

EXHIBIT A – Scope of Services

Wisconsin Regional Training Partnership (WRTP/BIG STEP) Project Description Ready to Work Initiative

PROJECT DESCRIPTION

The Ready to Work Initiative was established to respond to the high levels of unemployment among Milwaukee County residents by providing job preparation, education, specialized pre-employment training, and employment placement assistance. The project will place county residents onto a career pathway and leverage additional public and private resources as needed to ensure residents have the skills and preparation needed to secure access to family sustaining employment and long term economic independence.

The parties of this contract will work in collaboration to implement the Ready to Work Initiative, a sustainable and collaborative partnership including the Milwaukee Building & Construction Trades, the Milwaukee Area Technical College, Milwaukee Public Schools, and the Community Workforce Partnership Network. The intent of the Initiative is to meet the economic development and workforce needs of Milwaukee County, businesses and employers, and provide access to employment and careers to unemployed, underemployed and disadvantaged residents in Milwaukee County.

WRTP/BIG STEP is an industry-led, employer-driven, worker-centered organization of Milwaukee area companies dedicated to providing access to family supporting jobs in a highly competitive business environment. The mission of WRTP/BIG STEP is to enhance the ability of private sector organizations to recruit and develop a more diverse, qualified workforce in construction, manufacturing and related sectors of the regional economy.

Since 1996, WRTP/BIG STEP has provided community residents with training linked to distinct career paths in construction and manufacturing. The success of these programs gave WRTP/BIG STEP the status of a national leader in developing sector-based, creative workforce solutions by bringing together resources and key strategic partners in order to advance the targeted industries.

WRTP/BIG STEP launched the Center of Excellence (COE) for Skilled Trades & Industry in 2005. More than just a physical location, the Center of Excellence is a clearinghouse for the assessment, preparation, and placement of job-ready candidates for careers in manufacturing, construction, and other emerging sectors. Not only does the facility serve as a single location providing career pathways for job seekers, it also meets the needs of employers looking to hire a diverse mix of qualified candidates, as well as those of community partners seeking to place their clients in family supporting jobs.

WRTP/BIG STEP program offerings increase the organization's capacity to nurture relationships with community partners, area employers, unions, and the building trades, which allows the COE to function as a centralized service provider for the convenience and benefit of community residents. The Center of Excellence provides the space for all the necessary partners and resources from the public, private and philanthropic sectors to effectively collaborate.

Aligned with the Ready to Work Initiative, WRTP/BIG STEP will work with key officials and departments in the Milwaukee County system to leverage programs, resources, and workforce expertise to connect individuals to jobs and long-term career opportunities. The parties involved recognize the immediate and future need to prepare and link new and current workers with job opportunities in both the public and private sector, and that creating a skilled and ready to work pool of individuals is necessary for economic growth and community development.

WRTP/BIG STEP works closely with public and private sector employers to gauge economic recovery and forecast the evolving needs of each sector. WRTP/BIG STEP conducts sector field research, as well as coordinates, analyzes and synthesizes public data, manufacturing and construction industry information, and resource opportunities in order to support Wisconsin's economic recovery. In doing so, WRTP/BIG STEP is better able to assist companies with the adoption of new technologies and work processes, worker education and training programs, and future workforce programs for unemployed and low-income workers and youth.

WRTP/BIG STEP works in partnership with key industry leaders to forecast training and hiring needs in the manufacturing and construction sectors. The first step in this process is a thorough assessment of the needs of each sector. After analysis of the assessment, services are modified to meet the demand of that particular sector. The assessment developed by WRTP/BIG STEP analyzes the current and projected workforce and employment needs in order to effectively plan training programs that lead to meaningful, living-wage, career pathway employment opportunities. The assessment also provides important information about the training needs and expectations of local employers. It identifies gaps in training, the resources needed to support workers, and the skill set that local employers demand of entry-level employees.

The sector field research and needs assessment will identify programmatic and employment opportunities throughout Milwaukee County. With this information, WRTP/BIG STEP will then conduct individualized recruitment, assessment, specialized training, pre-apprenticeship tutoring, placement support, and retention services.

The Ready to Work Initiative is largely based on the success of a number of agencies to collaborate effectively.

