

# Monitoring Program Performance

**PURPOSE:** To provide the company with the rationale behind the Apprenticeship Training Committee and its importance in monitoring performance of the apprenticeship program. **The Apprenticeship Training Committee is voluntary to all sponsors other than Union-associated ones.** However, forming a committee is strongly recommended as a Best Practice for registered apprenticeships.

## OVERVIEW:

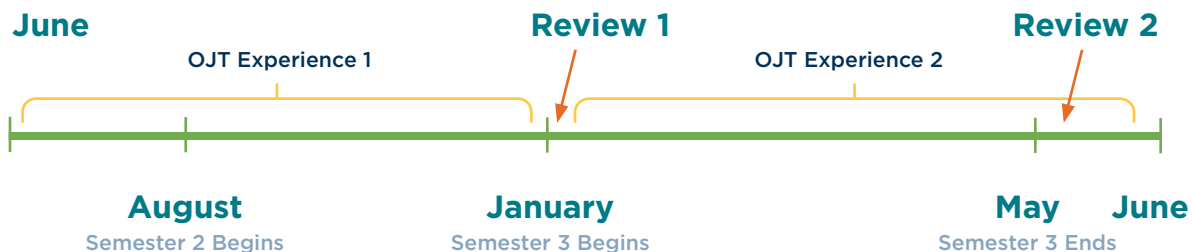
### Responsible Party: Apprenticeship Training Committee

The best way to assess an apprentices' success is the same way a regular employee's success is assessed—through fact-based feedback and performance assessments. With apprentices, it is essential to regularly monitor performance during the program. Typically, the assessments should be:

- Built into logical milestones of the program.
- Provide a holistic view of the apprentices' performance, including:
  - Academic performance.
  - On-the-job training performance.
  - Regularly scheduled evaluations from those close to the apprentice.
  - Regularly scheduled apprentice feedback surveys.
  - Used to modify and monitor the success of the overall apprenticeship program.

It is important that you design a structured process at regular intervals to collect performance feedback for and from your apprentices. These forms should be filed in each of the apprentices' files and be easily accessed for U.S. DOL OA Program Reviews.

**An example of a Monitoring Timeline is below. This example considers college semester schedules.**



### In this example:

1. OJT sessions are 6 months each and coincide with the start or end of a school semester, if applicable.
2. Typical school semesters:
  - a. **Semester 1:** June – July (summer semester)
  - b. **Semester 2:** August – December (fall semester)
  - c. **Semester 3:** January – May (spring semester)
3. Review periods span an OJT experience and one semester.
4. Performance reviews are completed after the previous semester grades are available.