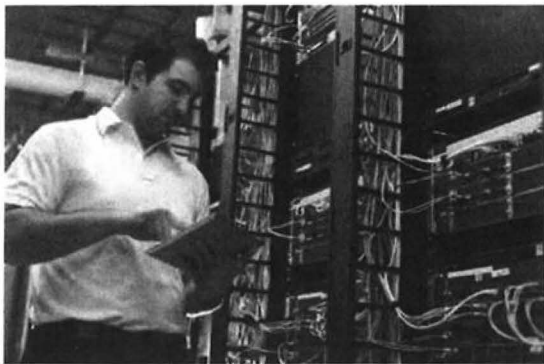




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Pre-Apprenticeship Toolkit



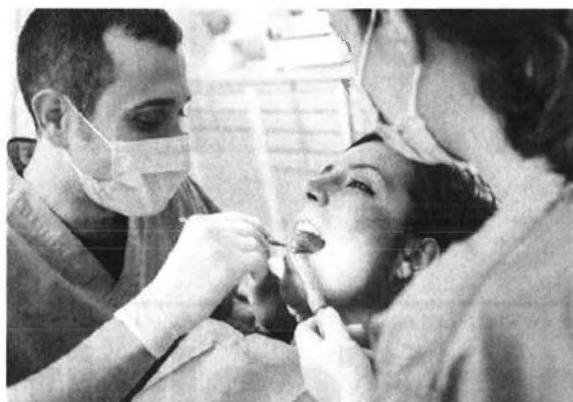


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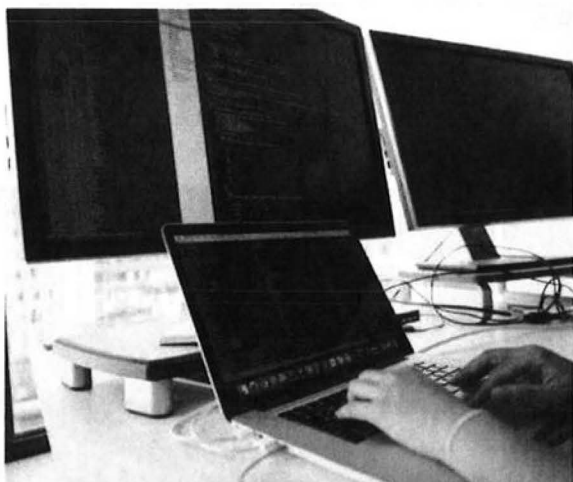


Welcome!

The Strong Workforce Apprenticeship Group (SWAG) has seen tremendous growth in the area of Pre-Apprenticeship. As a result, we have received dozens of requests for articulation with training programs specializing in this area. To meet this demand, SWAG has created the Pre-Apprenticeship Toolkit. The purpose of this toolkit is to guide you through the process of getting your program certified for articulation with the Strong Workforce Apprenticeship Group (SWAG).



One of the advantages of the SWAG Apprenticeship Model is Dual Registration. Graduates from your pre-apprenticeship program who become SWAG apprentices will be eligible to receive Certificates of Completion from the US Department of Labor (USDOL) and the Division of Apprenticeship Standards (DAS)!



Welcome to the SWAG family, and we look forward to working with you in developing and managing your program!

Tracy and Jeffrey,

SWAG Co-founders



Questionnaire

Thank you for interest in the Strong Workforce Apprenticeship Group (SWAG). Please tell us about your organization by taking a moment to complete the attached questionnaire.

1. What are the current challenges and opportunities facing the organization?

(Select all that apply):

☐ Employee retention

☐ Recruiting qualified employees

☐ Finding skilled employees

☐ Lack of an effective training program

☐ Other: _____

Can these challenges be met or leveraged through other work-based learning activities?

☐ Yes

☐ No

2. Are there skills gaps identified related to your specific industry or sector?

☐ Yes

☐ No

3. Do you have funding to underwrite the cost of a pre-apprenticeship program?

☐ Yes

☐ Not

4. What does your organization know about pre-apprenticeship?

☐ Very aware of pre-apprenticeship

☐ A little aware of pre-apprenticeship

☐ Somewhat aware of pre-apprenticeship

☐ Not very aware of pre-apprenticeship

5. What occupation do you seek for pre-apprenticeship?



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6. What is the organization's past experience in working with workforce partnerships?

