



DEPARTMENT OF COMMERCE
Registered Apprenticeship

Self-Assessment & Program Improvement Plan



DEPARTMENT OF COMMERCE
Registered Apprenticeship

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Dear Kansas Apprenticeship Sponsor,

Thank you!

Your participation in Kansas' Registered Apprenticeship program showcases the age-old model that combines carefully defined training under the tutelage of a highly skilled mentor at the work site supplemented with related technical or theoretical instruction.

You know that Registered Apprenticeship is one of the few training approaches in the United States — public or private — driven directly by the demands of the labor market. It offers industry-driven training, voluntarily sponsored by individual employers, employer association and by joint employer-employee groups. The National Apprenticeship Act was the first Federal law to promote training for existing (or incumbent) workers. All Registered Apprenticeship programs operate under a set of rigorous standards that ensure high quality, fairness and accessibility.

The Kansas Department of Commerce, in conjunction with the Kansas Apprenticeship Council, suggests that sponsors review programs annually and develop ongoing continuous improvement plans in order to maintain a high-quality apprenticeship program.

*The attached **SELF-ASSESSMENT & PROGRAM IMPROVEMENT PLAN** document is provided to assist your registered apprenticeship program's compliance with The Federal Code of Regulations 29:29 and 29:30 which governs all registered apprenticeship programs. The **SELF-ASSESSMENT & PROGRAM IMPROVEMENT PLAN** document may be used as is, or as a guideline to produce your own documents that contain the required information.*

A continuous improvement plan is simply a system that both identifies the level of program performance and productivity and strives for improvement. It is more that just a plan, it's a method. A continuous improvement plan impacts all program elements and establishes higher-level solutions that can be integrated within the program. In order to affect change, individuals must be willing to contemplate problematic issues and subsequently work through processes to correct them — anything from a standard evaluation of the overall organization that links directly with the program to specific action steps necessary to improve the program immediately from the problem.

A continuous improvement plan is more than just evaluating, analyzing, organizing and planning. The continuous improvement plan is the future. Kansas Registered Apprenticeship Staff is available any time and free of charge to assist sponsors with their program. Please contact us or visit our website (www.KansasApprenticeship.org) for more information.

~ **The Kansas Registered Apprenticeship Staff**

Kansas Registered Apprenticeship Program Self-Assessment Review

PROGRAM NAME:		
PROGRAM ADDRESS:		OCCUPATION(S):
PROVISIONAL REGISTRATION DATE:	REGISTRATION DATE:	
DATE OF THIS REVIEW:	PERIOD OF THIS REVIEW:	
DATE OF LAST SELF-ASSESSMENT REVIEW:	DATE OF MOST RECENT PROGRAM IMPROVEMENT PLAN:	
PERSON(S) PREPARING THIS REVIEW:		
LOCATION(S) OF RELATED TECHNICAL INSTRUCTION (RTI):		
NAME AND ADDRESS OF RTI PROVIDER(S) & METHOD OF DELIVERY:		
APPRENTICESHIP PROGRAM CONSULTANT(S) FOR THIS PROGRAM:		
During the period covered by this review, the number of apprentices registered is:		
During the period covered by this review, the number of apprentices who graduated is:		
During the period covered by this review, the number of apprentices who terminated is:		
During the period covered by this review, the number of active apprentices is:		
Program Sponsor		
I certify that the Self-Assessment Review was conducted in good faith, and true and correct to the best of my knowledge and belief.		
ACCEPTED AND APPROVED BY (PRINT NAME & TITLE):	SIGNATURE:	DATE:

