



# Apprenticeships



A smart way to grow your business.

## EMPLOYER'S GUIDE

### EMPLOYER BASICS

1. Apprentice completes college level coursework while working on a regular basis for you. S/he studies the concepts while being immersed in your organization's operations. The system reinforces and speeds learning while the apprenticeship materially contributes to your workplace
2. You pay apprentices a wage keyed to increasing levels of responsibility: everyone is invested in success
3. Apprenticeships are customized: training is fine tuned to your organization's need
4. Provides coherence and structured professional entry for veterans and underserved job seekers
5. Try and buy: employers are under no obligation to continue employment once the apprenticeship is completed
6. Apprenticeship upends the competition for staff through investment in a sustainable growth staffing plan. Loyalty and longevity in the workplace are the hallmarks of apprentice-trained employees
7. Technology-ready military veterans are well suited to apprenticeship – it can be an ideal bridge from active service

### Return On Investment

EMPLOYER INVESTMENT	RETURN
Define apprenticeship learning & on-the-job goals	Employees trained in the specific skills you need
Pay apprentices as they learn	Invested, accountable employee / learner
On the job mentor oversight	Personally invested, well known job candidates
HR resources: set up & paperwork	Reduce time spent in prospecting & poaching

# EMPLOYER BASICS

## In Brief:

1. Identify the job apprentices will train for  
Any level is OK – for example: help desk support, data analyst, network manager  
Select a position that will endure over time – not a single project
2. Partner with an educational provider – often a community college or 4-year college  
They will work with you to define required training, how to get it and financial aid options for apprentices
3. Decide what skills apprentices will learn on the job, and who will be in charge of support and oversight
4. Hire and pay apprentices a beginning wage that increases as training goals are met
5. More: [www.dol.gov/featured/apprenticeship/employers](http://www.dol.gov/featured/apprenticeship/employers)

## APPRENTICESHIP PROGRAM DESIGN

**Time Based** – Apprentices complete a required number of hours in OJT and related instruction

- Requires a minimum of 2,000 hours of OJT, which includes an outline of the specific work processes and the approximate time requirement for each skill area under that occupation

**Competency Based** – Apprentices progress at their own pace

- Demonstration of competency in skills and knowledge through proficiency tests
- No requirement to complete a specific number of hours

**Hybrid** – Combination of the time based and competency based approaches

- May use a minimum and maximum range of hours (e.g. Minimum of 200 hours, maximum of 400 hours)
- Also requires successful demonstration of identified and measured competencies



# APPRENTICESHIP FIRST STEPS

## Step 1 - Employer:

### Assess Apprenticeship as a Solution

Most jobs at any level can be apprenticed. That's the beauty – the learning is customized for the position you need to fill. Select a typically hard to fill position with multiple openings. Name a journeyman/mentor and map the skills needed to get the job done

## Step 2 - Employer & BPCCC:

### Key Player Partnership

Team with an education partner to design training needed in your organization: call a nearby community college affiliated with the Dept of Labor Registered Apprenticeship College Consortium. <https://doleta.gov/oa/racc.cfm> At least 144 hours of college level instruction will be teamed with on the job training

## Step 3 - Employer & BPCCC:

### Design the Apprenticeship That Works for Your Organization

Document skills required for success in the selected job, break them down into time of on the job learning and/or competency testing paired with related college instruction and divide them into learning increments – each one is tied to a raise in apprentice pay. Register the apprenticeship so apprentices receive a nationally recognized credential upon completion

## Step 4 – Employer & BPCCC:

### Launch

Hire the job seekers or identify existing employees most likely to persist, succeed and remain. Veterans and underserved candidates can shine in this light. As the program sponsor, BPCCC staff will handle most administrative duties associated with a registered apprenticeship. The employer must only document the apprentice's progress of on the job learning and provide the incremental wage increase.

**End result:** Well integrated employees trained to the skills you need

