First Steps Planning Worksheet: For Collaborative Efforts to Increase Opportunities for Youth with Disabilities in STEM Career Apprenticeships

This worksheet is designed to help teams reflect on where partnerships stand now and identify small, reasonable next steps. There are no "correct" answers. The goal is clarity and shared understanding.

Take 10–15 minutes to discuss the questions below with your team or partners.

1. Which of the five apprenticeship drivers are currently engaged in your apprenticeship efforts? (Who Are Drivers)

- Business / Employers / Intermediaries
- Education & Training Providers
- Apprenticeship Office / State Apprenticeship Agency
- Workforce System (including VR)
- Stakeholders

Who is already at the table? Who is aware but not yet involved?

2. Where would you place your current partnership on the Engagement Levels Roadmap? (Driver Alignment Assessment)

Isolated → Communicating → Coordinating → Collaborating → Integrating

What indicators helped you choose that level?

3. What is working well in your current partnership approach?

Consider communication, clarity of roles, responsiveness, shared understanding, or support to youth.

4. Where are there challenges or confusion?

Are expectations unclear? Are roles overlapping? Does communication break down at certain points?

5. Which youth and young adults with disabilities are currently accessing apprenticeship pathways?

Who is benefitting? Who may not yet see apprenticeship as an option?

6. What is one realistic next step your team could take in the next 30–60 days?

Examples:

- Hold a short orientation meeting between partners
- Map out who handles which step in the referral process
- Develop a shared description of the apprenticeship pathway for youth
- Identify a contact person for communication

Keep this small and actionable.

7. Who needs to be involved in taking that next step?

List names and who they represent — not just organizations.

8. When will you revisit progress?

Choose a date — even if informal. Will there be an ongoing cadence for meeting?
Consistency supports momentum.

Progress does not depend on perfection.
It depends on shared understanding, clear communication, and one step at a time.