

Apprenticeship TN



**Building a Talent Strategy
Through Registered
Apprenticeship Programs**

TN

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What is an Apprenticeship?

A Registered Apprenticeships Program (RAP) is a proven strategy to develop a skilled workforce. RAPs are a training method that combines paid On-The-Job Learning (OJL) with Related Technical Instruction (RTI). Programs are designed to meet the needs of employers and their workforce challenges.

One way to create a strong pipeline:

- **Pre-Apprenticeship:** is a training program with a direct tie to a registered apprenticeship program to help prepare future apprentices.

Why Apprenticeship?

- US Department of Labor data shows a 94% retention rate on Apprenticeship Programs and \$1.47 returned for every \$1.00 invested.
- Proven systematic approach to training that is customizable and tailored to the employer.
- Excellent recruiting tool to build a more diverse talent pipeline.
- Increased knowledge transfer through on-the-job learning from an experienced mentor.

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- A safer workplace that may reduce worker compensation costs due to emphasis on safety training.
- Opens more opportunities for federal contracts and potentially federal and state funding.

Apprenticeship Minimum Requirements:

- Age: 16 Years of age
- Full-time or part-time employment
- U.S. citizenship, permanent residency or residents whose visas permit employment within U.S.
- 2,000 hours/year OJL, 144 hours/year RTI, or a competency based program
- Specified occupation
- Defined wage progression
- Completion of registration requirements and maintenance of program via Real-Time Automated Personnel Identification System (RAPIDS).



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Steps in the Process:

Your Apprenticeship Director will consult with you and help complete the required paperwork to register your program.

- 1) Identify the Occupation.
- 2) Identify a Training Partner, if needed. This could be a TCAT, community college or private entity.
- 3) Modify a Work Process (a list of all the skills apprentice will be responsible for mastering) for the On-the-Job-Learning component.
- 4) Determine Technical Instruction:
 - Can be classroom instruction, on-line, or a hybrid combination.
 - Determine if instruction time will be paid or unpaid.
- 5) Establish Progressive Wage Scale.
- 6) Submit forms for Registration.



Contact your Regional Apprenticeship Director and they will assist you through the process.

Sponsorship Responsibilities:

- Administer program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30 https://www.dol.gov/general/cfr/title_29.
- Ensure apprentices complete registration paperwork and submit apprenticeship agreements within 45 days of enrollment via RAPIDS.
- Ensure all apprentices complete Form ETA 671 and submit apprenticeship agreements within 45 days of enrollment.
- Periodic evaluation of apprentices' progress and maintain appropriate progress records.
- Update RAPIDS within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations.
- Update standards, if applicable.
- Conduct an Equal Employment Opportunity (EEO) review and submit to the Office of Apprenticeships by the second year of the program.



Program Structures:

There are three types of programs to fit the employer's specific needs.

- **Time Based:** defined period of time during which the employee will receive instruction and participate in on-the-job training.
- **Competency Based:** offer employers and apprentices a way to work more quickly through completion of an apprenticeship. Apprentices are still required to complete a set number of hours of on-the-job training, but also allows the apprentice to demonstrate their skill attainment through completion of proctored examinations.
- **Hybrid Based:** blends the time-and competency-based structures. Hybrid programs have a range of time requirements and allow the apprentice to move forward more quickly if passing competency examinations.

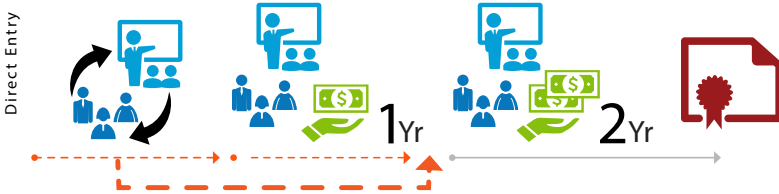
Related Technical Instruction Models:

- **Parallel or Traditional** – apprentices take classes while working full-time (either after work or on specific days).
- **Front-loaded** – apprentices take majority of classes at beginning of apprenticeship.
- **Segmented** – classroom instruction is divided into segments and spread between OJL periods.

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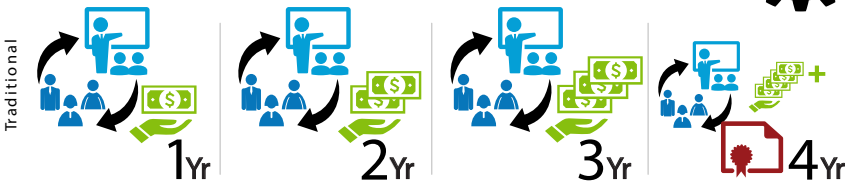


Pre-Apprenticeship to Registered Apprenticeship Model



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

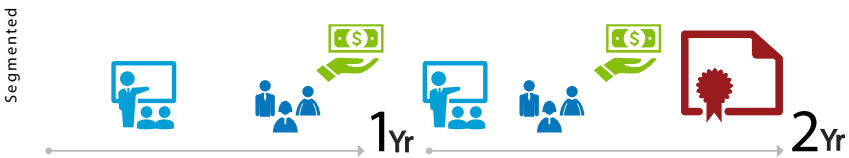
Apprenticeship Model



Example shows a four year program; however, Program length varies and is driven by industry needs. (e.g. most construction programs.)



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



Example shows a "one year" program spread out over 2 years with RTI segmented between OJT periods.

Key



Related Training & Instruction (RTI)



On-the-Job Training (OJT)



Rewards for Skill Gains



National Credential



Business Involvement

Wage Progression:

Wage rates can align with hours achieved, competencies completed, and/or percentage of progress. The only requirement is the start rate must be at least minimum wage.

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