

Best Practices for Developing **Registered Apprenticeships** through Navigator/Intermediary Collaboration



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Review: Basics of Registered Apprenticeships

- Combined On-the-Job Mentorship and Classroom Learning
- Apprentices earn Nationally Recognized Occupational Credential
- Programs are Business-Led
- Progressive Wage Increases
 - Time-Based
 - Competency-Based
- DCEO Tax Credit Incentive
 - \$3500+ per active apprentice per year
 - Additional \$1500 for Opportunity Zone participants
 - Reimburses employer-paid education expenses



DOL Registration Components

- Required Competencies for Apprenticeship
 - 1,300+ Existing templates through RAPIDS.gov
- List of Related Coursework to Supplement OJT
 - Requires CIP Codes/Contact Hours
- Progressive Wage Schedule
 - Example:

Year One (2000 Hours)	\$15/hr
Year Two (4000 Hours)	\$17/hr
Year Three (6000 Hours)	\$19.25/hr
Completion (Journeyworker)	\$23/hr

Employer Challenges

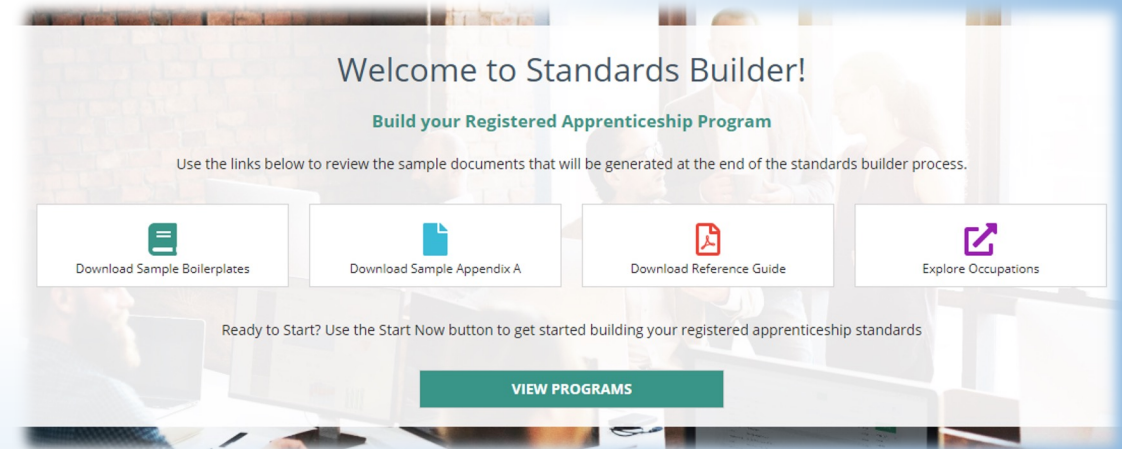
- “DOL Registration” can be intimidating; perceived as involving a lot of paperwork/bureaucracy.
- Lack of awareness of available WIOA funding/grant programs.
- Smaller employers may have only one designated HR employee, or no designated HR employees at all to handle onboarding/paperwork.
- Lack of relationship with local post-secondary education providers.
- School schedules incompatible with working hours.
- Program curricula inflexible/too broad for specific training needs.
- Need for Sector Partnerships and Real-Time workforce data.

Navigator Role (Outreach)

- Present and provide consultations on apprenticeships to local employers, economic development organizations, Titles I-IV partners, and educators throughout designated region.
- Working with LWIB staff, connect employers to WIOA funds that can support Registered Apprenticeship Programs and Pre-Apprenticeship programs.
- Utilize data from sector partnerships and existing resources to target specific target roles for apprenticeship development within key sectors.

Navigator Role (Registration)

- Completes paperwork/online DOL registration on employer's behalf.
- Works with DOL Representative to troubleshoot/refine program standards in line with employer needs.
- Develops additional occupations for program as requested by employer.



Navigator Role (Limitations)

- May work across multiple community college districts.
- May lack industry-specific knowledge in regard to training needs.
- Role ends when program is registered; 100% assistance to 0% assistance relatively quickly.
- Reliant upon existing business relationships; little to no cold-calling.
- Time divided between apprenticeships and developing sector partnerships

Intermediary Role (Outreach)

- Can advise on specific coursework/program needs
 - Certificate or Associates Degree?
 - Which electives best supplement training?
 - Any superfluous courses that can be replaced/removed for apprentices?
 - Schedules designed to accommodate training?
- Can serve as program sponsor for single or multi-employer programs
- Can inform employers of available wraparound services/accountability measures in place

Intermediary Role (Case Management)

- Assists with onboarding new students (registering for classes, picking up textbooks, etc.)
- Provides information on course attendance/progress to employers as needed/requested (in compliance with FERPA)
- Serves as a liaison between student and academic counseling services
- Connects apprentices to childcare/transportation assistance (including WIOA services if they are pre-hire)
- Completes DOL paperwork for new apprentices.

