

Developing an Affirmative Action Plan

PURPOSE: To provide the company with instructions for developing an Affirmative Action Plan. ONLY FOR PROGRAMS WITH OVER FIVE (5) APPRENTICES.

What is an Affirmative Action Plan?

According to the Department of Labor, an Affirmative Action Plan or AAP is “...a tool designed to assist a sponsor in detecting, diagnosing, and correcting any barriers to equal opportunity that may exist in its apprenticeship program. AAPs are designed to promote and ensure equal opportunity in apprenticeship for all workers, including women, minorities, and individuals with disabilities and can assist sponsors in building the skilled and diverse workforce needed to compete in the global economy...” Part of the AAP requires the sponsor to create and maintain a plan that documents and discusses the ways the company will accomplish the equal opportunity component of registered apprenticeship programs.

Sponsors are required to develop an initial AAP **two years after the program registration date**.

See [Affirmative Action Plan Reference Guide](#) for full description.

Developing the Affirmative Action Plan

Responsible Party: Signatory to Sponsor’s Program Standards

- The person signing the Apprenticeship Standards is the main point of contact for the Office of Apprenticeship within the federal Department of Labor. Dependent on company or Sponsor policy, development of an AAP may need to include:
 - Company leadership, particularly HR
 - Company legal team
- If the Apprenticeship Program Standards are held by a third party (intermediary), they will be responsible for developing the AAP. However, they may need input from the companies who signed an Appendix D Employer Acceptance Agreement.
- The ATR assigned to the Sponsor will help the team develop the AAP utilizing the AAP Builder within RAPIDS.