

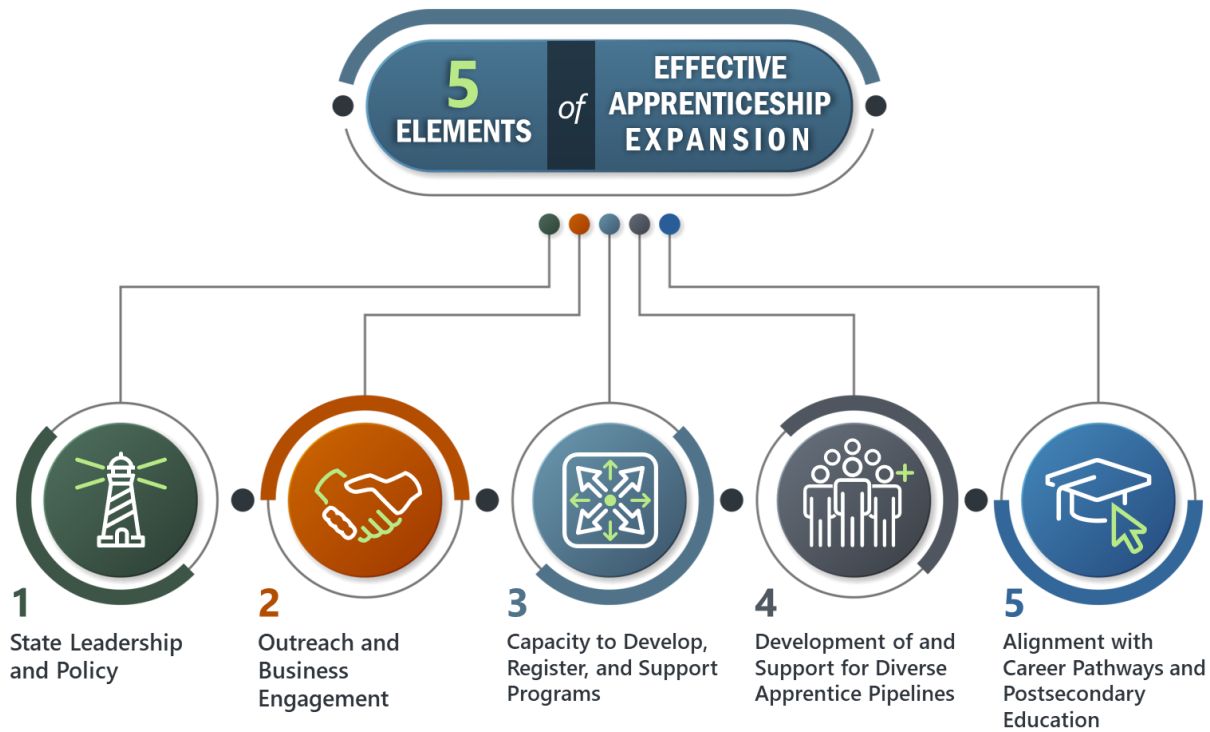
APPRENTICESHIP EXPANSION SELF-ASSESSMENT HANDBOOK

WHAT IS THE APPRENTICESHIP EXPANSION SELF-ASSESSMENT AND HOW DOES IT WORK?

The Apprenticeship Expansion Self-Assessment is a new tool developed for ASE, SAE 2020, and SAEI grantees to support their success. It offers grantees a structured opportunity to reflect on current strategies and tactics, identify areas of strength and opportunities for growth, and leverage promising practices to support grant goals.

The Self-Assessment is based on the framework of five key elements for successful apprenticeship expansion, which was developed from observations of effective apprenticeship expansion work happening in states over the last few years. By completing the assessment and discussing results as a team, apprenticeship expansion grantees and their partners (at the state and regional level) can develop a common understanding of their current strategies, growth opportunities and develop a plan for action.

