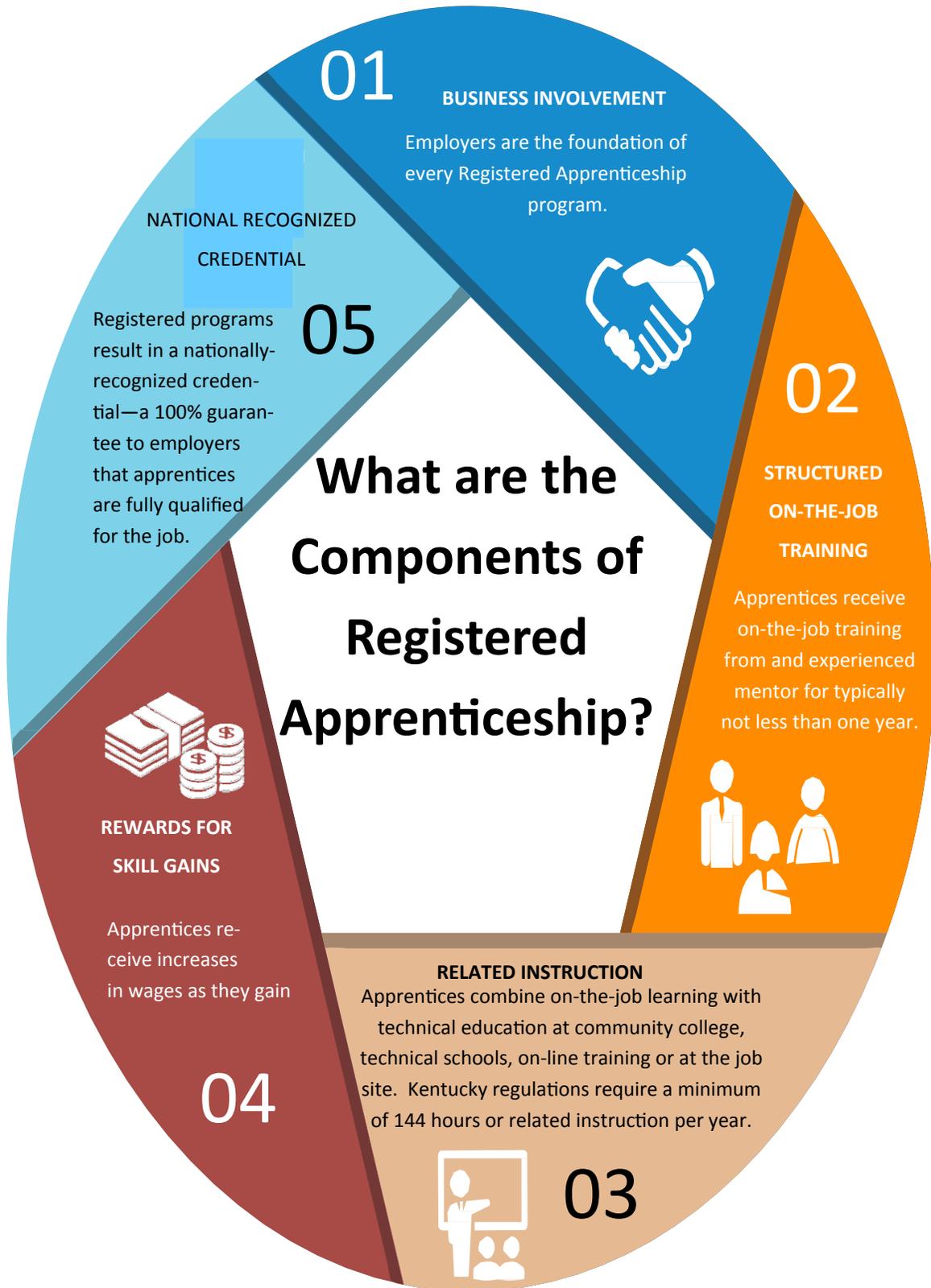


3

Build the core components of your apprenticeship program.

With a strong partnership in place, the next step is to design and build your apprenticeship program. Apprenticeship programs consist of five core components: direct business involvement, on-the-job training, related instruction, rewards for skill gains, and completion resulting in a national occupation credential. For each, the partners will develop the details of that component, leverage the resources needed, and decide which partners will carry out that part of the program.





