



CareerSource
RESEARCH COAST



HOW TO START AN APPRENTICESHIP PROGRAM

Registered Apprenticeships are a proven solution for businesses to recruit, train and retain highly skilled workers regardless of size, industry or geographic location.

Through Apprentice Florida, we help businesses find the best solution to build a work-ready, custom-trained team, by utilizing an existing apprenticeship program or creating their own. The best part is establishing a program in Florida can take less than 30 days.

CORE COMPONENTS OF AN APPRENTICESHIP PROGRAM



PAID JOB

Apprentices are paid from day one, allowing them to earn and learn



WORK-BASED LEARNING

Create a work-based learning model that is either time-based, competency-based or a hybrid approach



CLASSROOM LEARNING

Choose training that can be delivered in-house or through an educational partner such as a community college, technical school or online training provider



WAGE PROGRESSION

As knowledge and skills are demonstrated, wages increase in relation to an employer's return on investment



CREDENTIAL

Apprentices receive a nationally recognized credential after completing their apprenticeship

BUILD COMMUNITY PARTNERSHIPS

It's important for businesses to play a central role in designing and building an apprenticeship program, as well as providing ongoing commitment to support the training and education process. But the most successful apprenticeship strategies are created and sustained through strong partnerships among businesses, workforce organizations, educational institutions and other community organizations.

BUSINESS

Individual company or consortium of businesses

- Identify the skills and knowledge that apprentices must learn
- Hire new workers, or select current employees, to be apprentices
- Provide on-the-job training
- Identify an experienced mentor to work with apprentices
- Pay progressively higher wages as skills increase
- Provide instruction in-house or in partnership with community colleges or other organizations

WORKFORCE DEVELOPMENT PARTNERS

Workforce boards, one-stop centers

- Develop industry sector strategies and career pathway initiatives utilizing apprenticeships
- Recruit and screen candidates to be apprentices
- Provide pre-apprenticeship and basic skills preparation
- Provide supportive services (tools, uniforms, equipment, books, transportation, childcare)
- Contribute funding for on-the-job training and related instruction

EDUCATIONAL INSTITUTIONS

4-year colleges, community colleges, career and technical schools

- Provide academic and skills instruction driven by industry standards (instructors, curriculum, instructional equipment)
- Grant progressive credentials based on competency testing
- Facilitate access to financial aid and other support resources (student loans, tutoring, counseling)
- Utilize marketing and outreach channels to identify apprentice candidates

APPRENTICESHIP SYSTEM

State apprenticeship offices

- Provide technical assistance and support to program sponsors
- Answer questions about the apprenticeship model
- Connect businesses to training providers
- Guide partners on each phase of developing and registering a program
- Advise partners on available funding sources to support apprenticeships

WORKFORCE INTERMEDIARY

Industry associations, labor organizations, joint labor-management organizations, community-based organizations

- Provide industry and/or occupation-specific expertise to support employers in a particular industry sector to inform curriculum development
- Provide assistance with instruction and supportive services
- Coordinate partner responsibilities
- Provide program administration to aggregate demand for apprentices, particularly for small- and medium-size employers that may not have the capacity to operate programs on their own



DETERMINING THE RIGHT MODEL AND PROGRAM DESIGN

Apprenticeship programs can be customized to meet both the needs of the business and the apprentices. The program design and model selected will be driven by a variety of factors, including the industry and occupation, the skills needed by apprentices and the employer's work processes.

TYPE OF PROGRAM DESIGNS

- **TIME-BASED.** Apprentices complete a required number of hours of on-the-job learning and related technical instruction.
- **COMPETENCY-BASED.** Apprentices progress at their own pace. They demonstrate competency in skills and knowledge through proficiency demonstrations, but are not required to complete a specific number of hours.
- **HYBRID.** Through a hybrid of time-based and competency-based models, apprentices have a minimum and maximum range of hours based on the successful demonstration of identified and measured competencies.

COMMON MODELS

- **PRE-APPRENTICESHIP TO REGISTERED APPRENTICESHIP MODEL.** Pre-apprenticeship programs provide basic skills training, work readiness and other foundational skills to prepare youth or adult workers to succeed in a registered apprenticeship program. Pre-apprenticeship programs have formal partnerships with one or more Registered Apprenticeship programs. Participants begin a Registered Apprenticeship program once they have completed the pre-apprenticeship program and met the basic qualifications for entry into the apprenticeship.
- **TRADITIONAL APPRENTICESHIP MODEL.** Apprentices receive related technical instruction and on-the-job learning concurrently throughout the program.
- **FRONT-LOADED APPRENTICESHIP MODEL.** Apprentices complete some or all of the related instruction or classes before starting on-the-job learning. The related instruction may be provided by the employer or a partner, such as a community college.
- **SEGMENTED APPRENTICESHIP MODEL.** Apprentices alternate between related instruction and on-the-job learning until full competency is reached.



QUESTIONS TO CONSIDER



BUILD

What positions are you having the most difficulty filling?

How are current and new employees onboarded, mentored and trained once hired?



LAUNCH

Have you reached out to the State Office of Apprenticeship and partners at your local workforce development board to explain steps and funding support resources?

Who will deliver the technical education and on-the-job learning to the apprentices and in what format?



MANAGE

Have you identified who will serve as sponsor of the apprenticeship program, taking responsibility for operating the program?

Have you determined how you will work with your human resource team to integrate the apprenticeship model into your existing onboarding, retention and talent development strategies?



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