It is recommended that an organization take this assessment periodically (at least annually) in order to track progress and areas still in need of effort. However, please note this assessment is one tool to assist grantees gauge their progress in expanding apprenticeship throughout their territories. It is completely optional, and individual results will only be shared with grantees. The National Office of OA will not receive individual state report or assessment ratings.



RECOMMENDED STEPS

Completing the Self-Assessment and using the results to guide apprenticeship expansion efforts is a four-step process.

Step 1: Prepare for the Self-Assessment

Step 2: Take the Self-Assessment

Step 3: Review/Discuss Self-Assessment Results

Step 4: Implement and Benchmark Progress

Below are details for each of these steps.

Step 1: Prepare for the Self-Assessment

- 1. Review the Elements of Apprenticeship Expansion and the questions in the Apprenticeship Expansion Self-Assessment.** Familiarize yourself with the range of topics and issues you will

consider while completing the Self-Assessment. This review will help you to determine who should be on a team to jointly complete the Self-Assessment.

2. **Decide who will participate in the Self-Assessment process.** The Self-Assessment includes a series of indicator statements that capture specific apprenticeship expansion activities. You may find that you or a small team within your organization has the information needed to complete the Self-Assessment, or you may wish to pull together a broader coalition of partners to participate in the discussion. You can gather input on your state activities in a variety of ways:
 - **Individual Responses and Team Discussion:** Ask team members and/or partners to take the Self-Assessment separately using the hardcopy version. Once everyone has completed the Self-Assessment individually, bring the team together to discuss the results and come to an agreement on the indicator statement that best aligns with your state activity.
 - **Facilitated Group Discussion:** Print the Self-Assessment to use as a tool as part of a strategic planning meeting. Include a facilitator who can lead your team through a discussion of the indicators and help the team come to an agreement on the indicator statement that best aligns with your state activity.
 - **Individual Responses with Partner Feedback:** Ask partners to take the Self-Assessment separately using the hardcopy version and provide feedback directly to you. Incorporate that feedback into your responses to the Self-Assessment.
 - **Individual Response:** Individually complete the Self-Assessment based on your knowledge of apprenticeship activity in your state.

Step 2: Take the Self-Assessment

1. **Gather input for the Self-Assessment** using the process you identified in Step 1.
2. **Submit your responses** using [the Self-Assessment online platform](#).

Note: The Self-Assessment has multiple pages. Once you hit NEXT to move to the next page, you will not be able to return to change your responses. Responses are not saved until you hit the SUBMIT button at the end of the Self-Assessment.

You must respond to all the indicator statements in the [Self-Assessment](#) before submitting the full Self-Assessment. If you leave the website before completing the Self-Assessment, your responses will not be saved, and you will need to start again.

Step 3: Review/Discuss Self-Assessment Results

You will get the most benefit from the Self-Assessment if you discuss the results with critical apprenticeship expansion partners and stakeholders in your state.

1. **Review your results.** Within 4-5 business days, your TA coach will send your state's report, which will provide you with insights into your state's areas of strength and opportunities for growth.
2. **Discuss your results with your TA coach.** Your coach is available to discuss the report with you and explore how the results might inform ongoing and future grant activities. Your coach can also help identify potential coaching and other technical assistance activities to support your efforts.
3. **Discuss your results with your team and partners.** A team discussion will help develop a common understanding of your current expansion strategies and guide team members in aligning efforts around targets for continued growth.

When holding a team discussion, consider the following questions:

- What areas represent our strengths?
- What areas represent opportunities for improvement?
- What surprised you about the results?
- Are there internal disagreements about our self-assessment scoring? What can we learn from the different perspectives?
- What are the priorities for apprenticeship expansion in our state?

Step 4: Implement and Benchmark Progress

The Apprenticeship Expansion Self-Assessment can also be a valuable tool to help you assess your efforts to expand apprenticeship and make changes to the apprenticeship system over time.

1. **Save the Apprenticeship Expansion Self-Assessment Report** and use it as your benchmark.
2. **Take the Self-Assessment again in 6 months or a year** to assess your progress.