**WorkforceGPS**

**Introduction to Scaling Apprenticeship Technical Assistance Team and Resources for Success**

**Thursday, February 6, 2020**

*Transcript by*

*Noble Transcription Services*

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LAURA CASERTANO: Again, welcome everyone to today's "Introduction to the Scaling Apprenticeship Technical Assistance Team and Resources for Success" webinar. I'm going to turn things over to your moderator today, Cheryl Martin. She's a program manager, Division of Strategic Investment, Employment and Training Administration. Cheryl, take it away.

CHERYL MARTIN: Hi, everybody. Thank you, Laura. And I am so excited to be talking to you on this webinar today. It has been, we've been working really hard for a long time to get ready for this and to really start rolling out the technical assistance that will be offered as part of this grant. And so, today is when we're going to be telling you a lot about that. So very excited to see that.

Let's start with looking at the poll results of who we have on this call. I do notice that we have people from, well while she's bringing that up, there it is. OK. So we've got program directors and managers is the majority of who we have. A few IT folks, a few of our other category and subawardee and one authorized rep, so that's great. Well, thank you all so much for joining us in this webinar. It's great to see all the names of the grantees as your typing that in, so please keep doing that because we like to know who's on the call with us.

The other thing I wanted to say is that while we scheduled this for 90 minutes today way back when we scheduled it that, we will try to get you out of here closer to 60 minutes today. So I'm sure everybody is happy to hear that because we know you have a lot to do to get these grants going.

At this time, I'm please to introduce Marilia Mochel, who is the lead for our technical assistance team, our project management lead for Manhattan Strategy Group. And I'm going to turn things over to Marilia at this time.

MARILIA MOCHEL: Thank you, Cheryl. As Cheryl said, I am with Manhattan Strategy Group. We are the technical assistance provider engaged for this project. We are thrilled to be launching formally the technical assistance with this webinar. So I wanted to go over briefly today's objectives and agenda before we turn over to the rest of the team that is going to be discussion our TA.

So the objectives today is to introduce our team and the roles that our team is focused on, our team is expected to play with grantees, including both the coaches that we have on our team and the subject matter experts; to provide an overview of the TA approach that we are putting forth; to introduce the TA resources that we have available so far for our grantees; to introduce and discuss scaling apprenticeships success indicators with an emphasis on early implementation activity; and to provide an opportunity for discussion and questions from the grantees.

On the agenda today, we are going to start by presenting an overview of the technical assistance activities that we have prepared and planned for this project. Then we are going to discuss the resources that we have available and planned in the near future and how to access them with a focus on our community, online community. Then we are going to discuss the success indicators and then finally have a Q&A at the end of this session.

Before I turn over to Jan who is our TA lead and will be discussing the scope of our efforts, we wanted to get a sense of how much federal grant management experience the folks online have. So if you are with one of the grantees, we have a polling question that should pop up right now about how much experience do you have managing a federal grant.

So you see the question here. I've never managed a grant but I have served at some capacity. I have managed a federal grant and I have managed a federal grant with DOL including other H-1B grants.

So it looks like a fair, most of the folks, the grantee folks that are here seem to have, 44 percent have some experience with grants management including DOL grants. So that's an interesting and promising thing. We have a few folks that have no federal management, grant management experience but these, it's really two of the folks that are online. And the rest is involved in previous federal grant activity or managed other federal grants. So this is great.

I am going to turn over to Jan Bray, who is our TA lead and coordinates all of the work of the coaches that most of you have already been in touch with. Grant – Jan?

JAN BRAY: Hi, everyone. So I'm going to go through the slides a little bit. Welcome and I'm glad you could all be part of this. I think this is a very exciting grant and the coaches who are involved in this, their job is to make sure that you have what you need, whether it's assistance, information. But they've, their sole goal is to make sure you're successful in what you are doing.

And so, let me go through some of these slides so we can get to the grant part. It is – is it? OK. OK.

So if you can see, I mean we have 23 grantees and they're across the country. The slide on there is showing you they're all from community colleges or colleges from across the country and it is interesting to see the scope of the experience and non-experience in working with the grant. And for those of you who have not worked on a grant before, use your coaches. They're there to be helpful. They're there to make sure that what you are doing makes a difference and you are successful. So don't hesitate and be open to work with them.

