

Achieving Equal Opportunity in Apprenticeship: *Ideas that Work*



PROTECT *all Workers*
ASSIST *the Unemployed*
CONNECT *Employers and Workers*

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Achieving Equal Opportunity
in Apprenticeship:

IDEAS THAT WORK

This booklet is designed to provide technical assistance to registered apprenticeship sponsors. These activities are not all-inclusive, but provide a wide range of suggested solutions that have been found to work successfully for others.

For further information, contact the Apprenticeship Office or Division of Equal Opportunity Development listed at the end of this booklet for the office(s) nearest you.

**U.S. DEPARTMENT OF LABOR
JOB CORPS CENTERS**

**CASSADAGA JOB
CORPS CENTER**

8115 Glasgow Road
Cassadaga, NY 14718-9619
(716) 595-8760
Fax (716) 595-3963

**IROQUOIS JOB
CORPS CENTER**

11780 Tibbets Road
Medina, NY 14102
(716) 798-7000
Fax (716) 798-7046

**ONEONTA JOB
CORPS CENTER**

21 Homer Folks Avenue
Oneonta, NY 13820
(607) 433-2111
Fax (607) 433-1518

**SOUTH BRONX JOB
CORPS CENTER**

1771 Andrews Avenue
Bronx, New York 10453
(718) 299-7260
Fax (718) 731-3543

**DELAWARE VALLEY
JOB CORPS CENTER**

9368 State Route 97
PO Box 846
Callicoon, NY 12723-9788
(845) 887-5400
Fax (845) 887-4762

**BROOKLYN JOB
CORPS CENTER**

585 DeKalb Avenue
Brooklyn, New York 11205
(718) 623-4000
Fax (718) 623-9626

**GLENMONT JOB
CORPS CENTER**

822 River Road
PO Box 993
Glenmont, NY 12077-0993
(518) 767-9371
Fax (518) 767-2106

**NYS DEPARTMENT OF LABOR
DIVISION OF EQUAL OPPORTUNITY
DEVELOPMENT (DEOD) OFFICES**

ALBANY

Division of Equal Opportunity Development
State Office Campus
Building 12, Room 540
Albany, New York 12240
(518) 457-1984

NEW YORK

Division of Equal Opportunity Development
9 Bond St., 3rd Flr.
Brooklyn, New York 11201
(718) 613-3675

BUFFALO

Division of Equal Opportunity Development
290 Main Street, Room 208
Buffalo, New York 14202
(716) 851-2768

OUTREACH AND RECRUITMENT

■ **Establish personal contacts with community-based organizations and Local Workforce Investment Boards**

Many Community-Based Organizations (CBOs) receive apprenticeship opportunity announcements but may not respond because past efforts have been fruitless or they perceive the effort to be a formality. Using personal contacts sends a message that your program is serious about its requests.

■ **Form an advisory group consisting of local CBOs and/or advocacy group representatives, including local ministerial groups.**

They can share ideas on how to jointly reach underrepresented groups. Smaller program sponsors can collaborate in forming such groups. For example, consider forming or joining a gender equity advisory group to meet the special needs of women working in non-traditional occupations.

■ **Establish a relationship with Job Corps programs in the area.**

Job Corps graduates comprise a screened pool of female and minority apprentice candidates with proven basic skills and aptitudes. Their basic skills mastery prepares them for successful entry into apprenticeships for over 100 of the registered apprenticeable occupations in New York State. Their placement coordinators are the best individuals to establish working relationships with. A list of their phone numbers and locations are included in the appendix.

- **Involve willing minority and female journeyworkers.**

Ask their help in disseminating information through their networks and for suggestions on contacts and places to disseminate information. In addition to using contacts, some sponsors have found it helpful to bring along apprentices who are of the same race and/or gender as the audience that they are presenting to. This reinforces positive role models.

- **Check the location of your recruitment sites.**

If your program is located in a remote area or is not accessible by public transportation, this may create a barrier to under-represented groups. Consider offering your applications at multiple locations or through a DOL One -Stop Career Center. Use the community as a resource and work with CBOs to identify an accessible place to distribute information and review applicants.

**NYS DEPARTMENT OF LABOR
APPRENTICESHIP OFFICES**

ALBANY

NYS Department of Labor
Office Building Campus
Building 12, Rm. 436
Albany, New York 12240
(518) 457-6820

BINGHAMTON

NYS Department of Labor
2001 Perimeter Rd. E., Ste. 3
Endicott, New York 13760
(607) 741-4577

BUFFALO

NYS Department of Labor
290 Main Street, Rm. 224
Buffalo, New York 14202
(716) 851-2726

HICKSVILLE

NYS Department of Labor
303 West Old Country Road
Hicksville, New York 11801
(516) 934-8525

NEW YORK CITY

NYS Department of Labor
75 Varick Street
7th Floor
New York, New York 10013
(212) 775-3354

ROCHESTER

NYS Department of Labor
276 Waring Road
Rm. 102
Rochester, New York 14609
(585) 258-8885

SYRACUSE

NYS Department of Labor
450 South Salina Street, Rm. 203
Syracuse, New York 13202
(315) 479-3228

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- **Develop a relationship with voc-ed schools, Boards of Cooperative Educational Services (BOCES) and voc-ed/occupational education teachers in local high schools.**

They can identify students whose interests match your needs. Remember, journey-workers can assist with this.

- **Participate in High School and Post-Secondary Career Day or Job Fair Activities. Or send literature, brochures or videos that explain your trade and the opportunities available.**

- **Use pre-apprenticeship programs.**

These include activities that introduce the potential apprentice to the workplace, provide workplace hands-on experiences to aid career selection and incorporate the development of workplace competencies. Job Corps Centers give disadvantaged youth pre-apprenticeship training in many different skills.

- **Displaced Homemaker Programs can be a source of referral for women interested in non-traditional work. They can be contacted through your local Labor Department.**

- **Consider advertising in non-traditional areas.**

These are places you would normally not post flyers, such as: supermarkets, restaurants, music shops, laundromats, barber and beauty shops, local library (career sections), etc. Also send announcements to radio stations and newspapers targeted to minorities and women. Serve as a guest on radio shows and talk about your need for greater participation from women and minorities.

- **If available in your area, contact programs that prepare women and minorities for work in the building trades.**

These programs typically provide tutoring and job-readiness training and would complement your registered apprenticeship program's recruiting efforts.

- **Make sure your recruiting announcements explain that "apprenticeship training" is a job, not merely a long-term "training" program. Be clear about minimum qualifications.**

- **The use of continuous recruiting can minimize the effects of a remote or inaccessible location.**

Contact your apprenticeship field representative to learn more about this option.

- **Request waivers from DOL to allow qualified women and minorities on your list to be reached.**

- **Communicate your EEO policy in a way that demonstrates your commitment to all your employees, members, officers, etc., and actively participate in helping achieve the EEO goals.**

Examples of this may be to: post your affirmative action policy on bulletin boards in the workplace; attach copies of it to paychecks; announce the policy in company newsletters or trade publications; and circulate it among staff, and have them sign a statement that they read and understood the policy.

- **Grant advance standing or previous credit for related training or educational experience equally to all apprentices.**