



# BUILDING A REGISTERED APPRENTICESHIP

Serving the Gulf Coast Region





# EXPLORE

## Explore apprenticeship as a strategy to meet your needs for skilled workers.

**A**PPRENTICESHIP Allows companies to be proactive in addressing their present and future skill needs by growing their own when the local pool of skilled workers is small. Apprenticeships also provides employers with additional tools that complement their existing processes of recruitment and advancement to develop highly trained workers in the midst of a challenging workforce environment, can be used with both current (incumbent) employees and new workers, allows companies to customize both the on-the-job training component and the related instruction to their specific needs, and provides a structured and sustainable way to create career pathways in the occupational areas that businesses will need in the future.

### WHAT IT IS

Registered Apprenticeship is an employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice’s skill level and wages.

*It is a proven solution for businesses to recruit, train, and retain highly skilled workers. Apprenticeship is not just for the private sector – many federal government agencies, including the U.S. military, have apprenticeship programs.*

### WHAT IT DOES

Apprenticeship is a flexible training strategy that can be customized to meet the needs of every business. It can be integrated into current training and human resource development strategies.

*Apprentices can be new hires – or businesses can select current employees to join the apprenticeship program. Apprenticeships are a good way to reward high-performing entry-level employees and move them up the career ladder within the business.*

Apprenticeship is also an “earn and learn” model – apprentices receive a paycheck from day one, so they earn wages while they learn on the job.

*More than 500,000 apprentices participate in Registered Apprenticeship programs across the country.*

### WHY JOIN

#### BENEFITS FOR BUSINESS

- Highly-skilled employees
- Reduced turnover costs
- Higher productivity
- More diverse workforce

#### BENEFITS FOR WORKERS

- Increased skills
- Higher wages
- National credential
- Career advancement

#### BENEFITS FOR WORKFORCE INTERMEDIARIES AND EDUCATION ORGANIZATIONS

- Proven model to help job seekers immediately start working and increase skills and earnings
- Effective strategy to connect with employers in diverse fields and to use as part of industry sector strategies



What are the Components of Registered Apprenticeship?

# COMPONENTS



Business Involvement



Structured On-the-Job Training



Related Instruction



Rewards for Skills Gains



National Occupational Credential

Five Core Components of Registered Apprenticeship

2

## BUSINESS INVOLVEMENT

Employers are the foundation of every apprenticeship program and the skills needed by their workforce are at the core. Businesses must play an active role in building the program and be involved in every step in designing the apprenticeship.

## ON-THE-JOB TRAINING

Every program includes structured on-the-job training. Apprentices get hands-on training from an experienced mentor at the job site for typically not less than one year. On-the-job training is developed through mapping the skills and knowledge that the apprentice must learn over the course of the program in order to be fully proficient at the job.

## RELATED INSTRUCTION

Apprentices receive related instruction that complements on-the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a community college, a technical school, or an apprenticeship training school – or by the business itself. Education

partners collaborate with business to develop the curriculum based on the skills and knowledge needed by apprentices. All partners work together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged.

## REWARDS FOR SKILLS GAINS

Apprentices receive increases in pay as their skills and knowledge increase. Start by establishing an entry wage and an ending wage, and build in progressive wage increases through the apprenticeship as skill benchmarks are attained by apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.

## NATIONAL OCCUPATIONAL CREDENTIAL

Every graduate of a Registered Apprenticeship program receives a nationally-recognized credential. As you build the program, keep in mind that apprenticeship programs are designed to ensure that apprentices master every skill and have all the knowledge needed to be fully proficient for a specific occupation.



# STRUCTURE

Apprenticeship programs can be customized to meet the needs of business and the skills of apprentices.

3

 <p>In <b>TIME-BASED PROGRAM</b>, apprentices complete a required number of hours in on-the-job training and related instruction.</p>	 <p>In <b>COMPETENCY-BASED PROGRAM</b>, apprentices progress at their own pace – they demonstrate competency in skills and knowledge through proficiency tests, but are not required to complete a specific number of hours.</p>	 <p>Many programs are built using a <b>HYBRID APPROACH</b>, using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.</p>
--	---	---

## FLEXIBILITY IN PROGRAM DESIGN

Apprenticeships can be designed to be time-based, competency-based, or a hybrid of the two.

## FLEXIBILITY IN RELATED INSTRUCTION

There are many options for how the related instruction is provided to apprentices. Related instruction can be based at the school, provided at the job site, or completed online. It can take place during work time or after work hours.

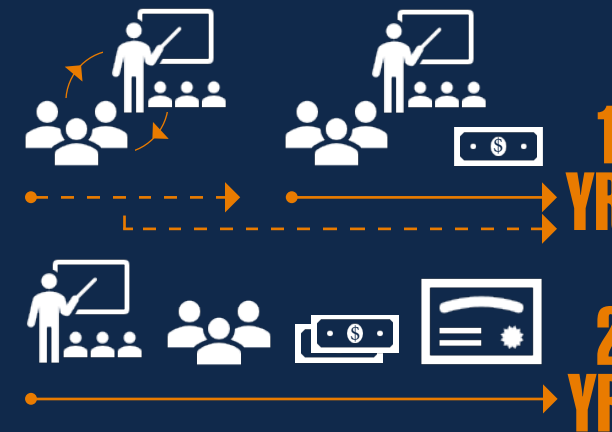
## FLEXIBILITY IN TRAINING MODEL

The training components can be arranged in different ways to develop a model that works for both businesses and apprentices. In a

traditional apprenticeship model, apprentices receive both related instruction and on-the-job training concurrently throughout the program. For a “front-loaded” model, apprentices complete some related instruction (which may be with the employer or a partner such as a community college or another school) before starting a job, in order to learn the critical skills required for the first day on the job site. Programs can also be built using a “segmented” model in which apprentices alternate between related instruction and on-the-job training. A pre-apprenticeship can also be built into the program, where essential basic skills are learned and then individuals are accepted into the apprenticeship program, sometimes receiving credit for prior experience.

