

Success through College Apprenticeship and Learning Experiences (SCALE) Application

Section 1. College Information

- College name
- City and state
- College website
- IPEDS ID (optional)
- College type:
 - Public community college
 - Public technical college
- College governance structure:
 - Independent institution
 - Part of a multicampus district
 - Part of a statewide system
 - Other, with explanation
- Total annual enrollment or unduplicated headcount
- Percentage of students enrolled in associate degree or certificate programs
- Percentage of students receiving Pell Grants
- Confirmation that the college currently serves as the sponsor or intermediary sponsor of at least one active RAP
- Primary contact

Section 2. Institutional Interest and Strategic Fit

- Describe why your institution is interested in participating in SCALE at this time. What institutional goals, apprenticeship priorities, learner needs, or emerging opportunities make this a timely initiative for your college? *(150 words)*
- What are the biggest challenges or opportunities you hope to address through SCALE related to apprenticeship access, apprentice success, or data use? *(150 words)*

- What would your institution hope to accomplish through SCALE? Identify up to three outcomes you would prioritize during the 2.5-year cohort experience. (100 words)

Section 3. Registered Apprenticeship Portfolio

Provide data about your institution's current Registered Apprenticeship portfolio. In the data table below, provide information only on RAPs for which your college serves as sponsor and/or intermediary sponsor. If you support additional RAPs that are sponsored by another organization (i.e., you serve only as the related technical instruction provider for a program and an external organization serves as the sponsor or intermediary sponsor), please exclude those programs from the data you report below.

- **Overall Apprenticeship Portfolio at College—College is Sponsor/Intermediary Sponsor**
 - Year apprenticeship sponsorship (and/or intermediary sponsorship) began
 - Number of active RAPs for which the college serves as sponsor and/or intermediary sponsor
 - Total number of active apprentices enrolled in RAPs for which the college serves as sponsor and/or intermediary sponsor
 - Total number of employer partners in RAPs for which the college serves as sponsor and/or intermediary sponsor
 - Occupations represented in RAPs for which the college serves as sponsor and/or intermediary sponsor (list the occupation names)
- **College's Largest RAP (by apprentice enrollment) —College is Sponsor/Intermediary Sponsor**
 - Total number of active apprentices currently enrolled in this RAP
 - Number of apprentices enrolled in a typical cohort of this RAP
 - Total number of employer partners supporting this RAP
 - Occupation of focus for this RAP
- Describe the top 1 or 2 known opportunities your institution may pursue over the next 2.5 years to add occupations or programs, increase employer participation, or serve additional apprentices. In your response, briefly describe the institutional approvals, staffing, funding, registrations, employer commitments, or other conditions that would be needed to pursue these growth opportunities. (200 words)

Section 4. Apprentice Population and Commitment to Rural and Low-Income Learners

- Briefly describe the current and prospective apprentices served by your institution. Describe the populations, communities, programs, and geographic areas from which apprentices are recruited. (150 words)

- Describe how your institution currently supports apprentices from rural and/or low-income backgrounds, and include data, strategies, services, or partnerships that demonstrate this commitment. In your response:
 - Identify barriers that learners from low-income backgrounds face in becoming aware of, entering, persisting in, and completing your apprenticeship programs;
 - Describe strategies you currently have in place to mitigate these barriers; and
 - Describe additional improvements you hope to explore through SCALE. *(350 words)*

Section 5. Apprentice Supports and Institutional Practices

- Provide an example of a practice, policy, or process your institution has tested or changed to improve apprentice or student outcomes. What did you learn, and how did you use evidence or feedback? *(200 words)*
- How do apprenticeship staff currently coordinate with academic departments, student affairs, advising, financial aid, institutional research, career services, and other relevant offices? *(150 words)*

Section 6. Data Readiness

SCALE is designed to help colleges strengthen apprenticeship data collection, reporting, and use.

Applicants are not expected to have comprehensive apprenticeship data systems in place to be competitive for selection, but we would like to get a sense of your current efforts to access and use a variety of data sources to support your program(s).

- Describe how your institution currently tracks apprentice participation and outcomes. Reflect on the following data points: apprentice enrollment, participation, persistence, completion, credential attainment, employment outcomes, and wage outcomes. Which of these data can your institution currently report reliably? Which are missing, incomplete, difficult to link, or not routinely used? *(150 words)*
- Describe your institution's ability to provide apprenticeship data to the SCALE project team. Who are the owners of data? Identify any expected approval, privacy, legal, technical, or data-sharing requirements. *(100 words)*
- Identify your top two data collection, reporting, measurement, or data-use capabilities your institution would most like to strengthen through SCALE. *(100 words)*

Section 7. Institutional Commitment and SCALE Team

- Describe your institution's capacity to develop, implement, test, refine, and sustain strategies over the SCALE period. What resources and staff time will leadership make available for this work? Who

has authority to approve changes to apprenticeship policies, learner supports, data practices, employer partnerships, staffing, or resource allocation? (350 words)

- How will your college integrate SCALE with your current apprenticeship efforts? Describe the staff time and other resources leadership will provide to support SCALE work. If your college participates in other apprenticeship-related technical assistance efforts, briefly describe how it will manage staff capacity across these efforts. (150 words)
- Identify individuals who will be part of your college's SCALE team (name, title, department, email):
 - Team lead
 - Executive sponsor
 - Core team members (required):
 - » Apprenticeship/program lead
 - » Student success representative
 - » Data/institutional research representative
 - Optional team members:
 - » Financial aid (optional)
 - » Senior leadership (optional)

Section 8. Commitment to Peer Learning

The SCALE cohort is designed for active peer learning. Participants will be expected to share real examples, ask questions of fellow cohort members, offer feedback, and candidly discuss current challenges and works-in-progress.

- Share one example of a strong, innovative, or promising practice your organization has used to strengthen your apprenticeship work that you could share with and contribute to other SCALE colleges. (100 words)
- Describe a current apprentice success related challenge or question your college is facing that you would be interested in discussing with your peers. (100 words)

Section 9. Participation Commitment

Our institution agrees to:

- Participate for the full 2.5-year project period
- Participate in coaching and peer exchanges
- Support apprentice interviews by referring current and prospective apprentices for interviews conducted by AIR

- Develop a learning and action plan
- Develop an apprentice journey map
- Provide appropriate qualitative and quantitative apprenticeship data
- Participate in research and learning activities
- Serve at least 10 new apprentices during the project period

Section 10. Attachments

Please provide the following required attachment:

- Letter of commitment from a senior leader at the college who confirms organizational support for participation if selected.