

# Registered Apprenticeship **EQUITY SURVEY**

The Registered Apprenticeship Equity Survey assists programs in assessing gender equity in their apprenticeship program and guide the establishment of best practices for achieving diversity and inclusion. The survey can be conducted internally by apprenticeship program staff, in collaboration with JATC advisory councils, or used in conjunction with Center staff or one of our subject matter expert partners in your region. This survey is solely for internal purposes of assessment and to guide your planning for equity. **If you elect to request technical assistance and share the results with us, this information will not be made public.**

---

## TARGETED OUTREACH AND RECRUITMENT

- How many or what percentage of applicants are women, women of color?
- How/where do you advertise your application periods? Is this effective in reaching women?
- What is your largest source of referrals?
- Does your program:
  - ☐ Utilize marketing materials that target women and use images of women?
  - ☐ Have a plan for recruitment of women and/or minorities? If so, how is it working?
  - ☐ Work with the public job training system or other community organizations?
  - ☐ Work with a local pre-apprenticeship training (pat) program? If so, is that relationship working well? If not, what do you think the barriers are to success?
  - ☐ Provide formal or informal input to the pat program?
  - ☐ Are you receiving competitive and diverse candidates from the pat program?
  - ☐ Offer direct entry for pat candidates? Has this increased women's participation?

## EQUITABLE APPLICATION, ASSESSMENT AND SELECTION

- Does the application process advantage any applicants (i.e., sponsorship, veterans, direct entry)?
- What percentage of female applicants are successful in gaining acceptance to the apprenticeship program? Does this percentage differ from general acceptance rates?
- What are the criteria that determine eligible and quality candidates?
- What processes do you use to select applicants? (check all that apply)
  - ☐ interviewing
  - ☐ letter of intent
  - ☐ direct entry
  - ☐ strength
  - ☐ testing
  - ☐ other
- Following the assessment, how do you rank candidates?
- Is there a disparity between men and women's performance on tests, interviews, etc.?
- Is there also a racial disparity?
- Are those involved in assessment and selection provided and trained on guidelines to assure objectivity, inclusiveness and standardization?

## RETENTION AND ADVANCEMENT

- What is your rate of completion for women? How does this compare to men's completion rates?
- Are women's employment rates and duration comparable to that of male apprentices?
- How do you address concerns employers may raise about adding women to their workforce?
- Does your program have:
  - ☐ A process to monitor work assignments/or provide guidelines to employers to assure all apprentices receive well-rounded and equitable on-the-job training?
  - ☐ A mentoring program? How are mentors recruited, trained and supported?
  - ☐ Training for apprentices on how to prevent sexual harassment and support for a diverse and inclusive working environment?
  - ☐ A point of contact (such as an ombudsperson) for addressing issues or concerns that might arise related to gender and race.
  - ☐ A formal complaint process that apprentices can use to report discrimination or harassment? Support from the union/or employers for women's retention and advancement?
- How do you address concerns observed or that apprentices may bring to your attention about challenges related to race, gender, discrimination or harassment?
- Does your program or union have a women's committee?
- Does your training program use gender-neutral images and language in policy and curriculum?
- Do students have access to gender appropriate safety equipment?
- Do you link to services in your community that could assist to support women's retention and advancement through apprenticeship?

## RETENTION AND ADVANCEMENT

- Does your AA/EEO plan include?
  - ☐ Goals, strategies and measures for women's enrollment and completion
  - ☐ Specific policy, guidelines and practices to promote a diverse and inclusive environment in the apprenticeship program and in the workplace
  - ☐ Timeframe for benchmarking and reporting on progress
  - ☐ Practices and remedies to address shortfalls
- How frequently do you review and update the plan?
- Is the plan disseminated to union leadership, employers and apprentices?
- Does your program employ a diverse staff?
- Are there women and people of color in leadership roles in the JATC and Union?



Chicago Women in Trades' Equity Resource Center offers support through customized technical assistance, resources and materials to increase your capacity to recruit and retain women through our broad network of subject matter experts. To learn more about how we can support your diversity and inclusion efforts please contact us at [consulting@cwit.org](mailto:consulting@cwit.org). Thank you, we look forward to working with you!