Apprenticeship TN

Building a Talent Strategy Through Registered Apprenticeship Programs

TN

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.

Other tyes of Apprenticeships:

- **Youth Apprenticeship:** is a registered apprenticeship with a youth (below age 18) participating in it. Hours can be reduced to part-time.
- **Pre-Apprenticeship:** is a training program with a direct tie to a registered apprenticeship program.

Why Apprenticeship?

- US Department of Labor data shows a 94% retention rate on apprenticeship programs and $1.47/$1.00 ROI.
- 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 employment (exception Youth Apprentice)
- U.S. citizenship, permanent residency or residents whose visas permit employment within U.S.
- 2,000 hours per year OJL,144 hours per year RTI, or a competency model program
- Specific occupation
- Defined wage progression
- Completion of registration requirements and maintaining via Real-Time Automated Personnel Identification System (RAPIDS).

APPRENTICESHIP

SCHOOL   STUDIES   PROFESSION   SKILLS   PERFORMANCE   CAREER   MOTIVATION   GOALS

Steps in the Process:

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

1) Define the Occupation.

2) Identify a Training Partner, if needed.

3) Modify a Work Process for the OJL component (obtained from Apprenticeship Director).

4) Determine Technical Instruction:
   - Can be classroom instruction, online, or hybrid.
   - Determine if instruction will be paid or unpaid.

5) Establish Wage Rates.

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 through 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 this can be less because the apprentice can also 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.
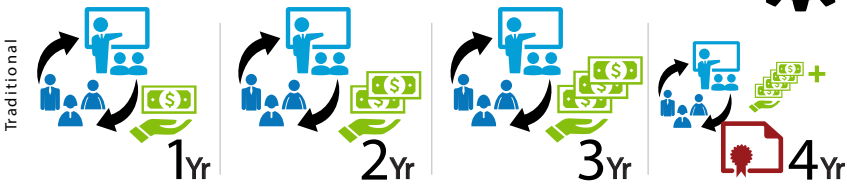
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Pre-Apprenticeship to Registered Apprenticeship **Model**

Direct Entry

1 Yr   2 Yr
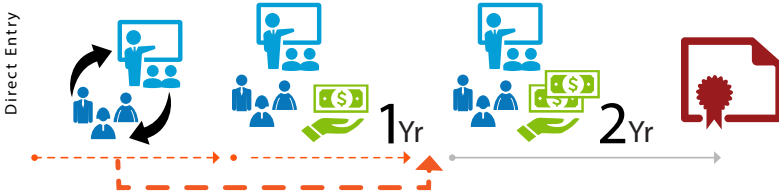
Quality Pre-Apprenticeship Programs have a partnership with an Registered Apprenticeship program to ensure direct entry with advanced credit upon completion of the Pre-Apprenticeship.
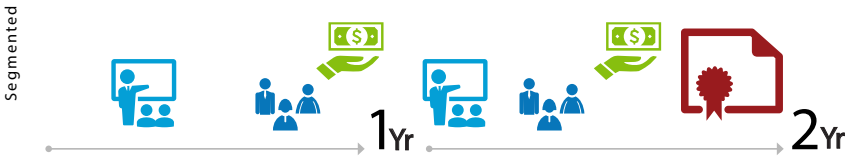
Apprenticeship **Model**

Traditional

1 Yr   2 Yr   3 Yr   4 Yr

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

Front-Loaded

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

Segmented

1 Yr   2 Yr

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.

Apprenticeship TN

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