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Ratio: \_\_\_\_\_

---

Previous Review Deficiencies and Improvements Sponsor Has Made In Addressing/Correcting Deficiencies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_