

# Post Program Completion Survey

## Supplementary Instructions and FAQ

**Q.** What counts as an offer of employment, for DWD's statutory requirement that 60% of two-year youth apprentices be offered employment by the employer who provided on-the-job instruction?

**A.** The statutory requirement can be met in two different ways. First, if the student is employed after completing the YA program (either full or part time), **and** the employment is with the same YA employer, the statutory requirement is met for that student. Second, if the student is not employed after completing the YA program, and the student was offered continued employment but did not accept, the statutory requirement is also met for that student. The mentor's signature on this form testifies that a bona fide offer of employment was made to that student.

If the student is completing the YA checklist and will continue to work at that employer during the summer, but will go on to college afterwards, that is considered an offer of employment and meets the statutory requirement. The employment start date in this case should be the date that the checklist was completed.

If the student will be entering college but has a standing offer to come back and work during school breaks, that is also considered an offer of employment and meets the statutory requirement. The employment start date should either be the date that the checklist was completed, if they are continuing to work until school begins, or the date that the student plans to return to work on school break.

Only bona fide employment offers should be counted. If an employer states that they would have offered a job, but was unable to because of economic reasons, lack of entry-level positions, or similar reasons, then the box "student unable to find an entry-level position to apply for" should be checked. However, these circumstances do not constitute offers of employment. The reasons given should also be described in the "other comments" section.

If the employer wants to offer the student continued employment, but knows that the student will not accept (because the student is going on to college out of the area, or changing career areas, etc.), this question should be a prompt for a discussion between the employer and student. The employer might offer an opportunity for the student to come back to work during school breaks, for example, which would count as an offer of employment and would meet the statutory requirement. Additionally, if the mentor can agree that the student would be offered continued employment if they had not chosen to continue to college, the box "student was offered continued employment, but did not accept" can be checked, meeting the statutory requirement. This should be described in the "other comments" section.

**Q.** What about students who are offered a job at a different employer?

**A.** If students are not offered a job by the same employer who provided on-the-job instruction, the statutory requirement mentioned before is not met. However, an alternative performance measure came into effect in PY 2015, which asks that 60% of graduating seniors completing YA (either one or two year) be offered employment in an occupation within their training area. This performance measure can be met in the two ways listed above (i.e., by being offered employment by their same YA employer), and it can **also** be met if the student is offered employment related to YA program training, but with a different employer. However, it would not be met if the student was offered employment in an area not related to their YA program training (for example, if the student completed a Manufacturing Youth Apprenticeship and took a job in retail.)

**Q.** When should the Post Program Completion Survey be filled out?

**A.** The survey should generally be filled out at the same time as the YA employer and student are meeting to sign the final checklist. However, some of the information may not be available at that time. For example, the employer might not be willing to commit to a job offer, or the student may be searching for work at a different employer. The coordinator may need to follow up with students after completion to obtain additional information. One suggestion would be to have coordinators identify all students who were not offered employment by their YA employer, and re-send this survey to them in the mail a month later.

**Q.** What are my choices for Industrial Sector? How should I instruct my employers to fill this out?

**A.** The Industrial Sector is based on the NAICS coding system, or North American Industry Classification System. This is the standard used by Federal statistical agencies, such as the Census Bureau, to classify business establishments. The electronic version of this form provides a dropdown menu to pick from these options above. For a paper-copy form, the following choices should be used for this field:

**Table: Labor Market Sectors**

NAICS Code	Labor Market Sector Name
11	Agriculture, Forestry, Fishing and Hunting
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific and Technical Services
55	Management of Companies and Enterprises
56	Administrative Support, Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services, except Public Administration
92	Public Administration
99	Unclassified

Businesses can choose their own NAICS code(s) based on what they feel best describes their income-producing line(s) of business. If a business has multiple codes, the one that best describes the area in which the student will be working should be used.

If the employer does not provide this information on the form, it can usually be inferred from the employer's name and/or the youth apprentice's program area. Businesses can also use <http://www.naics.com/naics-identification-help/> to aid in determining a NAICS code.

**Q.** When entering this form into the YA System, some fields in the High School Completion Status section are not covered on the form. What should I enter into the YA System?

**A.** For the section that asks about high school completion status, put "completed" if the expected date of high school graduation indicated on the form is within the current school year (for example, if you receive a form in April 2016 with an expected date of graduation of June 9, 2016, you may mark "completed").

If the student completed the program as a junior, their expected date may be in the next school year. You should mark "did not complete", and then indicate "continued in high school". The other options may be left unchecked. These students **must** be contacted next year by the youth apprenticeship coordinator to ensure that they complete high school. Once that information is obtained, the youth apprenticeship coordinator should return to the student's Post Program Completion record in the YA System and edit it, showing the new high school completion date and new Final GPA.

All Youth Apprenticeship students are expected to be on track for high school graduation. If a Youth Apprentice does not graduate high school, they would be terminated from the YA program, and they would not complete the Post Program Completion Survey.

For the section that asks about high school diploma type, it is reasonable to default to "High School Diploma". In the rare case that a student is receiving an HSED or GED instead of a high school diploma, **the school-based coordinator should write in "HSED" or "GED" on the form next to the GPA** (or type into the "other comments" field if using the electronic form.)

When Final Grade Point Average is asked, the GPA at End of YA Program provided on the survey should be used. If a student is completing before the end of the school year, it is acceptable to use their GPA as of first semester for this field, since they will not have a final GPA.