Intermediary Role (Limitations)

- Intermediaries are often full-time staff with significant responsibilities outside of maintaining/developing apprenticeship programs
- Intermediaries are confined to their district, unlike navigators, who serve the entire region/LWA.
- Intermediaries may be limited in their knowledge of WIOA funding opportunities and restrictions.

Collaboration Benefits (Outreach)

- Able to effectively leverage existing business relationships
- Able to present on wider array of available business services/training opportunities
- Able to provide specifics on curriculum and available schedules for coursework simultaneously with apprenticeship competencies to ensure alignment.
- Employers can explore combinations of WIOA/Apprenticeship/Higher Ed training options and immediately connect needs to available services.

Collaboration Benefits (Program Registration)

- Intermediary partners may have a direct line to division chairs
 - Expertise provided on specific coursework needs
 - Availability of course substitutions/pre-req waivers
 - Able to voice industry concerns in regards to scheduling and offerings.
- Having all stakeholders at the table from the start creates an expedited process requiring minimal meetings/time
- Intermediary can present curricular offerings to employers directly
- Possibility for Site Observations with direct ties to curricular development and/or assistance with course selection.
- Ability to register multi-employer RAPs through sponsor-intermediary

Collaboration Benefits (Employer Experience)

- 100% assistance from registration to graduation; clean “baton hand-off” from navigator to intermediary services
- Minimal time investment required on employer’s part with maximum benefits to retention/affordability
- Peace of mind in regards to investment being made in Registered Apprenticeships.
- Case Management approach increases retention for apprentices struggling with courses, work-life balance, or at-home issues.



Case Study #1: The Equity (Effingham)

- Multiple Occupations Registered:
 - CDL Driver
 - Diesel Technician
 - Feed Mill Operator
- WIOA Services Utilized:
 - Incumbent Worker Training
- Customized Training Developed
 - Site observation by Intermediary staff members



Case Study #2: KC Summers

- Youth Apprenticeship developed for Automotive Technician role
- Effective communication between K-12 Educators, Intermediary, Navigator, and Employer allowed for expedited process; 3 weeks from initial conversation to DOL registration.
- Developed through interpersonal, multi-organizational connections



Case Study #3: Montessori Kids Universe

- Program registered for Early Childhood Educator occupation.
 - Apprentices will earn Associate's Degree in E.C.E.
- Program developed in response to regional childcare needs and employer desire to increase capacity.
- Effective example of "non-traditional" apprenticeship roles
- Developed through larger outreach event with economic development partner



WIOA Support of Registered Apprenticeships

- Youth Work Experience
 - Pre-Apprenticeship
- Incumbent Worker Training
- On-the-Job Training



Registered Apprenticeship as a Business Service: **Rationale**

- Employer demand-driven approach
- Leverage existing sector partnerships
- Offer as a standard service to address skills gaps
- Highlight tax credit incentives for employers
- Other costs savings depending on industry
- Intentional integration of RAP into service delivery



Registered Apprenticeship as a Business Service:

Impacts

- Enhanced value of BST service menu
- As accessible and equitable programs, RAPs increase diversity, equity, and inclusion in the workforce, strengthening our communities
- Sector Partnerships can more easily pursue RAPs as a talent pipeline solution for high-demand roles
- Increased marketability of job openings for employers through RAPs
- Fostering a culture of development and growth at businesses
- Strengthened partnerships/collaborations with workforce stakeholders
- Outreach potential doubled through collaboration with intermediaries
- Reinvigorating the Business Services Team members

Registered Apprenticeship as a Business Service: **Sustainability**

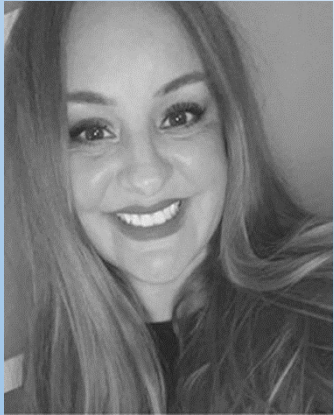
Apprenticeship Navigator = Workforce Development Specialist

Apprenticeship Navigator Consortium = Business Services Team

Integrating apprenticeship into on-going outreach is a best practice for all WIOA partners, post-secondary educators, and business champions!



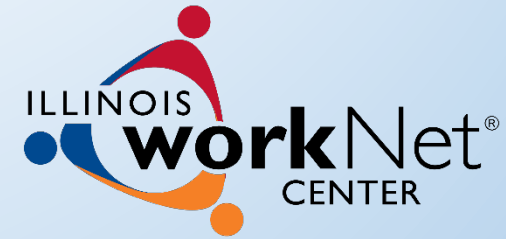
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