☐

Educational Institutions

☐

Workforce Development Boards

☐

Community-Based Organizations

☐

None of these

7. What does advancement look like for current workers?

☐

Not applicable

☐

Multi-level classification based on skills attainment/job performance

8. Does your organization believe that a workforce development program can make you more competitive?

☐

Yes

☐

No

9. Are entry-level positions difficult to fill?

☐

Yes

☐

No

☐

Not applicable

10. How do you recruit new hires?

☐

"Post and Pray"

☐

Craigslis

☐

3rd Party Recruitment Firm

☐

Word of Mouth

☐

Job Fairs

☐

Not Applicable

☐

Other: _____

11. How soon is your organization ready to launch a pre-apprenticeship?

☐

Now

☐

3-6 Months

☐

6-9 Months

☐

9-12 Months

☐

Not applicable

12. Are there industry certifications required for this occupation?

☐

Yes

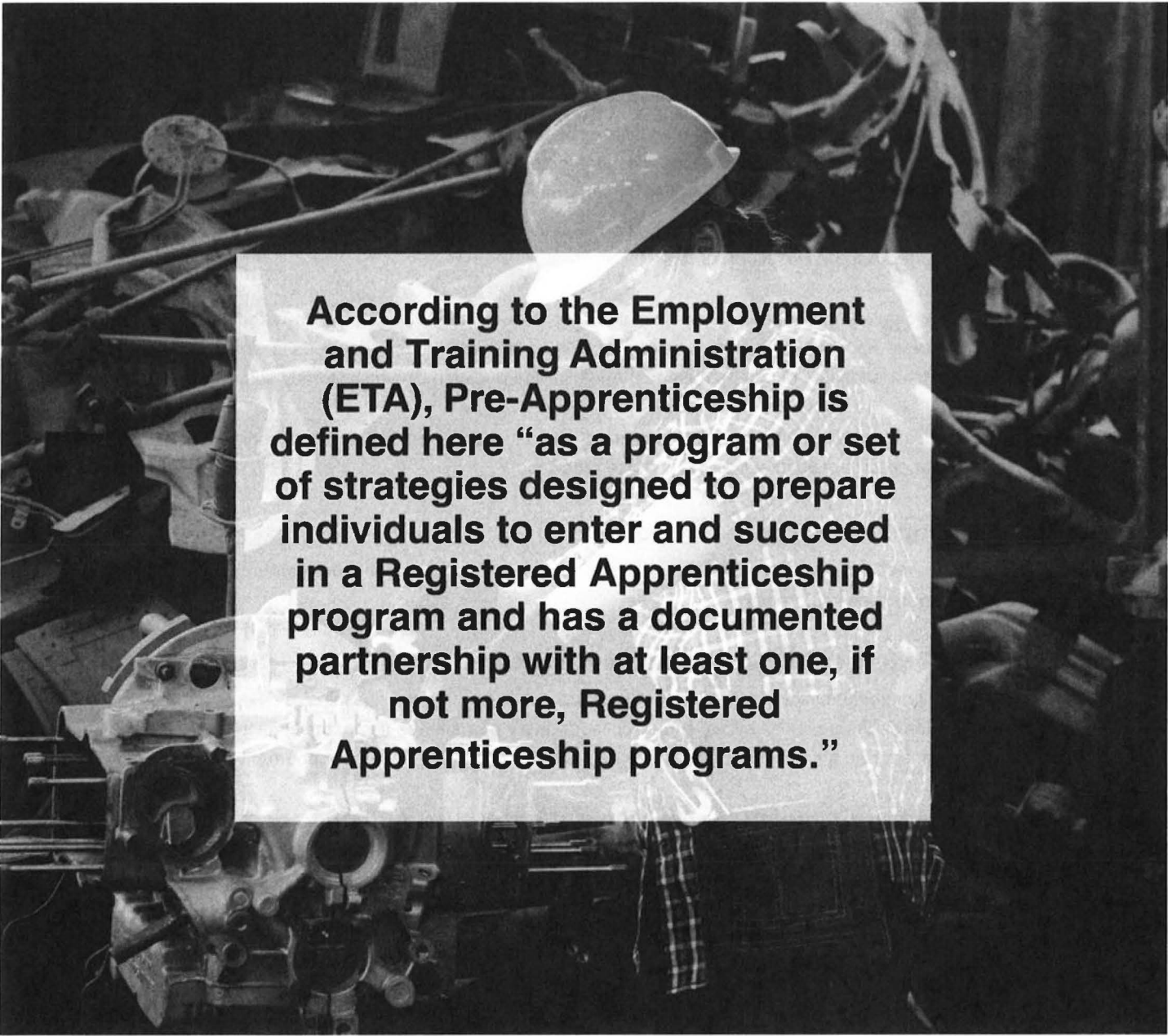
☐

No



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What is Pre-Apprenticeship?

