



APPROVAL DATE:

10/8/2014

APPROVED BY:

Carl Dudley, WIB Chair

**COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF SOCIAL SERVICES**

POLICY NO: 41-08
TO: Service Providers
FROM: Department of Social Services
EFFECTIVE: September 26, 2014
SUBJECT: Apprenticeship Coordination

REFERENCES:

- DOL Training and Employment Notice 44-11 and 13-12
- California Senate Bill No: AB 554
- EDD Workforce Services Information Notice WSIN 12-19

PURPOSE:

This policy provides the Department of Labor's Employment and Training Administration (ETA) definition of a pre-apprenticeship program and specifies a framework of elements which make up a quality pre-apprenticeship program and provides guidance to ensure that programs funded by WIA in San Luis Obispo County are in compliance with California Assembly Bill 554. The policy also provides a list of technical assistance and resource materials to support expanded partnerships between quality pre-apprenticeship programs and Registered Apprenticeship Programs.

BACKGROUND:

SB 554 requires Local Workforce Investment Boards to ensure that programs and services funded by the Workforce Investment Act (WIA) of 1998 are conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area. The bill requires each local WIB to develop a policy of fostering collaboration between community colleges and approved apprenticeship programs in the geographic area to provide pre-apprenticeship training, apprenticeship training, and continuing education in apprenticeable occupations through the approved apprenticeship programs.

Registered Apprenticeship is an effective "earn and learn" model with a long history of providing career ladders and pathways to the middle class, particularly for the

building and construction industry but increasingly in other industries as well. There are demonstrated advantages an apprenticeship offers in providing both a significant wage gain and clear career path for entry-level workers. Quality pre-apprenticeship programs can play a valuable role in preparing qualified entry-level workers for Registered Apprenticeship careers while contributing to the development of a diverse and skilled workforce. Through a variety of unique program designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of diverse populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.

DEFINITIONS:

Pre-apprenticeship Definition and Quality Framework: Pre-apprenticeship is defined here 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.** 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 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 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; and

• **Facilitated Entry and/or Articulation.** When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the 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.

POLICY AND PROCEDURES:

San Luis Obispo County WIA service providers are encouraged to develop and enhance partnerships and resource leveraging efforts with registered apprenticeship programs where feasible to improve job placement, increase “earn and learn” opportunities and to promote career ladders and pathways for job seekers.

WIA funding can be used to support pre-apprenticeship programs. The potential benefits of collaboration include:

- *Boosting training* - WIA participants in pre-apprenticeship programs are counted as receiving training services;
- *Promoting diversity* - Pre-apprenticeship and Registered Apprenticeship programs offer career pathways for the various adult and youth populations served by the WIA programs;
- *Enhancing job placement* - WIA participants that complete the pre-apprenticeship program and enter a Registered Apprenticeship program are counted as positive placements into employment; and
- *Improving other important workforce indicators* – Placing pre-apprenticeship participants into Registered Apprenticeship may result in improved outcomes in other key areas, such as:
 - employment retention rates and average earnings;
 - degree or certificate attainment; and,
 - gains in literacy and numeracy skills for youth.

ETA supports expanded partnership efforts in model pre-apprenticeship training that are a collaboration among:

- Registered Apprenticeship sponsors;
- Workforce development agencies;
- Economic development agencies;
- Business and industry partners;
- Labor management organizations;
- Community colleges and other education partners;
- Community and faith-based organizations; and,
- Advocacy organizations that represent underserved populations.

Technical Assistance and Resource Materials

The DOL ETA has outlined resource materials and provides technical assistance resources to aid the AJCC network in supporting expanded partnerships with quality pre-apprenticeship programs and Registered Apprenticeship programs. These materials are outlined in the [DOL Training and Employment Notice 13-12](#), Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources.

PROCEDURE:

Service providers shall increase pre-apprenticeship training opportunities through developing relationships and collaboration with Joint Apprenticeship Training Councils and Community Colleges that offer pre-apprenticeship training.

ACTION:

The Administrative Entity for the WIB and its service providers shall follow this policy. This policy shall remain in effect until such time that a revision is required.

INQUIRIES:

Inquiries should be addressed to wibadmin@co.slo.ca.us