



TRACKING APPRENTICESHIP ON-THE-JOB TRAINING (OJT)



Registered Apprenticeship Program

A Full Time Learning Experience

Registered apprenticeship programs require that the apprentice is evaluated periodically during their participation in the program.

Progress in the apprenticeship program is tracked utilizing an online platform called Work Hands.

An employer designates a mentor/supervisor who will be providing an evaluation of the apprentice's progress in learning the work processes and achieving the required competency to complete the program. The mentor/supervisor will be granted access to Work Hands where they will be able to see and provide feedback for each of the apprentices under their supervision.



Apprentice Evaluations

Skills Evaluation

1 Review each of the skills listed under the Work Processes sections by clicking on the drop-down menu to the left of each skill listed.

2 A list of six competency levels will appear as shown on the image below:

The screenshot displays a web interface for a skills evaluation. At the top, the title is "WORK PROCESSES - INTRODUCTION TO THE COMMUNITY HEALTH WORKER ROLE AND ORIENTATION TO THE WORK ENVIRONMENT" with a small upward arrow icon. Below the title, it says "4 questions". The main content area lists four skills, each with a dropdown menu to its left. The first skill is "Care Coordination, Case Management, and System Navigation" with a date "January 22, 2025" below it. The second skill is "Building Individual and Community Capacity". The third skill is "Implementing Individual and Community Assessments". The fourth skill is "Conducting Outreach". The dropdown menu for the first skill is open, showing six options: "Skill Met" (highlighted in blue), "Outstanding", "Course Trained", "Supervised", "Introduced", and "No Training". Below the dropdown menu, there is a "Select answer" label.

Skill	Competency Level
Care Coordination, Case Management, and System Navigation	Skill Met
Building Individual and Community Capacity	
Implementing Individual and Community Assessments	
Conducting Outreach	

Apprentice Evaluations

Rating Scale & Definitions

Rating scale

0	No Training	This means that apprentice has not been introduced or received any training for this skill.
1	Introduced	This means that the skill has introduced on-the-job.
2	Supervised	This means that the apprentice is able to perform this skill under supervision.
3	Course Trained	Only utilized by Program Staff to indicate that the apprentice has completed a course that has introduced them to this skill in class . If you see this rating next to a skill, you may upgrade it to SKILL MET to indicate the apprentice is able to perform the skill on the job without supervision.
4	Skill Met	This means that the apprentice is able to perform the skill on their own and without supervision.
5	Outstanding	This indicates the highest level of competency and indicates the apprentice has mastered this skill.

Apprentice Evaluations

Evaluation Approval

Once the mentor/supervisor completes the evaluation, the evaluation must be **APPROVED** for Work Hands to show % OJT progress the apprentice has made during the evaluation period.

Test CHW Apprentice > Evaluations 1

Status ▾ Type ▾ Year ▾ Search by name

On-the-Job Learning Term Evaluation-CHW

August 12, 2024 to December 14, 2024

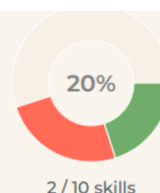
Test CHW Employer

APPROVED

2.0
SKILLS

20% - good start

6 months, 19 days remaining to complete 8 skills



Introduction to the Community Health Worker role and Orientation to the Work Environment

Care Coordination, Case Management, and System Navigation Skill Met 0.8
Building Individual and Community Capacity
Implementing Individual and Community Assessments
Conducting Outreach

20%
SKILLS

0.8 skills completed 1 skill expected 2.2 skills required 4 skills

Development of community-based networking and advocacy

Cultural Mediation Among Individuals, Communities, and Health and Social Service Systems Course Trained 0.6
Participating in Evaluation and Research Course Training 0.6

60%
SKILLS

1.2 skills completed 0.8 skills required 2 skills

Communication

Advocating for Individuals and Communities
Providing Direct Service

0%
SKILLS

0.9 skills expected 1.1 skills required 2 skills

Teaching and Supporting Other

Providing Culturally Appropriate Health Education and Information
Providing Coaching and Social Support

0%
SKILLS

0.9 skills expected 1.1 skills required 2 skills



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