So they are in, the grants are divided into different industry sectors. As you can see, we have 10 who are focused on apprenticeships in the information technology area, nine in advanced manufacturing and four in health care. And this is really exciting. I know other DOL grants are looking at those areas as well, so using apprenticeships in these areas is really something that, great for that industry sector but also really promotes and builds on the value of having an apprenticeship program.

So as Marilia said before, the team that you have from MSG is here to help you achieve the objectives of your grant and we also will then be providing information to the DOL throughout this. If there are real concerns that you have that the coach can't answer, we have, it's a pipeline to the DOL. So we're there to really help and make sure that what you're doing is making a difference.

I have the pleasure of helping to lead all the coaches this time and we do have several subject matter experts. So as you are working on your grant, we can pull in these SMEs at any time.

So Mason Bishop, whose expertise is dealing in the whole community college area. Montez King, who is an expert in developing, implementing apprenticeships. Paul Champion also on apprenticeships. Joe Kapp, who is focused on entrepreneurship, how do you integrate that into the work that you are doing? And Jaime Fall, who actually also can deal with business engagement. Jeez my phone just rang.

So you know, so here are the coaches that we do have, and I'm just going to say the names. It shows you. By now all of you should have had an initial contact from your coaches. If you have not, please let us know. But it could be that they're trying to reach out to you. So it's Patti Bartels, Jeff Brown, Apryl McDonough, Wanda Monthey, Lisa Rice, Sue Rusch and Chris Spence and they have met on the phone before.

They've had conversations already amongst themselves and they are really geared up and ready to go. So please the idea is that there will be regular communication between the grantee and the coach. It is important that those regular communications happen. It's going to make your life easier as the grantee. They're there to help. They're not there to tell you constantly what you're doing wrong.

We also, and this is really good. I know I've done this with other grants. We've, we're going to also have conversations around each of the sectors. So we're going to have webinars and conversations, telephone teleconferences with those grantees who are based on information technology, advanced manufacturing and health care. I'll be sort of overseeing the sector on information technology.

Jeff Brown is doing advanced manufacturing and Patti Bartels is doing health care. And we will be sending out very soon webinars and calls on this so that you've got similar issues, similar employers you're going to. And so, this is going to enable you to really share.

Part of the purpose of these kinds of webinars is to share what's working, what isn't, best practices, where are the challenges, learning from each other. And so, the more also you share with your coaches, the more when they get together and they will meet on the phone monthly, they can share I have a grantee who's having a challenge in this and who else is having that or have you reached a solution on it.

So there's a lot of sharing across this grant and that's what's going to help you be successful and also makes your job a whole lot easier. And that's our role as a coach is to help facilitate what you're trying to implement and do.

So as I said, the coaches role. They're your point of contact for technical assistance. Get to know them. Work with them. And even if you just you're going to have a schedule of monthly calls. If you've got to question them probably somewhere throughout the month, call them, e-mail them. Don't wait until that monthly call. They're there to help you.

You know, they will customize. They're just going to support you with what you need not what other grantees need. So it's going to be responding to what you tell them and their job is to be as open with you as you are with them so that's good.

And if they find that there's additional technical assistance that's needed that they can't answer or if there's a real challenge, they will have the resources. They will know who to go to to get that. As I said, we have subject matter experts. I know subject matter experts are really going to be available to provide that customer customized technical assistance as needed. They're also going to be doing a lot of the webinars that we're going to have throughout this project and be able to share best practices and success stories.

So this is, the coaching role again is what's going to make you be successful but also makes your job a lot easier. You won't be wasting time. There is a federal project officer, an FPO as they're called and they can clarify any funding issues. If you need to modify the work that was in your grant, it needs to go through the FPO and the coach can bring it to the FPO, you can.

But they're there also to make sure you're being successful but also to make sure that you have the tools and the information you need to provide the reporting to the DOL so the DOL can stay on top of what is happening out there. And so, the coach and the FPO will work closely together as well and that's just as important for them.

So all right. So that's the whole role of the coaches. I want to emphasize again utilize them. They have agreed to step up and provide their expertise with you and that only works if you take advantage of it. They're going to push you to take advantage of it and hopefully you will take you will make sure that you reciprocate and take advantage of it.

So now as we talk about coaching I have a question and I think, so the question is where are you having your greatest implementation challenges. You know, is it in hiring of staff? Is it in between contacts and agreements? Is there policies and procedures that you have to follow for the grant?

