

## REGISTERED APPRENTICESHIP

**Apprenticeship is an employer-driven program that combines on-the-job learning with job related instruction to build worker skills and establish pathways to higher levels of employment and wages.**

Apprenticeship meets business needs for qualified workers in more than 1,000 occupations, including careers in health care, information technology, transportation, and energy. As an “earn and learn” model, apprentices are employed and earn wages from the first day on the job. As a workforce strategy, apprenticeship contributes to higher performance outcomes in employment, retention, earnings, and credential attainment.

**Keystone Development Partnership offers employers assistance to develop and register apprenticeships.**

### FIVE COMPONENTS OF A REGISTERED APPRENTICESHIP

- 1) **Business Involvement:** Employers define skill requirements, recruit apprentices, provide on-the-job training, select mentors, pay progressive wages as skills increase, and validate related instruction in-house or in partnership with training providers.
- 2) **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. OJT 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.
- 3) **Related Instruction:** Classroom instruction complements on-the-job learning. Education partners collaborate with business to develop the curriculum based on the skills and knowledge required for the job. Employers can select third party training providers such as community colleges, technical schools, or apprenticeship training schools to provide classes on technical, workforce, and academic competencies that apply to the job. The business may also use in-house trainers for the related instruction. 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.
- 4) **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 apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.
- 5) **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 Related Training and Instruction:** 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 are customized to benefit businesses and apprentices.

- ✦ **Traditional apprenticeship model** - apprentices receive both related instruction and on-the-job training concurrently throughout the program.
- ✦ **“Front-loaded” apprenticeship model** - requires the apprentice to complete some related instruction to learn critical skills needed for the first day on the job site. The employer or a partner such as a community college or another school may provide these classes.
- ✦ **“Segmented” apprenticeship model** - schedules apprentices to alternate between related instruction and on-the-job training.
- ✦ **Pre-apprenticeship** - apprentices learn essential basic skills and then are accepted into the apprenticeship program. Some programs provide credit for prior experience.

## BENEFITS OF A REGISTERED APPRENTICESHIP PROGRAM

**Technical Assistance and Support:** The program joins the Registered Apprenticeship system, 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.

**State and Federal Resources:** Businesses and apprentices can access state and federal funding and other resources to support their Registered Apprenticeship programs.

