

CHECKLIST: Best Practices for Increasing Women’s Access and Opportunities in Training and Apprenticeship Programs

<p>INTERNAL COMMUNICATION OF THE SPONSOR'S EQUAL OPPORTUNITY POLICY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The sponsor’s Affirmative Action Plan (AAP) and Selection Procedure was completed on <u> [date] </u> and the required annual analysis and review will be completed by <u> [date] </u>. <input type="checkbox"/> Revisions to the AAP and Selection Procedures based on the annual review were submitted to the Registration Agency for approval on <u> [date] </u>. <input type="checkbox"/> The Affirmative Action Pledge is prominently posted in the Training Center/Employer Sponsor facilities and in common meeting spaces where journeyworkers may gather. <input type="checkbox"/> All training center personnel, including trustees, staff and instructors, have received training in <ul style="list-style-type: none"> • the goals and practices of the Affirmative Action Plan and Selection Procedure • diversity practices, anti-discrimination and cultural competence. <input type="checkbox"/> Female journeyworkers are actively involved in all steps of the AAP’s implementation including communication, outreach, selection, placement and retention.
<p>OUTREACH</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Those persons responsible for outreach are clearly identified and a budget is allocated. <input type="checkbox"/> An analysis of deficiencies in past outreach and selection has been completed and used to inform the updated data appearing in the DAS/OA Workforce Analysis Sheet. This information is used to inform the updated AAP and Selection Procedures. <input type="checkbox"/> A detailed written plan for adequate and positive outreach which identifies at least 5 “best sources” for qualified women applicants is complete and incorporated into the AAP. Sources will include, but not be limited to:

	<ul style="list-style-type: none"> • One Stop Career Centers and Employment Service Agencies • Women’s organizations and educational institutions • Vocational and technical schools including high schools • Area pre-apprenticeship programs <p><input type="checkbox"/> The written plan includes:</p> <ul style="list-style-type: none"> • Who will be contacted? (agency, person, etc.) • When they will be contacted? (date) • Where are they located? (city, state) • How they will be contacted? (newspaper ad, notice, career fair, etc.) • Subject matter of contact • Who will be contacting the source. • Sample of job posting including the language “actively seeking women applicants” • Sample of correspondence notifying applicant(s) of status <p><input type="checkbox"/> Outreach materials include:</p> <ul style="list-style-type: none"> • when and where to apply • basic qualifications as listed in your standards • an EEO statement including the phrase “Actively seeking women applicants”
SELECTION	<p><input type="checkbox"/> Women journeypersons are actively involved in reviewing, interviewing and selecting applicants.</p> <p><input type="checkbox"/> Before selection begins, the eligibility pool is analyzed to ensure adequate representation by women before selection.</p> <p><input type="checkbox"/> After ranking, the pool is again reviewed to ensure adequate representation by women before final selection. All applicants names, gender, ethnicity and rank are documented in a bound log by the Sponsor.</p>
PLACEMENT	<p><input type="checkbox"/> All apprentices are rotated through OJT and receive equal opportunity and hours on the job. Performance is</p>

	<p>documented on an evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the annual review reveals unequal hours worked by female apprentices placement procedures are modified to equalize training hours on the job. The annual review will collect data on access to placement on contractor core crews. <input type="checkbox"/> The Training Center and its Trustees and Employer/Sponsors will host an annual EEO workshop for employers to review an updated plan, to clarify the goals and procedures of the AAP and discuss collaborations for improvement. Career Centers, CBOs, OA, OFCCP and DAS are invited to EEO workshops.
RETENTION	<ul style="list-style-type: none"> <input type="checkbox"/> The training staff of the center/Employer Sponsor is diverse, reflecting the equal opportunity goals of the sponsor. <input type="checkbox"/> The periodic review and evaluation of apprentices' performance is essential to well-rounded training and is required in the Program Standards of the DAS/OA. The review shall include an analysis of possible bias by individuals and/or within the evaluation procedures. <input type="checkbox"/> Adequate and safe equipment and facilities for training and supervision (as called for the Program Standards) should be of a size that is suitable to all size apprentices, including women. <input type="checkbox"/> As required by Title 29, CFR parts 29.5(23), 30.4, and 30.8, the following journeyworker statistics are kept on file and used to evaluate progress toward EEO greater participation of women in the trade: <ul style="list-style-type: none"> •Total number of journeyworkers in sponsor's workforce •Number and percent of female journeyworkers in sponsor's workforce •Current journeyworker rate of pay

RESOURCES

The Division of Apprentices Standards is at <http://www.mass.gov/lwd/labor-standards/das/>.

The DAS has a link to Affirmative Action Resource at <http://www.mass.gov/lwd/labor-standards/das/affirmative-action-resource-.html>.

The US Department of Labor's Office of Apprenticeship is at <http://www.doleta.gov/oa/>.

The Policy Group on Tradeswomen's Issues (PGTI) has an archive of resources at www.policygroupontradeswomen.org.