Or communications, reaching out to employers, to other partners that you're dealing with. And I believe we have an online polling bit that should be there but I'm sorry. I don't see it. So if we don't have it –

MS. MARTIN: Put the – if there isn't a poll at the moment. Oh. There it is.

MS. BRAY: All right.

MS. MARTIN: Put it in the main chat.

MS. BRAY: Thank you very much. Yeah. What all of you have to understand about me is when it comes to technology skill, I'm very low on the totem pole so that's why.

So we really, this, your responses to this are going to give a good starting point for the coaches who are also online listening to this. So interesting, contracts and agreements. OK. And I know we've heard that from some of the coaches calls. And the other one is policies and procedures and some of that comes over with some time as you do that.

And for this, what is good about your answers to this, this is going to help us identify where do we start with our technical assistance with the webinars and the reasons that are going to be presented with these resources that we are going to put together. So it appears that the biggest issue right now is contracts and agreements. So we have our marching orders as to where we need to really look at and then we'll begin to look at the policies and procedures in there as well. So this is very good information. We appreciate that.

So with that, then this is the perfect jumping off point. I'm going to turn this over to Evan Berk (sp) from the Department of Labor who's going to talk about the online community and some of the resources that are already there. So Berk, I'm turning it over to, or Evan I'm turning over to you.

EVAN BERK: OK. Thank you, Jan. So my name is Evan Berk with the DOL National Program Office. I am very happy to announce here today we have the newest community on WorkforceGPS, scaling apprenticeship community.

This community houses resources for all of you for the scaling apprenticeship program. It just went live as of yesterday morning, so you'll be the first ones to be able to explore the site and start using your resources there. So you can see on the slide up now, there is a link to the community right there and I am going to show you how to create an account and to join the community.

So this community is a place where you can interact with your peers and that's all the latest resources right there. So the first thing you want to do if you do not already have an account on the site, go to WorkforceGPS.org and at the top left corner or top right corner of the screen rather, you will see a login button.

And if you don't already have an account you can click start here as you see indicated on the screenshot you see right now. And again, this is already if you don't already have an account on this site. If you do, then you can just log in with your login credentials.

If not, then when you click start here there will be a box that pops up. You can put in your information there. And after you have an account created, then you can sign up for various digests and newsletters for sure by going to the link you see on your screen right there, my memberships and notifications tabs.

And then you can also go to the scaling apprenticeships community which is of course only one community on this site among many others by either following the link provided before and after this slide, each will be at the workforcegps.org. Or you can click on the communities drop-down menu on WorkforceGPS and select the scaling apprenticeships community. Once you click on that, you'll have this open up on your screen and just click on join community to subscribe to it.

OK. So thank you and we look forward to seeing all of you on the community and working with you as you roll out your grants so thank you. So on to you, Marilia.

MS. MOCHEL: Thank you, Evan. I'm going to talk a little bit about what we have in store in the community on the community site for you right now.

So once you've, we have developed a number of resources that are available on the WorkforceGPS scaling apprenticeship site.

One of the things that I wanted to highlight up front is that the recent events tab in every WorkforceGPS community and all events that take place, all the webinars that take place under the umbrella of the activities of this grant are going to be housed there so I know that some grantees have asked about past DOL performance reporting webinars that were delivered for sustaining apprenticeship. This is one of the things that is going to be housed there.

But we also developed a number of topical resource pages that will be, currently we have a number of them already up on the site but new resource pages will be uploaded.

We have another page that actually summarizes a lot of the discussion that Jan presented that has an overview of the TA provided. It's a TA guide. It talks about what is available to our grantees and how they can reach that and who they should contact about a specific need and these and any other needs that may arise and who is the appropriate person to deal with different issues.

And the coach is the FPO is at the national office so the TA guide will summarize that. And also, we have the opportunity to showcase other DOL apprenticeship efforts as needed that may be of interest to the grantee.

I'm going to move forward and talk a little bit about the resource pages that are currently available on the site. The first one is a page that we call the foundational grant resources and that page has all documentation related to the grant from the original, from the opportunity announcement to amendments that were put in place and additional documentation and clarifications the DOL has published.

And the idea is as and if new documents come along that are relevant and important to our grantees, they have a one-stop place to go to find that information. You see that each one of these slides that I'm talking about, the resource pages have the live link to where you can find this information.