A black and white photograph of a workshop or industrial setting. In the foreground, there is a large, complex mechanical part, possibly an engine or a pump, with various pipes and components. A white hard hat is placed on top of the machinery. In the background, there are more industrial structures and equipment. The overall scene is dimly lit, with some highlights on the machinery and the hard hat.

According to the Employment and Training Administration (ETA), 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 programs.”



Key Elements of Pre-Apprenticeship

A quality pre-apprenticeship program has six elements:

1 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 Programs

2 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.)
- ✓ Assists in exposing participants to local, state, and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs

3 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

4 Promote Greater Use of Registered Apprenticeship to Increase Future Opportunities

To support the ongoing sustainability of the partnership between pre-apprenticeships providers and Registered Apprenticeships sponsors, these efforts should collaboratively promote the use of the Registered Apprenticeship as a preferred means for an employer to develop a skilled workforce and create career opportunities for individuals

5 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 stimulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols

6 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



Pre-Apprenticeship Checklist

Program Title: _____

Contact Person: _____

Occupation: _____

O*Net Code: _____

Please place a check mark in the box that best describes your program.

Key Component	Not in Place	Partially in Place	Fully in Place
Approved Training Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategies for Long-Term Success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Appropriate Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes Greater Use of RA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meaningful Hands-on Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitated Entry/ Articulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Training and Curriculum Guidelines

To insure the quality of its apprenticeship programs, SWAG evaluates the curriculum of pre-apprenticeship programs in order to determine if they are in alignment with the Related Technical Instruction (RTI) that is required by Registered Apprenticeship.

The US Department of Labor (USDOL) and the Division of Apprenticeship Standards (DAS) requires completion of 144 hours per year of Related Technical Instruction.

The US Department of Labor allows a maximum of 144 hours of curriculum to be applied to a Registered Apprenticeship. This means that a pre-apprenticeship program may be able to provide all of the RTI necessary to fulfill the requirement for a Registered Apprenticeship occupation that has a term of one year. Below is a listing of SWAG Registered Apprenticeships and the hours of required RTI:

Occupation	O*Net	Months	Hours	RTI Hours
Tool Programmer, Numerical	51 - 4012.00	36	6000	432
Numerical Control Machine Operator (CNC)	51 - 4011.00	24	4000	288
Metal Fabricator	51 - 2041.00	48	8000	476
Machinist	51 - 4041.00	48	8000	476
Machine Operator I	51 - 4081.00	12	2000	144
Industrial Manufacturing Technician	17 - 3029.09	18	2736	264
Assembler, Metal Building	47 - 2221.00	24	4000	288
Cyber Security Support Technician	15 - 1122.00	12	2000	144
Material Coordinator	43 - 5061.00	24	4000	288
Quality Control Inspector	51 - 9061.01	18	3600	250

Program Title:

Occupation Title:**O*Net Code:****Subject/Topic****Hours**[illegible]



