



Office of Apprenticeship

Quality Pre-Apprenticeship recognized as a National Apprenticeship System in accordance with Training and Employment Notice 23-23

# Quality Pre-Apprenticeship Program

Sponsored by:

LOGO  
NAME  
ADDRESS

\_\_\_\_\_

Signature

Printed Name

Title

Email

Phone

Date

Recognized by:

Dane Sulentic, State Director

Occupation(s)	O *Net Code	RAPIDS C

## SECTION I – PROGRAM ADMINISTRATION

Provide an overview of your organization. Explain how the quality pre-apprenticeship program will be administered.

## SECTION II – MINIMUM QUALIFICATIONS

Quality Pre-Apprentice applicants will meet the following minimum qualifications

(Example):

A. Age

The minimum age for persons entering the quality pre-apprenticeship program is not less than \*\* (\*\*\*) years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

School students enrolled in a recognized Quality Pre-Apprenticeship Program may waive the Education qualification.

C. Physical

Applicants will be physically capable of performing the essential functions of the registered apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be required to pass a physical agility test, fitness test, background check, or screen for the current illegal use of drugs, upon acceptance into the program and prior to being employed.

D. Additional Qualifications

## SECTION III -STRATEGIES FOR LONG TERM SUCCESS

Describe strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:

Strong recruitment strategies focused on outreach to populations under represented

- Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult



Basic Education, financial literacy seminars, math tutoring, etc.); and in local, state, and national Registered Apprenticeship programs;

- Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs

### **SECTION IV – MEANINGFUL HANDS-ON TRAINING AND INTEGRATED CURRICULUM**

Describe the hands-on training, safety and curriculum training based on industry standards and approved by the documented Registered Apprenticeship partner(s) that the quality pre-apprentices will receive. Provide a detailed outline of the job-related tasks that will be performed, and explain how competency attainment will be measured. Assessments should directly link workplace performance requirements with the foundational knowledge and workplace skills. Assessments will be carried out on a structured on-going basis. Written and practical testing will be utilized.

Describe the related instruction program that the quality pre-apprentices will receive. Provide a detailed course outline. Related instruction coursework provides pre-apprentices with the knowledge and technical information needed to learn the job-related tasks and to develop workplace skills. The sequence of related instruction courses should align with the sequence of learning and practical training. Related Instruction may be delivered in a classroom, through academic, vocational, career and technical education courses, and/or via web-based/online courses.

Hands-on training hours for pre-apprentices who are 16 or older may count toward advanced credit in a Registered Apprenticeship (RA). Students who are younger than 16 can participate in these hands-on experiences but will not be able to earn advanced hands-on training credit for an RA.

Provide details on the scheduling and duration of the quality pre-apprenticeship training.

### **SECTION V – INDUSTRY CREDENTIALS AND CERTIFICATIONS**

Describe the industry recognized credentials and certifications that the pre-apprentices will earn. Explain the relevance or value of the credential or certification to current industry requirements and standards.

**How will your program certify the completion of this Quality Pre-Apprenticeship Program?**

### **SECTION VI – SUPPORTIVE SERVICES**

Describe the educational, vocational, and supportive services that your Quality Pre-Apprenticeship Program will include. Indicate the type of services will be available and what organization will provide them, such as job centers, community-based organizations, education providers, etc.

Supportive services would most commonly be provided during quality pre-apprenticeship or at the beginning of a registered apprenticeship program. Once the apprentice is on the job, he or she will earn a wage and receive incremental wage increases throughout the registered apprenticeship, reducing the need for supportive services.

### **SECTION VII – REGISTERED APPRENTICESHIP PLACEMENT**



Describe the method(s) used to place and/or connect pre-apprentices with registered apprenticeship programs.

- Indicate if the sponsor will award credit for training received or advanced placement.
- Indicate if the sponsor will be placing the pre-apprentice(s) on job sites, and if so, provide the wage information.

Quality Pre-apprentices should not displace paid employees or registered apprentices.

What is the general scope of work that the pre-apprentices will perform?

What is the duration of the pre-apprentice employment?

### **SECTION VIII – PARTNERSHIPS AND COLLABORATIONS**

Describe the partnerships and collaborations that this Quality Pre-Apprenticeship Program will utilize. Explain the roles and responsibilities of each partner and how they contribute to the preparation, training, and overall success of the pre-apprentices.

Attached any Memorandums of Agreement(s) or other supporting documentation that apply.

The local IowaWORKS office may provide appropriate services to assist the Quality Pre-Apprentices, which include: Proctoring the National Career Readiness test to potential RA candidates; providing resume, interviewing, and other center workshops, providing OSHA 10-hour class and certification, and reviewing available programs with Quality Pre-Apprentices to support a RA program.

