

# Executive Summary

## WIPS Training Number 1: Apprenticeship Grants Reporting Overview

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This series was developed to prepare Apprenticeship grantee reporting teams from Apprenticeship State Expansion Grant (ASE), State Apprenticeship Expansion (SAE2020), and Youth Apprenticeship Readiness Grants (YARG) grants to utilize the Workforce Integrated Performance System (WIPS) to report participant data.

This first webinar will cover general reporting topics as reporting schedules, case-management best practices, what is a participant, progress report segments, and an overview of the Participant Individual Reporting Layout (PIRL).

### Section Overviews:

- Introduction provides a brief overview of tracking and reporting, and discussion of why reporting is beneficial for all.
- Reporting Policy provides an overview of required reports and tips for data tracking, a brief intro to the various reports required, Tips for Collecting and Tracking Participant Data and Collecting PII. ly identifiable information of participants.
- Data Collection Requirements – This section provides important definitions of “participant.”
- Reporting Timelines – This section provides information regarding the timing for each cycle and the corresponding reporting due dates for each type of report

## Run of Show

<b>Introduction</b>	4:45
Why is Progress Reporting Important?	8:48
<b>Reporting Policy</b>	12:15
Collecting PII	26:20
<b>Data Collection Requirements</b>	32:00
Who is a Participant in Apprenticeship Grants?	32:18
<b>Reporting Your Information</b>	38:50
Quarterly Progress Report Deadlines	45:45
Annual Progress Report Deadlines – ASE Grants ONLY	46:15
<b>Questions</b>	47:53