Kansas Registered Apprenticeship Program **Self-Assessment Review**

I. ON-THE-JOB LEARNING (OJL)		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Do apprentices receive OJL in all phases of the occupation as outlined in the work process?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the OJL coordinated with the Related Technical Instruction (RTI)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is reasonably continuous employment provided to all apprentices?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the sponsor's workforce consistent with the approved ratio as registered in the program standards?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the work process kept current with industry practice?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the apprentice's scheduled wage increases determined by actual hours of OJL or by months in the program, and is consistent with the registered apprenticeship standards.	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the probationary period reasonable in relation to the term of apprenticeship?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is full credit for the probationary period given toward the completion of the program?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the granting of advanced credit for previously acquired experience and training applied equally to all apprentices?	<input type="checkbox"/>	<input type="checkbox"/>
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

II. RELATED TECHNICAL INSTRUCTION (RTI)		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Was course material reviewed during this period?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the curriculum currently cover all work processes?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the curriculum relate to appropriate industry standards?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the program curriculum need to be updated?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the instructors complying with the lesson plans?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the instructors' lesson plans reviewed during this period?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do the curriculum, text and hand-outs need modification or updates?	<input type="checkbox"/>	<input type="checkbox"/>
9. Was there instructor training on curriculum?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are instructors familiar with apprenticeship program policies, procedures and regulation?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do all instructors meet state education requirements or identified as subject matter experts?	<input type="checkbox"/>	<input type="checkbox"/>
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

Kansas Registered Apprenticeship Program **Self-Assessment Review**

III. SUPERVISION AND MANAGEMENT		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Is the performance of the instructors being monitored?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there a procedure to monitor OJL hours and RTI hours?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the sponsor reviewed the performance of the apprenticeship coordinator(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the program and staff have adequate record-keeping procedures?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a responsible party for record-keeping?	<input type="checkbox"/>	<input type="checkbox"/>
6. During this period, have you conducted an employer orientation workshop?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the Program Consultant provide a compliance review of your program during this period?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the Program Consultant recommended any changes in your program?	<input type="checkbox"/>	<input type="checkbox"/>
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

IV. INDIVIDUAL APPRENTICE TRAINING PLANS		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Are additional materials and resources available to supplement the apprentice's training?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the sponsor provide individual apprentice evaluations on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are apprentice evaluation procedures being followed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the sponsor have written procedures for rotating individual apprentices to ensure complete work process training?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are individualized study accommodations provided for apprentices?	<input type="checkbox"/>	<input type="checkbox"/>
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

Kansas Registered Apprenticeship Program Self-Assessment Review

V. COMPETENT AND QUALIFIED PERSONNEL		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Have journeyworkers/mentors complied with fundamental training course requirements?		
2. During this period, did the sponsor evaluate the journeyworkers/mentors performance?		
3. During this period, did the apprentice evaluate the journeyworker/mentor's performance?		
4. Have the evaluations been reviewed with the journeyworkers/mentors?		
5. Is there protocol for ongoing sponsor and journeyworker/mentor staff training?		
6. Have there been apprentice complaints regarding OJL supervision?		
7. Is there a process in place to respond to apprentice complaints?		
8. Is there a method to ensure OJL supervision by competent journeyworkers/mentors?		
9. Has the sponsor been updated on changes in apprenticeship policies, procedures and regulations?		
10. Are all journeyworkers/mentors familiar with the program's policies, procedures and regulations?		
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

VI. UTILIZATION OF FACILITIES, EQUIPMENT & MATERIALS		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Are the facilities adequate for apprentice training needs?		
2. Is there enough equipment in the classroom for all apprentices?		
3. Is the equipment used on the job site pertinent to the classroom learning experience?		
4. Is the equipment utilized in the classroom properly maintained?		
5. Do all apprentices receive safety training on the equipment utilized in the classroom?		
6. Are there any safety problems with the equipment and materials utilized in the classroom?		
7. Are there enough educational course materials for all apprentices?		
8. Are the course materials and instructional aids up to date?		
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

Kansas Registered Apprenticeship Program Self-Assessment Review

VII. COMMUNITY, BUSINESS & INDUSTRY INVOLVEMENT		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:		YES NO
1. Is there community media exposure about the availability of the program?		
2. Does the program utilize guest speakers from the community on current topics?		
3. Does the program utilize industry or other journey-level role model guest speakers?		
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