### **APPENDICES AND ATTACHMENTS**

- Appendix A: Benefits of Quality Pre-Apprenticeship
- Appendix B: **Quality Pre-Apprenticeship Framework Quick Checklist:**
- Appendix C: Quality Pre-Apprenticeship Documented Partners
- Memorandums of Agreements (if applicable)
- Other supporting documents (if applicable)

## Appendix A: Benefits of Quality Pre-Apprenticeship

### What is Quality Pre-Apprenticeship?

Quality Pre-apprenticeship services and programs are designed to prepare individuals to enter and succeed in Registered Apprenticeship programs. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.

### What are Quality Pre-Apprenticeship Programs?

Quality pre-apprenticeship programs contribute to the development of a diverse and skilled workforce by preparing participants to meet the basic qualifications for entry into one or more Registered Apprenticeship programs. Through a variety of unique designs and approaches, quality pre-apprenticeship programs can be adapted to meet the needs of differing populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.

### What is the Pre-Apprenticeship Quality Framework?

Pre-apprenticeship is defined by the Employment and Training Administration (ETA) as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a ***documented partnership with at least one, if not more, Registered Apprenticeship program(s)***. A quality pre-apprenticeship program is one that incorporates the following elements:

- Approved Training and Curriculum
- Strategies for Long-Term Success
- Access to Appropriate Support Services
- Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities
- Meaningful Hands-on Training that does not Displace Paid Employees
- Facilitated Entry and/or Articulation

In addition to the quality framework above, the U.S. Department of Labor's Employment and Training Administration (ETA) supports expanded partnerships efforts in model quality pre-apprenticeship training that collaborates among:

- Registered Apprenticeship Sponsors
- Workforce Development agencies
- Economic Development agencies
- Business and industry partners
- Labor Management organizations
- Community Colleges and other educational partners

Training and Employment Notice (TEN) 23-23: [TEN 23-23 | U.S. Department of Labor \(dol.gov\)](#)

### **What are the benefits to participants?**

Quality Pre-apprenticeship training is a great way for participants to:

- Explore and learn about exciting careers
- Qualify to meet the minimum standards for selection to a Registered Apprenticeship program
- Benefit from classroom and technology-based training
- Get a start on career-specific training with viable career pathway opportunities
- Build your literacy, math, English, and work-readiness skills employers desire
- Advance into a Registered Apprenticeship program

### **What are the benefits to Registered Apprenticeship program sponsors?**

Quality Pre-apprenticeship training is a great way for sponsors to:

- Streamline the recruitment process
- Pre-screen a qualified, job-ready apprentice pool
- Diverse pool of prepared candidates
- Align training with registered apprenticeship standards
- Increase retention rates for registered apprenticeship participants
- Quality control over preparatory training

### **How can Registered Apprenticeship program sponsors support quality pre-apprenticeship programs?**

**Sponsors can support quality pre-apprenticeship programs by:**

- Articulating eligibility requirements and qualifications
- Serving on advisory committees
- Offering guidance and expertise
- Outlining industry standards
- Sharing state-of-the-art technology

### **How can Registered Apprenticeship program sponsors collaborate with quality re apprenticeship programs?**

Sponsors can collaborate with quality pre-apprenticeship programs by:

- Collaborating on assessment, curriculum and preparatory training
- Helping to set quality standards
- Helping to establish competency models and training goals
- Considering direct entry and advance placement agreements
- Developing memoranda of understanding

**Appendix B: Quality Pre-Apprenticeship Framework Quick Checklist**

- Approved Training and Curriculum.** Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s);
- Strategies for Long-Term Success.** Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s). including the following:
  - Strong recruitment strategies focused on outreach to populations under-represented in local, state, and national Registered Apprenticeship programs;
  - Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc. ); and
  - Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;
- Access to Appropriate Support Services.** Facilitates access to appropriate support services during the quality pre-apprenticeship program and a significant portion of the Registered Apprenticeship program;
- Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities.** To support the ongoing sustainability of the partnership between quality pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals;
- Meaningful Hands-on Training that does not Displace Paid Employees.** Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols

- Facilitated Entry and/or Articulation.** When possible, formalized agreements exist<sup>1</sup> with Registered Apprenticeship sponsors that enable individuals who have successfully completed the quality pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

**Appendix C**

---

<sup>1</sup> Formalized Agreements

In the context of this definition a "formalized agreement" between the Registered Apprenticeship sponsor(s) and the quality pre-apprenticeship organization can be any form of documentation that clearly defines the obligation and expectations of each of the parties to the agreement.





**Appendix C: Quality Pre-Apprenticeship Documented Partners**

Registered Apprenticeship Sponsor(s)	Program Number	Signature

Partnerships	Name	Title	Phone	Email