



# Performance Reporting Technical Assistance Aid

## TOPIC: TYPES OF “INDIVIDUALS” IN APPRENTICESHIP GRANTS

### BACKGROUND

There are generally three types of individuals who are “served” through Apprenticeship Grants. The purpose of this document is to provide a clear definition of the three types of individuals and describe the relationship to grant performance and outcomes for each.

Type of Individual	Definition and Clarifications	Relationship to Performance and Outcomes
<b>Reportable Individual</b>	For Apprenticeship Grants <sup>1</sup> , the term “reportable individual” is used to distinguish the individual from a grant “participant,” which is someone who receives a direct, grant-funded service. A reportable individual is never a participant, however, because they do not receive a direct, grant-funded service such as on-the-job learning (OJL) or related instruction (RI). These individuals can be thought of as “other individuals impacted by the grant.” Typically, these individuals enroll in a registered apprenticeship program (RAP) that was developed using grant funds. They become registered apprentices in the new RAP, but they never receive direct, grant-funded OJL or RI, for instance.	Because reportable individuals are not participants, they will not be included in WIOA performance indicators.  However, for some Apprenticeship Grants, reportable individuals can be considered in the count of “number of registered apprentices” in order to meet overall grant targets. In other words, if a grantee said they would enroll 800 individuals in Registered Apprenticeship through their grant, then reportable individuals might be considered towards that 800 enrolled in the Registered Apprenticeship target. When the ICR (data collection) changes become effective with reporting period July 1, 2021 – September 30, 2021, four data elements for reportable individuals will be captured. Until then, grantees should continue reporting others impacted by the grant in their QNRs. Please note that while such reportable individuals may count in the number of Registered Apprentices, they would not count in the number of participants served.
<b>Pre-Apprentice</b>	Depending on the grant, there may be two types of “participants” – someone who	Generally, pre-apprentices are <i>not</i> included in overall enrollment counts or goals (unless the grant specifically

<sup>1</sup> Apprenticeship Grants include 1) Apprenticeship (ASE); 2) State Expansion Grants (SAE2020); Youth Apprenticeship Readiness Grants (YARG); and State Apprenticeship Expansion, Equity, and Innovation Grants (SAEEI)



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	<p>enrolls in the grant as a pre-apprentice, and someone who enrolls as a registered apprentice. Some grants, however, may not allow grant funds to be used on pre-apprentices. If the grant type does allow for pre-apprenticeship, the individual must be a pre-apprentice in a “quality” pre-apprenticeship program as defined in <a href="#">TEN 13-12</a>. In all cases, pre-apprenticeship should lead to entry into a registered apprenticeship.</p>	<p>includes pre-apprentices, such as in youth grants like the Youth Apprenticeship Readiness grants, and there is a separate goal for these individuals). For instance, pre-apprentices would not count towards the enrollment goal of “800 registered apprentices” that might be included in the grantee’s Statement of Work. Nevertheless, pre-apprentices are “accounted for” in the grant’s QPR, which also captures information on the number of pre-apprentices who complete their pre-apprenticeship and enter into a RAP.</p>
<p><b>Registered Apprentice</b></p>	<p>Although some earlier Apprenticeship Grants do not have registered apprentice targets (e.g., planning grants), in general, Apprenticeship Grants target expansion in terms of the number of newly created registered apprenticeship programs and the number of newly enrolled registered apprentices that occur during the life of that grant, and as a result of that grant’s funding. These individuals receive grant-related services and are considered participants if grant funds are used to support their RI component, their OJL component, or both. They may also receive supportive services through the grant (or through leveraged resources). An individual becomes a registered apprentice at the time they sign their Apprenticeship Agreement, or ETA-671 Form.</p>	<p>Registered Apprentices, who are grant participants, are included in all WIOA performance indicators; however, given the period of performance of apprenticeship-related grants and the long-term nature of many RAPs, many participants in a RAP will extend beyond the grant period of performance due to the length of apprenticeship programs. Therefore, most will not exit during the time that the grant is active.</p>