The second, the next couple of pages focus on performance reporting resources. For those of you who had the chance to participate in the performance reporting webinars the DOL delivered starting October, November and then December, a lot of these resources will be familiar. But this is the one place for you to go and download them as needed.

So it includes the performance reporting handbook, a lot of files to help grantees understand precisely the requirements for their performance reporting. And also, as I said before the events that have the past webinars if you need some clarification about these documents that were presented then.

So as you know by now, there are a lot of reporting resources so we have two pages that cover again all of these with the very last one is the WIPS tips document. And we hoped it will be helpful to have this in one spot.

Now, the next slide we talk about, as you probably know, DOL has had over the last by now half a decade at least a lot of efforts on the apprenticeship phase. And there has been a lot of very, very useful resources that have been developed across a variety of grants or even to other stakeholders allied with grant programs that have to do with apprenticeships and that can be helpful for those of you who are starting out or who have people on your staff that are starting out or other stakeholders that you're engaging for your project.

So what we did at MSG with cooperation, in cooperation with DOL is we identified a number of resources that would be of interest for people that are undertaking the efforts that you are now taking. The first one here is the basics of apprenticeship. So it comes, this website which is inside of our community, compiled a lot of toolkits and resources that are focused on apprenticeships and you can go there and it will link to where these resources were originally developed.

Currently, we have apprenticeships, the basics of. We have some DOL resources on grant management that will be interesting for you to check out. And we also have a very, very useful collection of resources for engaging and dealing with employers in the context of apprenticeship programs. As the project moves along, we have other resource pages that are planned that will go up. But again, once you go back you can navigate our community page and find your way around these tools and we really hope that they are helpful to you as you embark on this effort.

I am going to turn over now to Mason Bishop. He's going to present and discuss success indicators for these grants, focused and early implementation ones. Thank you.

MASON BISHOP: Thank you, Marilia. Hi, everyone. Hope you're having a good morning and afternoon depending on what time zone you're in. I'm going to be covering scaling apprenticeship success indicators. And as you've probably seen, one of our guiding principles as a technical assistance team is to be value added to all of the grantees. And we don't want our efforts to be considered an additional burden to you but rather something that helps you effectuate the outcomes and deliverables of your projects.

So before I get started on the success indicators I do want to say that I need to make clear that these success indicators are not considered U.S. Department of Labor guidance. But rather, they are technical assistance tools to support your success.

We've assembled a technical assistance team that has a multitude of experience working either within or for community colleges on a number of former Department of Labor grant-funded projects.

And as a result we've compiled our best knowledge and experience to try to put together these success indicators to use that you can use to try to work on activities that help you ultimately have successful grant projects that can be sustained after the period of performance.

I'm going to be covering these and ones in green. There are a number of them. I'm not going to go over all of them but I am going to highlight some of the ones that we feel are most important at this critical juncture during the implementation phase.

The first success indicator is strong organizational management and we believe that grant success is supported by effective use of personnel, resources and communications to implement and operate a high-quality project.

Some indicators of strong organizational management include identifying and onboarding grant-funded staff in a timely manner. One of the ideas that we put on the polling was are people getting staffed in a timely manner? In other grant projects that I and others have been involved in, delays in staff hiring can often cause challenges down the line with performance so this becomes a really important component.

Second is identifying and allocating leverage staff and resources in a timely manner. Again, leveraged resources are something that are accounted for in your financial reporting. And one thing that often I see grantees forget to do is take credit so to speak for the staff and time and other equipment and activities that are supporting the grant but weren't payed for by the grant. So set up upfront and identify those staff and resources that are going to be considered leveraged and make sure you report on those and get credit for that.

Third is instituting strong grant fiscal management practices and that probably goes without saying but that becomes really important.

Developing and implementing ongoing communications processes and timelines. Really make sure that you have very clear, whether it's monthly meetings, weekly meetings, partner meetings and others, but that you have those ongoing communications processes in place.

You're implementing and tracking your project work plan and making sure you communicate with your partners and confirmation of partner roles and commitments and I'm sure much of that is occurring currently.

Developing and using a deliverables dashboard. This is a term that doesn't necessarily have a specific tool in terms of its meaning but rather some kind of, whether it's created tool or tool that you've used in the past or other instrument where you really track your deliverables and accomplishments and your project commitments.