## DIRECT ENTRY

Pre-Apprenticeship to Registered Apprenticeship Model



Quality Pre-Apprenticeship Programs have a partnership with a registered Apprenticeship program to ensure direct entry with advanced credit upon completion of the Pre-Apprenticeship.

## FRONT-LOADED

Business Involvement - Apprenticeship Model



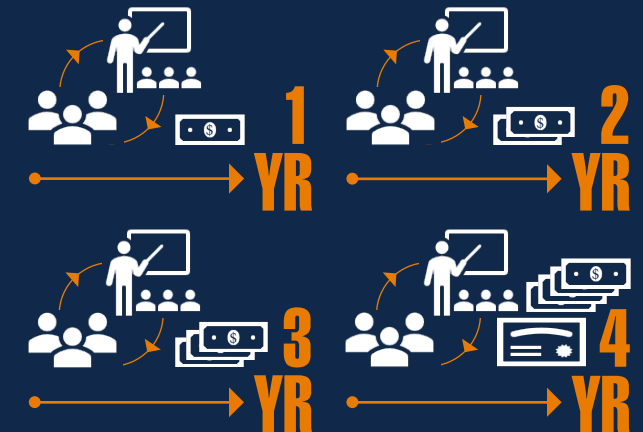
Example shows a program with diminishing time spent in related classroom instruction; however, all related instruction could occur at the beginning of program.

**KEY**

-  Structured On-the-Job Training
-  Related Instruction
-  Rewards for Skills Gains
-  National Occupational Credential

## TRADITIONAL

Business Involvement - Apprenticeship Model



Example shows a four-year program; however, program length varies and is driven by industry needs.

## SEGMENTED

Business Involvement - Apprenticeship Model



Example shows a one-year program spread out over two-years with related instruction segmented between periods of on-the-job training.

# APPRENTICESHIP MYTHS

## MYTH: ALL APPRENTICESHIPS ARE UNION JOBS

Since apprenticeship has been traditionally closely associated with the building and manufacturing trades, many employers have a misconception that apprenticeship can only be used in unionized workplaces. Further, non-union companies may see apprenticeship as a context for organizing activity and be resistant for that reason.

*Response:* Apprenticeship has been widely used in both union and non-union businesses with positive results. If an employer is looking for a workforce solution that is skill-based, can be supported with experiential learning on the job, and will not take years to reap the benefits of a highly-skilled, well-trained workforce, then apprenticeship is the answer.

*Action Item:* Share apprenticeship success stories that are similar to your current employer's needs. This will highlight success and show them what can be achieved through the use of apprenticeship

programs. Read apprenticeship success stories at [www.dol.gov/apprenticeship/](http://www.dol.gov/apprenticeship/).

## MYTH: APPRENTICESHIP IS ONLY FOR CONSTRUCTION

A common misunderstanding about Registered Apprenticeship is that it can only be used for construction jobs or other skilled trades – and is not a workforce strategy that will work for in-demand and emerging industries in the economy.

*Response:* Apprenticeship is a model that can work for any business. Today, there are apprenticeship programs in over 1,000 occupations, including careers in healthcare, information technology, advanced manufacturing, transportation and logistics, and energy.



# REGISTER

Why consider a Registered Apprenticeship?

Why is it important to register your apprenticeship program?

5

## TECHNICAL ASSISTANCE AND SUPPORT

The program joins the apprenticeship network, which provides access to a nationwide network of expertise, customer service, and support at no charge.

## NATIONAL CREDENTIAL

Graduates of Registered Apprenticeship programs receive a national, industry-recognized credential.

## QUALITY STANDARDS

Registration means the program has met national and independent standards for quality and rigor. Registration tells prospective employees, customers, and suppliers that you invest in your workforce and that you believe your employees are your most important asset!

## TAX CREDITS

In many states, businesses can qualify for tax credits related to apprenticeship programs. In addition, employers may be able to claim some expenses for training as a federal tax credit.

## FEDERAL RESOURCES

Businesses and apprentices can access funding and other resources from many federal programs to help support their Registered Apprenticeship programs.

## PROGRAM FLEXIBILITY

Apprenticeship is a flexible training strategy that can be customized to meet the needs of any business. It can be integrated into an employer's existing training and human resource development strategies. Businesses can implement "competency-based" programs that allow apprentices to progress at their own pace, using skill assessments to determine advancement. This model joins "time-based" programs that require apprentices to

complete a specific number of hours in on-the-job training and related instruction. Employers can use these models, or a hybrid of the two, to customize their apprenticeship programs.



A proud partner of the [americanjobcenter](#) network

Workforce Solutions is an Equal Opportunity Employer/Program. Auxiliary Aids and Services are available upon request to individuals with disabilities. (Please request reasonable accommodations a minimum of two business days in advance.) Relay Texas: 1-800-735-2989 (TDD) and 1-800-735-2988 (Voice) or 711