

## **UA Local 290 Apprenticeship and Journeyman Training Institute Job Placement Plan**

### **I. Objectives:**

As a registered apprenticeship program, UA Local 290 AJTI is required to place all students in a job at the beginning of their educational program. Students continue to receive dispatches upon graduation and throughout their career from the UA Local Union 290. This plan shall be used in conjunction with the AJTI Follow Up Services Plan determine the effectiveness of UA Local 290 job placement procedures.

### **II. Activities to Achieve the Objectives:**

1. Responsibility for Job Placement:  
On the Job Placement is provided throughout the program. Students in the apprenticeship program are automatically placed with a contractor at a jobsite. The Director of Training fills employer dispatch requests for apprentices. After program completion, journeyman are dispatched through the UA Local 290 Dispatch office. Work placement from the union is continuous until retirement.
2. Communication for Coordinating Job Placement:  
Signatory Contractors registered as Training Agents are required to send a Dispatch Request to the Director of Training. The Director of Training is responsible to communicate all job dispatches to apprentices. Once the student has graduated, journeymen receive placement assistance from the union Dispatch Office.
3. Current Listing of Registered Training Agents:  
See Attached.
4. Apprentice Job Placement Counseling:  
Program Coordinators receive apprentice job evaluations completed monthly by employer supervisors in the field. Apprentices not meeting the skill requirements of the field are given counseling and additional training if required.
5. Maintenance of Placement Records for Program Placement Evaluation:  
AJTI tracks placement data for up to one year on graduate completers for the purposes of the Student Follow Up Services Plan. Placement data is also maintained by Local Union 290 and by the benefits office of the third-party administrator, Zenith American Solutions. Data is kept on the employer; hours worked; and job continuation and progress until retirement. UA Local 290 AJTI programs have a placement rate of 100% for program completers.

### **III. Roles & Responsibilities:**

1. Director of Training:  
The Director of Training is responsible for filling employer dispatch requests as needed. The Director is also responsible for communicating all dispatch requirement to the apprentice.

2. Program Coordinators:

Program Coordinators are responsible for receiving monthly job evaluations on the apprentices from the employers. Program Coordinators are also responsible to provide options for additional training or help to an apprentice who receives a poor evaluation.

**IV. Guidelines for Review & Evaluation:**

This plan shall be reviewed annually in conjunction with the Student Services Follow Up Plan to determine the effectiveness of the placement procedures. Results shall be published to the Board of Trustees for review.