WRTP/BIG STEP will provide on-going coordination of an integrated partnership with the Milwaukee Building & Construction Trades Council, Milwaukee Area Technical College, and Milwaukee Public Schools to ensure broad access to education,

employment, and career development in a wide range of occupations, with a unique focus on construction, manufacturing, green industries, and opportunities within key departments in Milwaukee County.

WRTP/BIG STEP will also coordinate service delivery with the Community Workforce Partnership Network, a network of community-based organizations that operate under a formal MOU and works with WRTP/BIG STEP to streamline and enhance job placement and career development services for Milwaukee County residents.

The Ready to Work program will operate over an 18 month period and will deliver services through out the project. A detailed program and project timeline is attached – see EXHIBIT B – PROJECT WORK PLAN & TIMELINE

PARTICANT SERVICES

Recruitment and Assessment:

WRTP/BIG STEP, in collaboration with community partners, will outreach and recruit Milwaukee County residents who are either unemployed or underemployed due to economic conditions and/or lack of necessary skills. Residents will be invited to participate in General Orientation Sessions and then will be assessed by previous experience and skill level. WRTP/BIG STEP has implemented a standard set of assessment services to prepare individuals for training programs. The standard menu of assessment and career planning tools include: assessment to determine goals, interests, abilities and potential barriers of participant; orientation to working conditions and characteristics; Test for Adult Basic Education (TABE) assessment, Accuplacer Test, Mod-U-Math Exam; and individual interviews with staff to review application, test scores, career interests, employment history and compatibility with the industry, and to probe individual's attitude, aptitude, physical fitness, ability to pass a drug test and overall work ethic.

Career Pathways Services

WRTP/BIG STEP will place and support individuals in developing a career plan and assist them in accessing career exploration, occupational skills trainings, pre-apprenticeship training, industry tutoring and mentoring, and job placement and retention support.

- **Career Exploration**
WRTP/BIG STEP offers career exploration, job readiness training programs, and work experience programs designed to prepare young adults for the world of work, with a particular emphasis on the manufacturing, construction, and emerging sectors of the economy. These preparation activities and services are designed to meet young adults where they are at relative to their education attainment and goals, as well as well as immediate employment and long term vision for a career. Career exploration activities include access to youth apprenticeship and internship opportunities, subsidized work experience

programs, job shadowing opportunities, resume development and career planning support.

- **Specialized Occupational Skills Training**
To ensure the participants are qualified, WRTP/BIG STEP provides extensive, short-term, state certified pre-employment training opportunities within the construction and manufacturing sectors. WRTP/BIG STEP also provides a standard set of preparatory services that include essential, industry-specific, and job readiness skills. The trainings represent widely recognized credentials within the industries that helped design them. Skills training programs are the core of the WRTP/BIG STEP model and are designed to link individuals to employment and long term career opportunities. The WRTP/BIG STEP utilizes On the Job Training, Customized Pre-employment Training, Incumbent and workplace based training, and Certification based skills training.
- **Pre-Apprenticeship Tutoring**
Pre-apprenticeship tutoring is an individualized tutoring program that is geared towards students who are interested in pursuing an apprenticeship program within the skilled trades. Students are assessed in the areas of reading comprehension, sentence skills, arithmetic, algebra, and mechanical and spatial aptitude. Based on their test results and their trade of interest, an individualized curriculum is designed to meet their academic needs. The primary goal is to assist individuals in successfully passing the Accuplacer Test. The various apprenticeship offices endorse WRTP/BIG STEP's pre-apprenticeship tutoring program as a key stepping-stone to beginning a career in the skilled trades.
- **Placement Support**
WRTP/BIG STEP maintains strong and active steering committees of employer and union representatives from the construction and manufacturing industries. These committees oversee the design and implementation of all programs to ensure high placement rates among graduates and a clear alignment with the industry's needs. Upon notification of employment opportunities, WRTP/BIG STEP seeks out the appropriately skilled participants. WRTP/BIG STEP's placement process is unique because of the close connection to area employers and unions, helping to guarantee that participant efforts are for jobs that currently exist and are focused on desirable skills.
- **Retention Services**
WRTP/BIG STEP facilitates informal mentoring assistance to promote retention of new and existing employees, thereby ensuring that those placed in employment sustain their attachment to the labor force and advance in their chosen fields. Specifically, as participants move into apprenticeships, WRTP/BIG STEP works with Joint Apprenticeship Committees to offer assistance to those who are at risk of cancellation.