At this point, I always like to remind people that there are really kind of three key words in all of these grant projects and that is activities, deliverables and outcomes. And your activities are sort of the things you do day-to-day and when you conduct those activities they should lead to deliverables. And those deliverables are items that you've committed to accomplishing in your grant projects, which lead to your performance outcomes, which are your outcomes that you have to report to the U.S. Department of Labor.

Implementing ongoing communications with college leadership. I personally believe it's very important to engage your college leadership in what is happening, especially with these kinds of significant investments.

This may seem intuitive, but I have seen a number of grant projects where they were operating and communication with college leadership was nearly non-existent and presidents and vice-presidents weren't even really aware of what was going on and being supportive of the projects. So it's really important that you have those leaderships connections and that there's ongoing communications with your college leadership.

Having project staff utilize sound project management tools. And again, we don't dictate what those tools are but ensuring that you're using those. And maintaining communications with your federal project officer and using your federal project officer as a partner in the project, someone who you can go to and rely on and get good feedback from.

And then obviously, Marilia has just covered a number of TA resources that we've already identified. And using those, there's been a lot of work done on apprenticeship and on community college grant programs and other things and there's a whole host of materials available for people.

Success indicator two is the practice of data-driven decision-making, program evaluation and continuous improvement and data collection tools that are integrated into the project design and supports grant success. I've got three here in green I'll just cover here real quick but there's more.

And that's identifying and using a performance management system and that's really so that you can again track those activities and deliverables and that your outcomes reporting goes a lot more smoothly. Implementing data collection tools and processes and making sure you have all of those in place.

And then obviously training staff on your performance management system and data collection and making sure everybody is really aware of what the tools are, how to use them and then common definitions around your data. Examples would be what is the point of intake, what is the point of exit from the program and other kinds of definitions around your data.

Success indicator three is sustainability principles and this is really, really important obviously. One thing that we like to say is that grant success is supported by the entrepreneurial use of grant funds to implement track and sustain newer modified programs, policies and practices. These new policies, programs and practices that you identify and implement are the kinds of things that can be sustained over time once grant funds and the project is over.

And these really are intended to enhance the capacity and services to employer students and workers. We also believe these principles will help grantees scale their programs nationally by the start of the fourth year of the grant with earlier adoption of the principles, facilitating greater success in achieving national scaling.

Two that we've highlighted for this presentation are first, immediately identifying those improvements in programs, policies or practices that will be targeted for ongoing sustainability.

Again, right upfront look at what are the unique features of your grant projects and what are those things that you want to become over time the normal course of business that happens at your college and with your partners?

That becomes really important and once you, if you identify those upfront and continually monitor those and utilize continuous improvement, you'll be able to continue those activities after the grant's end.

Second, implementing continual communication and buy-in again from college leadership, deans and directors, as appropriate. We are really again urging all of you. Don't have your projects operated in silos sitting somewhere within the college. Have that be part of the college's vision and mission and again trying to sustain new ways of serving students, workers and employers over a longer period of time.

Success indicator four is effective apprenticeship design. And obviously it's going to, grant success is going to be supported by effective implementation and ongoing operations of new and/or expanded apprenticeship opportunities that adhere to the five hallmarks of program quality described in the FOA.

These include paid, work-based component, on-the-job training and mentorship, education and instructional component, the industry-recognized credentials that are earned and safety supervision and equal employment opportunity.

So some of the indicators that will lead to this are understanding the labor market and human resources in needs and goals of employers and other partners and articulating how the program helps partners meet their goals.

Those of you who have either been involved for a long period of time or even a short period of time in apprenticeship realize that working with employers becomes critically important and having them help define the concepts and skill that are needed to train toward and to learn towards for full-time employment become really important.

Obviously, each of you have identified employer partners in your target sectors, and so continual engaging of multiple employers in those target sectors to design your apprenticeship programs becomes critical. It's a key core principle that has to occur.

Implementing partnership and/or subrecipient agreements with employer partners and primary industry partners and we saw from the polling question this seems to be one of the early implementation issues that we can help you focus on. But getting those primary industry partner subrecipient agreements and/or contracts in place becomes really important so that again prior to participant enrollment, you can have various implementation processes in order.

And then leveraging employer partners, resources and abilities at deepening levels. And that really becomes a much longer-term designed principle which is what is your business engagement, employer engagement strategies and what kinds of feedback loops are you creating so that you understand what employers need but you're also communicating and educating employers as to the credentials and training and other opportunities that are available in partnership with them.