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 compliments 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 Skill 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 the apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.

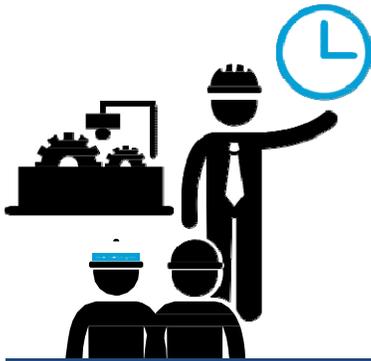
National Occupational Credential

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



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

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



Time-Based Programs

In Time-based programs, apprentices complete a required number of hours in on-the-job training and related instruction.



Competency Based Programs

In Competency-based programs, 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.



Hybrid Approach

Many programs are built using a Hybrid approach using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.

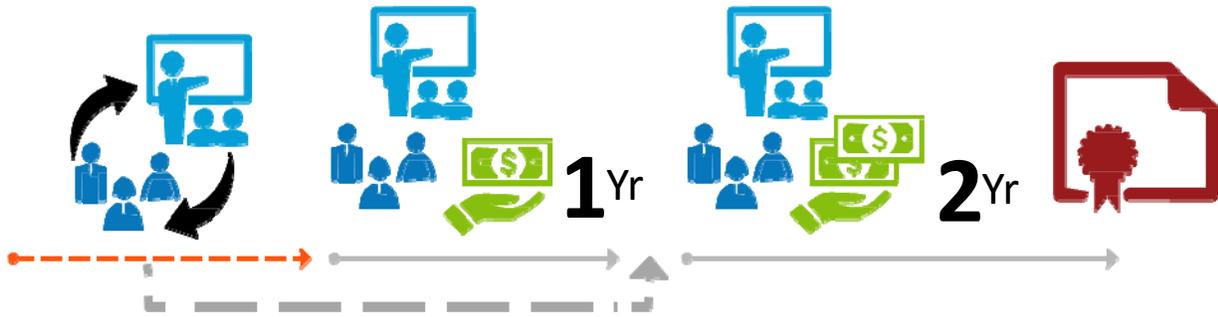
Flexibility in Related Instruction

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 on-line. It can take place during work time or after work hours.

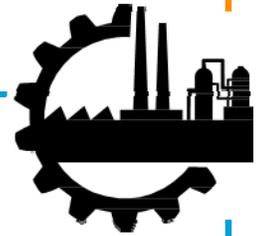
Flexibility in Training Model

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.

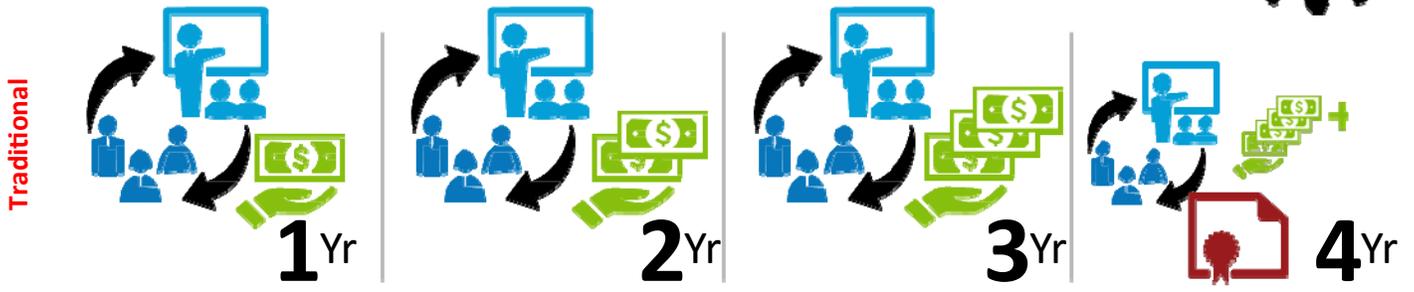
Pre-Apprenticeship to Registered Apprenticeship



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.



Apprenticeship Models



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



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



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

KEY

