

FY 2005-2007 Strategic Plan for Apprenticeship and Training

Mission Statement

Promote the development, registration and completion of apprenticeship and on-the-job training programs that provide North Carolina employers with quality trained and highly skilled workers.

Vision Statement

Expand the apprenticeship advantage.

Key Success Measures

1. Completion Rate (registrations/completions per employment sector)
2. Wage Rates by Key Occupations
3. Annual Number of Registrations (by employment sector)
4. Annual Number of Completers (by employment sector)
5. Annual Number of Eligible Veterans in Apprenticeship receiving VA Benefits
6. Total Federal Dollars Received in VA Benefits by Eligible Veterans

Goals

1. Increase the Number of Registered Apprenticeship and Training Programs in Traditional and New Industries.
2. Increase the Number of High School Students in Registered Apprenticeship Programs.
3. Improve Our Outreach In Order to Register More Eligible Veterans into Apprenticeship.
4. Improve Our Services to Registered Apprenticeship and Training Sponsors.
5. Increase and Improve Awareness of the Registered Apprenticeship Advantage.
6. Improve the Efficiency and Effectiveness of Our Internal Operations.
7. Conduct Business in a Safe Environment.

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Goal 1:

Increase the Number of Registered Apprenticeship and Training Programs in Traditional and New Industries.

Performance Objectives:

1. Develop and register 4 new statewide programs by June 30, 2008, where 1 will be a program in the construction trades and 1 will be a program in the manufacturing trades.
2. Each apprenticeship consultant will annually register 3 or more new programs with 10 or more apprentices/trainees and one of the 3 programs annually must be in construction, manufacturing or service industry trades.
3. Apprenticeship registrations annually will be no less than 75% of the total registrations.
4. Develop and register 1 new program in biotechnology, integrated systems technology, and health care field by June 30, 2008.

Goal 2:

Increase the Number of High School Students in Registered Apprenticeship Programs.

Performance Objectives:

1. In fiscal year 2007-2008, double the number of high school students registered in adult apprenticeship programs compared to the number registered in fiscal year 2004-2005.
2. Develop and register at least one new statewide apprenticeship program targeted to high school students by June 30, 2007.
3. Train at least 1 person in 50% of the school systems active in high apprenticeship to promote, develop and register new programs and registrations by December 31, 2005.
4. Develop and offer a pre-apprenticeship program called "High School Apprenticeship" by June 30, 2006.

Goal 3:

Improve Our Outreach In Order to Register More Eligible Veterans into Apprenticeship Programs.

Performance Objectives:

1. An apprenticeship representative will annually attend at least 90% of all TAP meetings.

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2. By January 1, 2006, create 2 new VA-funded positions 1 of which will spend 50% of his/her time supporting VA administration activities in the Raleigh office.
3. In Fiscal Year 2007-2008, increase by 200% the number of registered veterans receiving VA benefits over the total number registered and receiving benefits in fiscal year 2004-2005.
4. Beginning no later than January 1, 2006, send a letter quarterly to every military service person returning to civilian life in North Carolina.

Goal 4:

Improve Our Services to Registered Apprenticeship and Training Sponsors.

Performance Objectives:

1. Train at least 2 additional apprenticeship consultants in Work Keys by June 30, 2006.
2. Annually provide 8 regional training opportunities to sponsors and stakeholders.
3. Contact all active sponsors with five or more apprentices, trainees or master craftsmen at least annually, and contact all other active program sponsors with less than five at least every two years.
4. Service all apprentices, trainees and master craftsmen programs within 120 days due for completion or cancellation.
5. Annually survey all active sponsors via the Internet for customer satisfaction and opportunities for improvement.
6. Provide web-based access to select sponsors of their training records by July 1, 2006.
7. Provide a quarterly newsletter updating our sponsors and stakeholders on apprenticeship and training information and activities.

Goal 5:

Increase and Improve Awareness of the Registered Apprenticeship Advantage.

Performance Objectives:

1. Complete construction of a 17,000 square foot Apprenticeship Education and Training Center on the grounds of the NC State Fair to house education and training activities, such as the Apprenticeship Contests, by the October 2007.
2. Increase the number of Apprenticeship Contests at the State Fair from 5 to 8 by October 2008.
3. Hold annually an Apprenticeship Celebration and Awards Ceremony to showcase the Apprenticeship Advantage.

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4. Attend all Construction Safety Forums, and have each apprenticeship consultant to attend at least two Safety Award Banquets in their designated area.
5. Invite all local workforce development professionals to attend the regional training opportunities offered sponsors annually (i.e., NC Employment Security Commission Staff, JobLink Centers Staff, Workforce Development Board Members and Staff).
6. Conduct at least three meetings of the Apprenticeship Council annually and have the Council discuss and prepare recommendations on improving the high school program and forging stronger links with the state's workforce development system by June 30, 2007.

Goal 6:

Improve the Efficiency and Effectiveness of Our Internal Operations.

Performance Objectives:

1. Scan and index all current sponsor files into Filenet by June 30, 2006.
2. Conduct at least 3 all staff training sessions and at least 3 regional staff meetings annually.
3. Complete the electronic program for processing registrations and completions by December 31, 2005.
4. Conduct at least 8 management meetings annually.
5. Allocate each apprenticeship consultant a travel and office budget each fiscal year and require a weekly activity report and a two week itinerary to promote better time management and more efficient and effective use of public resources.

Goal 7:

Conduct Business in a Safe Environment.

Performance Objectives:

1. All injuries, occupational illnesses and violence or criminal activity events will be investigated and reported within the guidelines and time frames of the Employee Safety and Health Program, Policy 9.
2. Safety will be a topic of discussion at each staff meeting and training session.