Success indicator five is effective partnership, excuse me, partner engagement. And again, this is really the development of roles and relationships of your partners who employ, support and work with the apprentice participant and support the grant's success. And a couple of examples of this that we have identified are first coordinating partner activities and assigning partner relationships to appropriate project staff. So again, the project staff are clear in what they're to do in terms of partner engagement.

And then engaging in regular communications in all partners, but particularly paying special attention to employer and industry partners who are providing competency and credential identification, the work-based component, on-the-job training and others.

Another part of this clearly is community partners who are providing supportive services, especially in today's times where we know many of the individuals you're likely to serve may have some barriers to employment and to apprenticeship and having community partners who can address supportive services such as transportation and other kinds of things becomes critically important.

And then finally, success indicator six is effective participant engagement in an apprenticeship experience. And this really gets down to making sure you have very, very targeted and smart effective outreach and recruitment elements including understanding participants needs, challenges and characteristics. Again, in areas where especially there's low unemployment, really identifying who these individuals are in your potential apprentice pool becomes critical. And also, then obviously understanding what their needs, challenges might be.

Using best practices to recruit diverse participants. We're at a very unique time in our economic history where there's opportunities to really improve the diversity of participants. Employers are looking for that and there's opportunities to give people access to education and training and jobs that have sometimes been left out of those opportunities.

And then employing effective assessment to match individual with the appropriate apprenticeship and pre-apprenticeship opportunities. This part, that's the outreach and recruitment part and then of course you sort of have your intake piece or onboarding piece in developing process and vetting for participants being brought into the program and having a very well-defined intake and onboarding process.

Implementing a case management approach tailored to work and learn. So what kinds of case management-type services are you going to be providing in supports and mentoring. Developing individual employment plans that outline work experience in concurrent relating and training instruction. Individual employment plans or service strategy plans are those kinds of things that you work with a participant in that there's clear understanding by the participant and by the staff as to what the expectations are and what the opportunities are in what progress looks like.

So those are the, again, six indicators that the technical assistance staff, based on our experience, are putting out there as a tool for you to use to help guide you. We think it's again based on experience and what we have seen that helps lead to success. And we will be, obviously TA coaches and others working with you around conversations and what we can do to again be value added and help you.

At this time, I will turn it over for next steps. Thank you.

MS. MOCHEL: Thank you, Mason. This is Marilia again. So we are here at the next steps slide. So we have a few action items based on the entire conversation or presentation that we had so far.

One, as Evan said, you can go and register for the scaling apprenticeship community. Once you get there, you're going to have access to a number of resource pages. You're going to also have access to a document highlighting the success indicators that Mason just covered. We encourage you to review the success indicators and use it to conduct a self-assessment.

You will also have access to the TA guide that covers a lot of the ground that Jan discussed and will allow you to know again and emphasize what our team can provide and can assist you with as well as other areas for technical assistance that are on DOL's side of the conversation including performance, including issues related to contracts.

I also wanted to highlight in next steps is that you're going to be hearing from us via your contacts using the scaling apprenticeship mailbox. We have planned the industry affinity group calls, which should take place before the end of the month.

In the next week or so we should be sending out an invite. We are going to initially propose a date and we hope that these industry calls will be an opportunity for conversations and also can get on a regular schedule that works for most of the grantees in each industry.

We also have planned a number of topical discussions that will be cross-cutting across industries and the first one we hope to do in early March and it will focus on issues related to data and reporting, data collection and reporting. A lot of the topical discussions that we have planned have been sort of developed and created with the feedback that we received from coaches based on conversations they have had with the grantees.

So again, it's another way of saying that it's really important that in your conversations with the coaches we get a clear sense of what the needs are so that we can tailor our offerings to what we see as most challenging.

And then again, as part of the activities in the community in late March, we should be doing a webinar. I don't know if Cheryl wants to say a little bit about what that next webinar will be because I think it's exciting.

And yeah, it's a great opportunity to talk about what we are planning for that so I'm going to hand it over to Cheryl. She can talk about the webinar and then she will guide us to a period of Q&A before the end of this webinar. Thank you.

MS. MARTIN: Great. Thank you, Marilia. And thank you, Mason and Jan as well. So if you guys have any questions about anything you've heard, please put it in the question box down there. But meanwhile, we're going to answer some questions that we think you might have like what's going to be in that next webinar.

