

Overall Apprenticeship Process

PURPOSE: To provide the sponsor with an in-house process for starting and maintaining a registered apprenticeship program as outlined in the Apprenticeship Program Standards. This process outlines a method of spreading the responsibility of the apprenticeship program management across several departments.

STEP 1: Establish an Apprenticeship Training Committee – REQUIRED for all companies with a Union presence. HIGHLY RECOMMENDED as a Best Practice for all other companies.

Responsible Party: HR/Appropriate Department/Training

- Establish benchmarks and processes for measuring apprentice progress.
- OJT - Determine quality and quantity of experiences.
- RTI - Coursework or other related instruction.
- Ensure a safe work environment for all and provide safety training for apprentices on-the-job and in related instruction.
- Ensure all apprentices are under written Apprenticeship Agreements and that each apprentice is given a copy and access to the written rules and policies – U.S. DOL OA and company rules and policies.
- Ensure there are qualified training personnel to provide adequate supervision of the apprentices.
- Maintain records for all apprentices.
- Hear and resolve all complaints of violation of Apprenticeship Agreements.
- Certify that apprentices have successfully completed the apprenticeship program.
- Appoint an Apprenticeship Coordinator.

STEP 2: Develop and Roll Out an Apprenticeship Communication Plan

Responsible Party: HR/Appropriate Department/Training

- Develop a method of communicating the apprenticeship program to the entire company population.
- Explain what apprenticeship is.
- Tie apprenticeship into the overall career pathway within the company.
- Briefly explain Related Instruction and On-The-Job Training requirements of the apprenticeship.
- Name a point of contact for the apprenticeship.
- Post Equal Employment Opportunity poster in a common area with appropriate contact information for state fair employment practices agency.
- Obtain approval from Union prior to roll-out, if appropriate.

STEP 3: Post Open Apprentice Positions

Responsible Party: HR

- Develop job description for apprentice role with associated job code, pay scale, and education requirements.
- Post Equal Employment Opportunity poster in prominent location visible to all employees.
- Post the Apprenticeship Program Standards next to the Equal Employment Opportunity poster or provide documents in a way that can be accessed by all employees.
- Post appropriate apprentice openings for all employees to view, and externally as appropriate.

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Overall Apprenticeship Process (Continued)

STEP 4: Interview Apprentice Candidates

Responsible Party: HR/Appropriate Department

- Utilize Example Apprentice Selection Process, if appropriate.
- Utilize Interview Questions for Apprenticeships.
- Ensure each apprentice candidate has access to the Standards and appropriate Appendix A per U.S. DOL OA requirements.

STEP 5: Select Apprentices

Responsible Party: HR/Appropriate Department

- Provide each apprentice a copy of the company's Apprenticeship Agreement or Apprenticeship Offer Letter.
- Ensure apprentices sign the Apprenticeship Agreement or Apprenticeship Offer Letter.
- Gather Apprenticeship Agreements or Offer Letters and file in apprentice's employee file.

STEP 6: Conduct an Initial Apprentice Meeting as Part of Apprentice Onboarding

Responsible Party: Appropriate Department/Training/HR

- Have each apprentice fill out and sign the appropriate ETA 671. Ensure that all ETA 671s are filed in the appropriate file.
- Review requirements of apprenticeship with apprentices.
- Review OJT expectations and reporting.
- Review grade expectations and reporting.
- Review attendance expectations.
- Develop monthly check-ins with apprentices.
- Review evaluation and apprentice feedback forms.
- Wage increase is not automatic but tied to a favorable evaluation.
- Reporting concerns.

STEP 7: Establish Regular Apprenticeship Training Committee Meetings, as appropriate.

Responsible Party: Apprenticeship Coordinator/Appropriate Department

- Review apprentice progress. (Appropriate Department)
- OJT
- Coursework or other related instruction
- Review apprenticeship curriculum. (Educational Provider)
- Monitor apprentice reviews and feedback. (HR/Training/Department Rep)
- Make any needed changes. (Appropriate Apprenticeship Committee members)
- Identify new recruiting streams for apprenticeships.
- Discuss how these recruiting streams flow into apprenticeship.