

# Receive Assistance in Developing an Equitable Manufacturing Apprenticeship Program

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If you are considering whether to register a manufacturing apprenticeship program, or if you are a Registered Apprenticeship program sponsor, JFF's Center for Apprenticeship & Work-Based Learning is available to provide support through services and products that can be beneficial for you in every step of your journey. Services are provided by the following experts through JFF's [Improving Diversity and Equity in Apprenticeships for Manufacturing \(IDEA-M\)](#) project:

### **JFF**

JFF is a national nonprofit that drives transformation in the American workforce and education systems. For more than 35 years, JFF has led the way in designing innovative and scalable solutions that create access to economic advancement for all. [www.jff.org](http://www.jff.org)

### **Donna Lenhoff Associates (DLA)**

DLA provides best-in-class solutions and services to make it as easy as possible for organizations to foster equal employment opportunity, diversity, inclusiveness, and equity successfully. Its principal, Donna Lenhoff, offers unique, in-depth expertise on the equal employment opportunity (EEO) and affirmative-action requirements for Registered Apprenticeship programs; comprehensive knowledge of employment-discrimination law and policy; and unrivaled insight into agency compliance practices.

### **National Center for Women's Equity in Apprenticeship and Employment at Chicago Women in Trades (CWIT)**

CWIT provides support and education to tradeswomen; increases training for women and girls to enter nontraditional jobs; provides technical assistance to employers, unions, and other tradeswomen groups; documents trends in the nontraditional workplace; and advocates for improved policies and practices that support women's access to nontraditional training and jobs, as well as success and safety on the job.

See below for the services and products that are available to help you at each stage.

**Interested in receiving support? Reach out to JFF's Emmanuel Manu: [emanu@jff.org](mailto:emanu@jff.org)**

## Menu of Services

### Stage 1: Should I start a Registered Apprenticeship program?

<b>Services</b> <i>What we can offer you</i>	<b>Available Products</b> <i>Current and in development</i>
<ul style="list-style-type: none"> <li>• An overview of EEO and affirmative action program requirements</li> <li>• Information on supports from JFF and the U.S. Department of Labor’s Office of Apprenticeship (OA) for sponsors in complying with registration requirements and improving diversity, equity, and inclusion practices</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Slide Deck</b>   Basic EEO Requirements for Registered Apprenticeship Programs</li> <li>• <b>Talking Points</b>   Overview of EEO and Affirmative Action Program Requirements for Prospective Sponsors</li> <li>• <b>Talking Points</b>   How Diversity, Equity, and Inclusion Initiatives Improve Registered Apprenticeship Programs</li> </ul>

### Stage 2: How do I prepare my standards for registration?

<b>Services</b> <i>What we can offer you</i>	<b>Available Products</b> <i>Current and in development</i>
<ul style="list-style-type: none"> <li>• A review of your program’s selection criteria to flag any potential discrimination issues</li> <li>• A compliance check against <a href="#">OA’s Apprenticeship EEO regulations</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Tool</b>   Focus: Avoid Discriminatory Practices When You Select Applicants to Admit to Your Program (section in CWIT’s EEO Toolkit for Registered Apprenticeship Programs)</li> <li>• <b>Tool</b>   CWIT’s <a href="#">Registered Apprenticeship Equity Survey</a></li> <li>• <b>Brief</b>   Pitfalls in Selection Criteria</li> </ul>

### Stage 3: My program is registered—now what?

<b>Services</b> <i>What we can offer you</i>	<b>Available Products</b> <i>Current and in development</i>
<ul style="list-style-type: none"> <li>• Support in completing each of the initial EEO steps:               <ul style="list-style-type: none"> <li>○ Identifying individual with lead responsibility</li> <li>○ Adopting and posting the EEO Pledge and Complaints Information Poster</li> <li>○ Developing a source list for distribution of notices of program openings</li> <li>○ Implementing EEO policy sessions and anti-harassment trainings</li> <li>○ Setting up required record-keeping</li> </ul> </li> <li>• A review of your recruitment sources to identify potential gaps and opportunities</li> <li>• A review of your recruitment materials with a gender lens</li> <li>• Assistance in creating an effective anti-harassment policy, training curriculum, and process for managing anti-harassment complaints</li> <li>• A train-the-trainer program</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training Course</b>   <a href="#">5 Initial Steps to EEO for Registered Youth and Adult Apprenticeships</a></li> <li>• <b>Poster</b>   OA's <a href="#">EEO Pledge and Complaints</a></li> <li>• <b>Tool</b>   OA's <a href="#">Universal Outreach Tool</a></li> <li>• <b>Resource Hub</b>   OA's <a href="#">Anti-Harassment Resources</a></li> <li>• <b>Checklist</b>   5 Initial Steps to EEO</li> <li>• <b>Model Language</b>   Terms to Consider Including in Your Employer Acceptance Agreements</li> <li>• <b>Guide</b>   EEO Data Requirements for Employers and Registered Apprenticeship Programs</li> <li>• <b>Brief</b>   Recruitment Strategy and Curriculum for a 6-Week Manufacturing Boot Camp</li> <li>• <b>Customizable Recruitment Flyer</b>   Women in Manufacturing</li> <li>• <b>Template</b>   Strategic Recruitment Planning</li> <li>• <b>Agendas</b>   Anti-Harassment / Respectful Workplaces Training (basic training + train-the-trainer)</li> </ul>

## Stage 4: How do I develop an Affirmative Action Plan?

The U.S. Department of Labor requires a Registered Apprenticeship program to develop an Affirmative Action Plan within two years of registration. This requirement is also reflected in State Apprenticeship Agency states that have aligned their requirements with the Department of Labor.

<b>Services</b> <i>What we can offer you</i>	<b>Available Products</b> <i>Current and in development</i>
<ul style="list-style-type: none"> <li>• Customization of OA’s Affirmative Action Plan template</li> <li>• Preparation for the technical demographic-analysis component of your Affirmative Action Plan with your Registration Agency</li> <li>• Support in setting up procedures for disability self-identification invitations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Training Courses</b>   <a href="#">Introduction to Affirmative Action Programs for Registered Apprenticeships</a></li> <li>• <b>Tool</b>   OA’s <a href="#">Disability Self-Identification: A Guide for Apprenticeship Sponsors</a></li> <li>• <b>Talking Points</b>   What You Need to Know When Using OA’s Affirmative Action Plan Template</li> </ul>

## Stage 5: How can I continue to foster diversity, equity, and inclusion as I operate my program?

<b>Services</b> <i>What we can offer you</i>	<b>Available Products</b> <i>Current and in development</i>
<ul style="list-style-type: none"> <li>• Support in preparing your Annual Review of Personnel Processes and updating your Affirmative Action Plan</li> <li>• Help in identifying and addressing opportunities to improve outreach, recruitment, and initial selection of apprentices</li> <li>• Help sponsors identify and address problem areas with retention of apprentices</li> <li>• Ongoing support for your questions and concerns</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Template</b>   Annual Review of Personnel Processes</li> <li>• <b>Brief</b>   <a href="#">Strategies for Meeting the Demand for Advanced Manufacturing and Shipbuilding Workers</a></li> <li>• <b>Brief</b>   You Can Do It: A Guide for Women Entering Manufacturing</li> <li>• <b>Brief</b>   What Works for Women in Apprenticeship</li> <li>• <b>Toolkit</b>   CWIT’s EEO Toolkit for Registered Apprenticeship Programs</li> <li>• <b>Training</b>   Being an Ally</li> </ul>