So when I attended a meeting of the American Apprenticeship Initiative grantees a while back, I asked a lot of them what did you wish you had known at the beginning of your grant and they all had plenty of things to tell me that they wished that they had known. That was maybe about three years in for them.

So we are going to do a webinar next where we get some of those AAI grantees, American Apprenticeship Initiative grantees, onto a webinar to tell you what they wish they had known at the beginning so that hopefully there will be some information in there that's useful to you since you are closer to the beginning of your grant. So that will be our next webinar.

And next I'm going to, it occurred to me to answer a question that I think many grantees might have. I can't completely answer it today but I can tell you that more information is coming and that question might just be how are we supposed to handle these unregistered apprenticeships? You know, if you're doing registered apprenticeships there's a lot of support and help out there for that.

Just work through your state and all of the places that you normally would to do or create a national representative, what every you have in your state. But what about these unregistered apprenticeships? And we are going to be providing you with some additional guidance on that pretty soon is what I will be able to say right now. So watch out for that.

That will come in the form of an FAQ and right now we have 10 FAQs that are, that have been sent out. Those were sent out in an e-mail but those will also be posted on that scaling apprenticeship community page under those foundational resources. And those are ones that came out in December so if you have the ones that are dated December 2019, you've got the most recent set. If we add to them, we'll call them February 2020 or whatever it is and we'll send those out both by an e-mail as well as post them onto the community.

Now that we have a space on WorkforceGPS for our community, that will be the place that we will be posting everything. And so, we encourage you to go there often and to sign up for those alerts because the alerts will tell you everything.

Like say you sign up for a weekly alert, you would see here's the three new things that were added to the website for, just for scaling apprenticeship just between last week and this week. And then you will not have to keep track of them yourself. It's like we'll tell you.

I do want to add that you can go and look at all that stuff that we showed you for scaling apprenticeship. You can look at that website right now. You do not have to register with WorkforceGPS to look at the information on the site. You do need to register for WorkforceGPS to be able to come to webinars and to be able to sign up for those alerts. So those are the two reasons why you would want to register for that.

Let me see. If you guys have questions, please put them in there. But meanwhile, let me ask. Marilia, do you want to say a little bit more about can you confirm on those affinity group calls that for each industry?

Like for each industry you plan to start one of those in February, so the IT, the advanced manufacturing and the health care if we can get it scheduled correctly would be either in February or very shortly after that? Is that right?

MS. MOCHEL: Yes. Absolutely. Yes. We should be sending out an e-mail hopefully no later than the middle of the month to set up a time for each one of the three calls and it's the plan to have that call monthly.

MS. MARTIN: Great. And –

MS. MOCHEL: And the topic of discussions – go ahead.

MS. MARTIN: No. You go. You finish.

MS. MOCHEL: Yeah. So the topic of discussion ones, we hope to have one in early March and one the following month.

MS. MARTIN: OK. Great. And let me take this opportunity to say to everyone that if we, if you don't think that we have the right people to send e-mails to like there's a contact missing or something like that, please just let us know at the scalingapprenticeship@dol.gov mailbox and tell us hey, I'd like this person to be added.

You know, we'll if it's part of your SF 424 if it's one of the two names on there, your authorized rep or your appointed contact on that, that will require a modification to change those two names.

But we fully recognize that those are probably not even the right people to be receiving our regular e-mails where we say, hey, check out this webinar or hey here's this new resource. So let us know at the scalingapprenticeship@dol.gov mailbox about any of that and we'll help you sort through all of that.

But the main things is that we want to be sure that we have the right e-mails and there can be more than one for your grant. We can have your performance person. We can have your project manager. We can have other people that are critical.

We don't expect you to sign up all of your subawardees or contractors or anything like that. You as the lead grantee are responsible for communicating with them. But for the lead grantee, anybody that needs to know this stuff, let us know and they can be part of the e-mails and then you can be the ones to distribute it out to you partners.

Speaking of being in touch with people, we've had the question asked before how can I be in contact with other grantees? So Jan, you want to tell us a little bit about that?

MS. BRAY: Yeah. So this is really where because you want to make sure that you are being in touch with the right grantees. I mean what is the issue and what do want to touch base with them about? Certainly, DOL will be facilitating ways for all of the grantees to continue to have dialogue but this is where your coaches really come into play.

