

**Appendix C**

**(SAMPLE)  
AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

***(INSERT NAME OF JATC)***

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE  
U. S. DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

## **SECTION I - INTRODUCTION**

The JATC enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The local JATC seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The JATC hereby adopts the following nondiscriminatory pledge and the Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the JATC will become part of this written Plan, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The JATC commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.”

## **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JATC pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the JATC’s labor market area. Once the labor force is determined, the JATC can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

## **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The JATC’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the JATC will set forth the specific steps they intend to take under each identified effort.** The JATC will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR, Part 30.4(c).

- A.  An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:
- Registration Agency
  - Women' s Organizations/Centers
  - Local Schools
  - Employment Service Centers
  - One Stop Centers
  - Vocational Education Schools
  - Other Organizations/Centers (which can effectively reach minorities and women)
  - Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the JATC' s equal opportunity policy. The period for accepting applications as established by the JATC is:

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- B.  Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C.  Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D.  Internal communication of the JATC' s equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the JATC' s various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR, Part 30.
- E.  Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the JATC may be required to work with other sponsors and appropriate community organizations. The JATC will also initiate programs to prepare women and encourage women to enter traditionally male programs.

- F.  Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The JATC will make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
  
- G.  Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
  
- H.  Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
  
- I.  Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

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**FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE JATC WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP**

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*(add additional pages as necessary)*

## **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The JATC will make an annual review of its current Plan and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the JATC for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The JATC will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Plan must be submitted to the Registration Agency for approval. The JATC will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

The **(Insert Name of JATC)** hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of \_\_\_\_\_, **(INSERT YEAR)**.

\_\_\_\_\_  
SIGNATURE OF (MANAGEMENT PROVIDE TITLE)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF (LABOR TO PROVIDE TITLE)

\_\_\_\_\_  
PRINTED NAME

**(INSERT OCCUPATION HERE)**

(SPONSOR MUST COMPLETE A WORKSHEET FOR EACH REGISTERED OCCUPATION)

**AFFIRMATIVE ACTION PLAN**  
**ANALYSIS WORKSHEET**

Occupational Title: \_\_\_\_\_ RAIS Code: \_\_\_\_\_

Sponsor: \_\_\_\_\_ DOT Code: \_\_\_\_\_

Address: \_\_\_\_\_ O\*NET Code: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of selection method used: \_\_\_\_\_

Labor Market Area: \_\_\_\_\_

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**LABOR MARKET AREA DATA**

Total Labor Force in Labor Market Area: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Labor Force

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Labor Force

Working Age Population in Labor Market Area: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of working age population

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of working age population

The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship.

Number Women: \_\_\_\_\_

Number Minority: \_\_\_\_\_

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**SPONSOR'S WORKFORCE DATA**

Journeyworkers: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Journeyworkers

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Journeyworkers

Apprentices: \_\_\_\_\_

Number Women: \_\_\_\_\_ ( \_\_\_\_\_ %) of Apprentices

Number Minority: \_\_\_\_\_ ( \_\_\_\_\_ %) of Apprentices

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**DETERMINATION OF UTILIZATION**

Minority Underutilization: Yes \_\_\_\_\_ No \_\_\_\_\_  
Female Underutilization: Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: all factors need not be weighted equally.)

**SPONSOR'S GOALS:**

The sponsor agrees to make good faith efforts to attain the goal of selecting \_\_\_\_ % minorities and \_\_\_\_ % women during the next year or hiring period. These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

Estimated Number of new apprentices to be hired during the next year:

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Approved by Agency

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date