VIII. RECRUITMENT and PLACEMENT		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:		YES NO
1. Does the sponsor have a plan to promote apprenticeship opportunities for current or new employees?		
2. Does the sponsor advertise and make information available in the community about apprenticeship opportunities?		
3. Did the program receive the anticipated number of applications?		
4. If this is a group program (joint or non-joint), does the program have a sufficient number of subscribing employers to permit consistent OJL for the registered apprentices?		
5. Does the program have an adequate method for the placement/ job rotation of apprentices for OJL?		
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

Kansas Registered Apprenticeship Program **Self-Assessment Review**

IX. PROGRAM PROMOTION		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Does the sponsor have a budget for promotional activities and advertising?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the sponsor participate in any civic functions which enhanced the program's reputation during this period?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the sponsor receive any rewards or accolades during this period?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the sponsor engage in any supplemental programs or activities for the promotion of the program?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the sponsor recognize any outstanding apprentices upon their graduation?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the sponsor conduct a completion ceremony for apprentices?	<input type="checkbox"/>	<input type="checkbox"/>
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

X. PROGRAM ACCOUNTABILITY		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:	YES	NO
1. Is the sponsor's record-keeping completed on a timely basis?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all documents and/or reports being submitted on a timely basis?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the sponsor's resources adequate to meet anticipated program needs?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the program have a mechanism to ensure that apprentice training meets the employer needs?	<input type="checkbox"/>	<input type="checkbox"/>
5. If this is a group program (joint or non-joint), does the sponsor regularly evaluate current individual employee's performance?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the sponsor have goals to ensure completion of all apprentices?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the sponsor's completion rate meet expectations?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the sponsor adhering to training ratios?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the sponsor have an annual training budget?	<input type="checkbox"/>	<input type="checkbox"/>
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

Kansas Registered Apprenticeship Program Self-Assessment Review

XI. SAFETY and DRUG-FREE ENVIRONMENTAL TRAINING		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:		YES NO
1. Do apprentices receive safety training during RTI?		
2. Does the program require CPR and first aid training as part of the classroom education?		
3. Does the program have a substance abuse policy?		
4. Are the apprentices provided substance abuse education during their RTI?		
5. Does the sponsor require drug testing?		
6. Does the program provide an Employee Assistance Program (EAP) counselor for apprentices?		
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

XII. SEXUAL HARASSMENT and DISCRIMINATION TRAINING		
A. OUR OBJECTIVE:		
B. REVIEW QUESTIONS:		YES NO
1. Does the program have a sexual harrassment policy?		
2. Does the program have a discrimination policy?		
3. Is recognition of sexual harrassment incorporated into both the OJL and RTI?		
4. Is recognition of discrimination incorporated into both the OJL and RTI?		
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:		

Kansas Registered Apprenticeship Program Improvement Plan

ORDER OF PRIORITY FOR CORRECTION (1, 2, 3, ETC.)	DEFICIENCY (INDICATE CATEGORY NUMBER FROM SELF-ASSESSMENT REVIEW)	IMPROVEMENT NEEDED, PLANNED ACTION: RESOURCES REQUIRED	TIMELINE FOR COMPLETION	PERSONNEL RESPONSIBLE	DATE COMPLETED

Kansas Registered Apprenticeship Program Improvement Plan (CONT.)

ORDER OF PRIORITY FOR CORRECTION (1, 2, 3, ETC.)	DEFICIENCY (INDICATE CATEGORY NUMBER FROM SELF-ASSESSMENT REVIEW)	IMPROVEMENT NEEDED, PLANNED ACTION: RESOURCES REQUIRED	TIMELINE FOR COMPLETION	PERSONNEL RESPONSIBLE	DATE COMPLETED