Well first of all you have to think about the industry sectors discussion. So there you're going to be in contact with other grantees. And I know as I've dealt with that with other grants as they worked on it by sector, you get to know each other and you then reach out to somebody you met from another grant, another grantee, and you've established a relationship and now you've got another sort of network there.

But if you really have a question and you really want to talk to other grantees, talk to your coach. The coach will be able to know who to talk to with that grantee, is it the right grantee. If we find there's an issue that you have like six grantees or seven that have the same issue we can establish some kind of conference call for a networking call for all of those grantees to talk together. We've done that in the past in other grants.

So once again, your coach is the heart of this. One of the things I will say that I do applaud the DOL for is that they pick up what they've learned and what they've heard from other grants and they begin to integrate it into future grants that come along.

So whether it's guidance for success factors through the affinity group calls, through the peer-to-peer networking that can go on, all of that gets captured because they know it works and they know that's what grantees need and then they share it with the coaches and with the grantees. So you have the benefit of what they learned in the past but then they count on you too.

We pay attention to what's important to you so utilize your coach. That's what's very important and that coach will be able to connect you to the right people to get you the right information or even can establish this is the time that we need to pull people together to have a more, broader call. So your coach is your first point of contact or your affinity group, the industry sector groups that will be meeting.

MS. MARTIN: OK. Thank you, Jan. So I have one more question but if you can, if you're on this call and you have a question for us, please type it into that main chat over there. And then the question came up amongst all of us if I've already registered on WorkforceGPS, do I have to register again to get into the scaling apprenticeship area?

Evan Burt: Right. So the answer is no. We need one account per person who wants to join the site. So the account that you use to enter this webinar, you can also use that to join the community page. You don't need a separate account for that. So I might recommend that you have each staff who you plan on, who plans on attending webinars or wants to have alerts for when new resources are posted, they might have their own account.

So I do want to emphasize as Cheryl said a moment ago, you do not need to have an account to be able to access content or download content on the site. So if you want to share anyone else links to any of the materials, they do not need an account to be able to download or view the content.

MS. MARTIN: Great. Thank you, Evan. And Tami [ph], thank you. You broke the crickets and asked us a question. You asked does scaling apprenticeship require any DOL disclaimer language and marketing materials?

And I am glad you asked that because we have been going back and forth a little bit about that internally actually because yeah, we do. It's in the, excuse me. What's it called? It's the, its no. It's in the FOA on the section about intellectual property rights. So it's not the easiest thing to find and I'm working on changing that for the future so that you can google, you can search on the word disclaimer.

But if you look, if you just going onto the FOA, do a find on the word intellectual or property or some, well property not. Probably intellectual is easier. It's in that section and there is disclaimer language in there that says this was funded by DOL grant and this does not necessarily represent the opinions of DOL and that kind of thing. That language is required for H-1B grants. And so, on any marketing materials or anything that you put out there.

The second thing I would say just to go along with that is that please do not use the DOL logo when you put out your materials. The DOL logo is there for materials that do represent the Department of Labor and they say this is what the Department of Labor says.

However, since that disclaimer says that you just you just got through saying this does not represent the Department of Labor. You should not be using the DOL logo on any of your materials. I only say that because that question has come up before.

So other questions from folks. All right. Well, I hope that you found this to be a useful webinar and I hope that we, that you're finding the coaching calls helpful to you.

I know there's been a lot of interest in the industry affinity calls. Just so you know on that, when we sent that out we're only going to invite the people in IT to that one and only the people in advanced manufacturing to that one and only the people in health care to the other one. If for some reason you have interest in listening in on somebody else's, talk to your coach.

But basically, we're trying to keep that to be a manageable group and to talk about questions that relate to that. But if you have anything else that you would like to talk about amongst yourselves kind of things, like Jan said we can certainly set up calls for that as well.

So we promised to try to get you out of here sooner than 90 minutes. We did keep our promise. It's right now coming up on the hour so I'm going to say thank you again to Marilia, to Jan and to Mason.

But most of all, I'm going to say thank you to all of you for coming today. And, oh, Evan, thank you. And all the people behind the scenes who helped make this happen. But anyway, I'll turn it back over to you, Laura. Thank you.

MS. CASERTANO: All right. Great. I just want to thank all the participants. I'm going to ask everyone to remain logged in the room for a minute longer.

(END)