Apprenticeship/Work-Based Learning Quick Reference Guide

State of Tennessee

Purpose: In order to establish a common language among stakeholder groups, the Tennessee Department of Education has collaborated with multiple state agency partners to create the following glossary of terms related to Registered Apprenticeship Programs (RAPs) and Work-Based Learning (WBL) for the state of Tennessee.

- **Apprentice:** any individual employed in a registered apprenticeship program as defined in 29 C.F.R. § 29.2.
- **Capstone Work-Based Learning Experience:** any work-based learning experience that is aligned with a student's program of study or concentration, equates to a full-time equivalent credit, and facilitates intentional progress toward the attainment of knowledge and skills necessary to pursue the student's postsecondary and career goals.
- **Career Awareness**: any activity that builds awareness of the variety of careers and postsecondary options available to a student that results in the broadening of the students understanding workforce.
- **Career Exploration:** any activity that allows student to explore career options and postsecondary requirements for the purpose of motivation and informing decision-making in high school and postsecondary education.
- **Career Preparation:** any activity that allows student to apply learning through practical experience and develops the student's knowledge and skills necessary for success in a given career or occupation.
- **Career Training:** any activity that allows student to train for employment and/or postsecondary education in a given occupation.

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- **Competencies:** the specific knowledge, skills, and abilities required to perform the job tasks associated with an occupation.
- **Competency-Based Apprenticeship:** a registered apprenticeship program in which participants' completion is based on demonstrating mastery of competencies as outlined in the work process schedule of the registered apprenticeship program.
- **Cooperative Educational Experience (Co-op):** any work-based learning experience that does not directly align with a student's area of elective focus but allows the student the opportunity to obtain a set of foundational skills that will prepare the student for their desired career path.
- **Dual Enrollment:** postsecondary course, taught either at the postsecondary institution or at the high school, by postsecondary faculty or credentialed adjunct faculty. Dual enrollment instructors must meet postsecondary requirements but do not have to meet specific TN teacher licensure or endorsement requirements. Dual enrollment courses can be taught at the postsecondary campus, the high school, or online. Students are enrolled at the postsecondary institution and earn postsecondary credit upon completion of the course.
- **Employment and Training (E&T) Program:** a program operated by the Tennessee Department of Labor and Workforce Development and its partners consisting of one or more work, training, education, or job search components.
- **Hybrid Apprenticeship Program:** a registered apprenticeship program in which the requirements of completion are based on both competencies and hours. Participants may be required to complete a specific number of hours on some standards and demonstrate mastery of other competencies outlined in the work process schedule.
- **Industry Recognized Apprenticeship Program (IRAP):** an apprenticeship program recognized as such by a Standards Recognition Entity pursuant to the US Department of Labor's IRAP standards which include progressively advancing skills, paid work and educational components, and result in an industry recognized credential, as delivered by entities such as trade groups, corporations, non-profit organizations, educational institutions, unions, and joint labor-management organizations.

- **Industry Engagement**: any outreach to a business, industry, chamber, and/or labor partner to advance workforce opportunities for individuals.
- **Internship:** a type of work-based learning experience, paid or unpaid, intended to advance a student's understanding of a given occupation or industry.
- **Local Dual Credit:** a high school course aligned to a local postsecondary institution's course and exam. Students who pass the exam earn credits that are accepted and/or recognized by the local postsecondary institution. Courses are taught by licensed high school teachers or certified college instructors approved by the school system and the postsecondary institution.
- **On-the-Job Training (OJT):** a component of a registered apprenticeship program in which the participant is trained to complete specific job tasks related to the occupation and receives compensation.
- **Related Technical Instruction (RTI):** a component of a registered apprenticeship program in which the participant receives academic and technical instruction that advances their knowledge of the requirements to perform a specific occupation.
- **Registered Apprenticeship Program (RAP):** a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, including such matters as the requirement for a written apprenticeship agreement, as defined in 29 C.F.R. § 29.2.
- **Seamless Transition:** a transition from high school to postsecondary education or the workforce in which the individual's new role aligns with their area of elective focus.
- **Statewide Dual Credit:** college-level courses taught at the high school level by trained high school teachers. Course learning objectives redeveloped by Tennessee high school and college faculty in order to ensure alignment with postsecondary standards. All statewide dual credit courses are approved by the Consortium for Cooperative Innovative Education and Tennessee State Board of Education before they can be offered. All students enrolled in a statewide dual credit course take the online challenge exam. Exam scores are reported on the high school transcript to ensure postsecondary credit is accurately awarded.

- **Tennessee Certified Pre-Apprenticeship Program:** a program designed to prepare individuals for entry into a registered apprenticeship program in which the completion of the program guarantees the participant the opportunity to interview for employment in a specific registered apprenticeship program.
- **Time-Based Apprenticeship Program:** a registered apprenticeship program in which participants are awarded credit for time spent performing specific on-the-job training and related technical instruction.
- **Work-Based Learning (WBL):** the application of academic and technical knowledge in a work setting that involves actual work experience as defined in T.C.A. § 49-11-901 (6).
- **Work Process Schedule:** an outline of the on-the-job training and related technical instruction required for an individual to complete a registered apprenticeship program.
- **Youth Apprenticeship Program:** any registered apprenticeship program in which the employer specifies in the apprenticeship agreement that individuals aged 16 and above may participate.

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