Curriculum Review Chart Sample

Program Title: Alliance Technical School Pre-apprenticeship Program

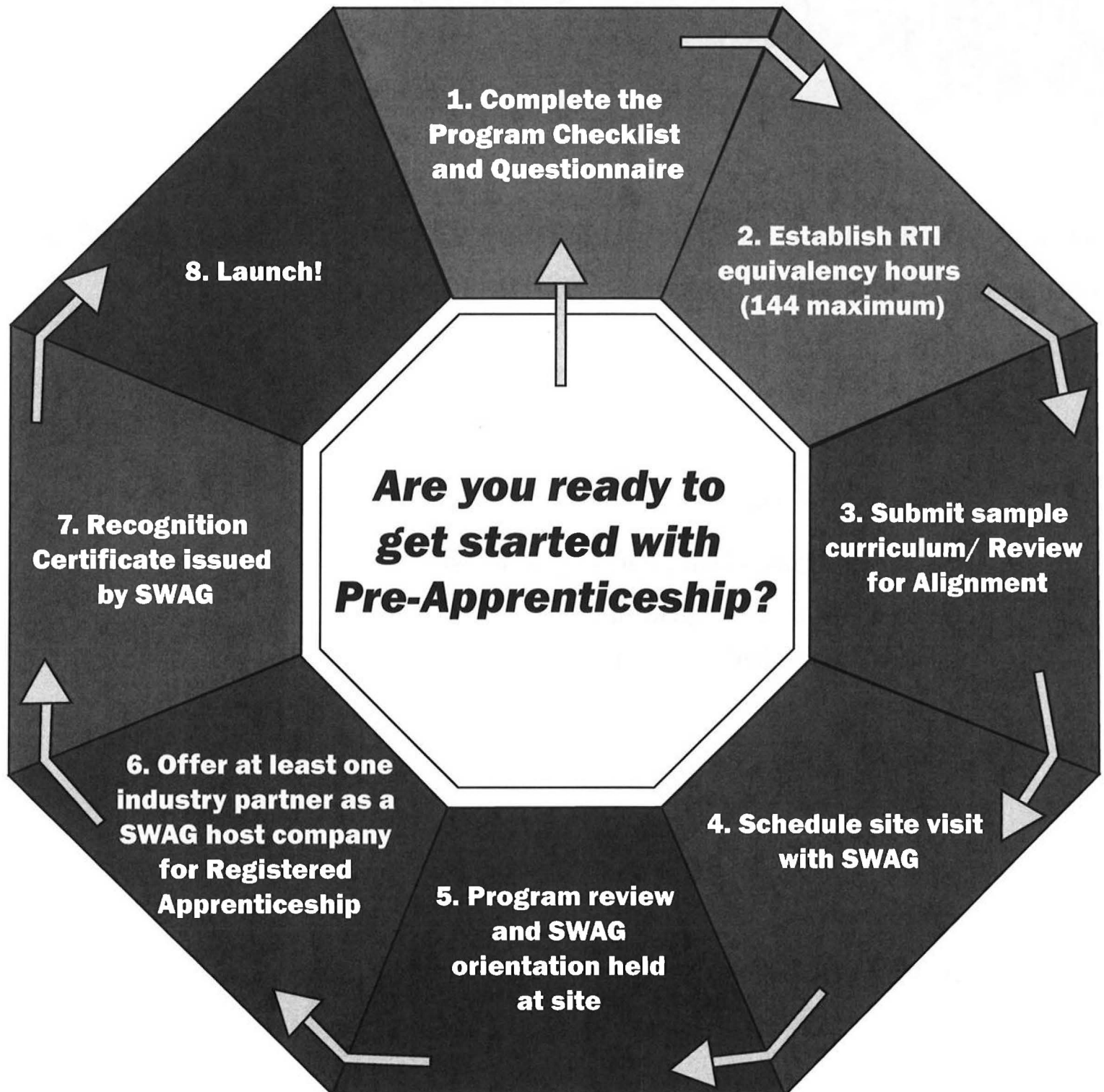
Occupation Title: Numerical Control Machine Operator

O*Net Code: O*Net Code: 51-4011.00

<i>Subject/Topic</i>	<i>Hours</i>
Print Reading/Tooling U Orientation	32
Introduction to Numerical Control	16
Shop Math and use of Machinery Handbook	16
Engineering Drawings	16
Machinability of Materials	16
Heat Treating - Welding	16
Numerical Control Manual Programming	16
Tool and Fixture Design	32
Strength of Materials	16
Foundational Skills - Communication	48
Foundational Skills - Critical Thinking	32
Capstone: NIMS Certification	32
Total	288



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Thank You!

Thank you for your interest in partnering with SWAG! You may reach us by visiting www.sw-apprenticeshipgroup.com, or via email:

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Jeffrey Forrest

Vice-President, Economic and Workforce Development
College of the Canyons
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Our Mission

DRIVE the expansion of apprenticeship in the State of California, and throughout the country by partnering with industry, education, workforce development, and government

SUPPORT companies in developing a pipeline of talent through meaningful work experiences

WORK with education to provide instruction that aligns with the needs of employers

OFFER strategic support and guidance to the workforce development community to aid in the integration of apprenticeship into their workforce agenda

CREATE guided pathways to gainful employment for all citizens, which will lead to long-term economic growth and prosperity for our nation

