



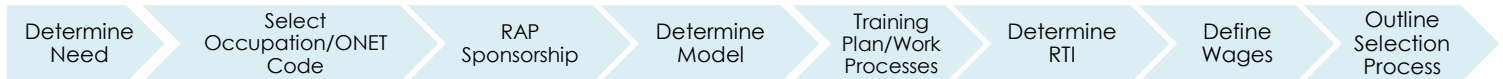
Registered Apprenticeship Development

“How to Guide”

Steps to Develop “Standards” for a Registered Apprenticeship Program

13 WEEKS OR LESS TO COMPLETION

Target Completion Date: ___ / ___ / ___ Employer / Organization: _____



<input checked="" type="checkbox"/> Insert Task Due Dates *Each <u>underlined</u> word is represented in the “Key Terms” at the end of this document		
<input type="checkbox"/>	13 weeks before final completion date ___ / ___ / ___	Determine Need: define the apprenticeship/occupation needed for your organization. Questions to consider: What positions are most in need of filling? How are new employees onboarded, mentored, and trained? This can involve internal meetings with leadership to identify and garner support.
<input type="checkbox"/>	12 weeks before final completion date ___ / ___ / ___	Select Occupation/ONET Code: select occupations by either industry or by occupation using <u>ONET Codes</u> . Resource for this task is - apprenticeship.gov/apprenticeship-occupations Selected Occupation Title/ONET Code is: _____
<input type="checkbox"/>	11 weeks before final completion date ___ / ___ / ___	RAP Sponsorship: determine who will <u>Sponsor</u> your <u>Registered Apprenticeship Program</u> . You can sponsor your own apprenticeship, join an existing program, or CareerSource Suncoast can be a sponsor.
<input type="checkbox"/>	11 weeks before final completion date ___ / ___ / ___	Determine Model: define the right model for your apprenticeship. Types include <u>Time-Based</u> , <u>Competency-Based</u> , and <u>Hybrid</u> .
<input type="checkbox"/>	10 weeks before final completion date ___ / ___ / ___	Training Plan/Work Processes: design the Training Plan or <u>Work Process Schedule</u> for the <u>On-The-Job Training</u> outline for the apprenticeable occupation/position. This plan should include required apprenticeship activities along with the number of hours each relevant task is needed. The <u>Apprentice</u> will acquire knowledge and skills under the supervision of a <u>Journeyworker</u> .
<input type="checkbox"/>	7 weeks before final completion date ___ / ___ / ___	Determine Related Technical Instruction (RTI): define <u>Related Technical Instruction</u> and method of delivery (online, classroom, job site). Sponsors can choose their own program or external organizations (e.g., technical college) to provide RTI.
<input type="checkbox"/>	4 weeks before final completion date ___ / ___ / ___	Define Wages: determine wages and wage amounts/ <u>rewards for skills gained</u> . Apprentices must be paid a progressively increasing schedule of wages during their apprenticeship.
<input type="checkbox"/>	4 weeks before final completion date ___ / ___ / ___	Outline Selection Process: define this process for recruiting for or filling open positions whether within or outside the company. It is required.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



<input checked="" type="checkbox"/> Insert Task Due Dates		*Each <u>underlined</u> word is represented in the "Key Terms" at the end of this document
<input type="checkbox"/>	4 weeks before final completion date __ / __ / __	Define Minimum Qualifications: sponsors must determine minimum qualifications needed for participation in the apprenticeship. Some examples include minimum age, driver's license, physical requirements.
<input type="checkbox"/>	3 weeks before final completion date __ / __ / __	Targeted Workforce Analysis: identify the underutilization factors of your organization based on journeyworkers for purposes of prospective recruitment opportunities.
<input type="checkbox"/>	2 weeks before final completion date __ / __ / __	Apprenticeship Committee/Sub-Committee: Determine if a <u>committee</u> will be established for the standards and a sub-committee for each occupation.
<input type="checkbox"/>	1 week before final completion date __ / __ / __	Review Standards: review all the sections identified above for completeness. If there are any questions, contact <u>Apprenticeship Training Representative (ATR)</u> and/or Apprenticeship Navigator for further assistance.
<input type="checkbox"/>	DRAFT Standards Completion	Review DRAFT Standards: review final draft of the standards with the local ATR with Florida Department of Education (FL DOE). Feedback will be provided by them as needed.

DRAFT Standards Completion date: __ / __ / __

<input type="checkbox"/>	Submittal Date __ / __ / __	Standards Submission: the standards are submitted by the local ATR to FL DOE for approval.
<input type="checkbox"/>	Approval Date __ / __ / __	FLDOE Approved: once approved, you have a Registered Apprenticeship Program. CONGRATULATIONS! You can now begin hiring or identifying Apprentices.

***** Note: The above timeline is an estimate and will vary depending on an employer or organization's availability to work on the Apprenticeship Standards. Much of the work will be dedicated to developing the Work Process Schedule (OJL) and Related Technical Instruction (RTI).**

KEY TERMS

Apprentice – means a person at least sixteen (16) years of age and who has entered into an Apprenticeship Agreement with a registered Apprenticeship Program Sponsor and who is engaged in learning an apprenticeable occupation through actual work experience under the supervision of Journeyworkers.

Apprenticeship Committee – Means those persons designated by the Sponsor to administer the program. A committee may be either joint or non-joint.

Apprenticeship Model: Competency-Based – An apprenticeship training approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard, and demonstrated by an appropriate written and hands-on proficiency measurement. A minimum of 2,000 hours of on-the-job training is required.

Apprenticeship Model: Hybrid Based – An apprenticeship training approach that measures the individual apprentice's skill acquisition through a combination of a specified range of minimum and maximum number of hours of on-the-job training and the successful demonstration of competency as described in a work process schedule. Hybrid-Based is a combination of both Time-Based and Competency.

Apprenticeship Model: Time-Based – An apprenticeship training approach that measures the attainment of manual, mechanical, or technical skills and knowledge through the individual apprentice's completion of at least 2,000 hours of on-the-job training as described in a work process outline.

Apprenticeship Program – Means a plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of Apprentices, including such matters as the requirement for a written Apprenticeship Agreement.

Apprenticeship Standards or Standards of Apprenticeship – means the minimum requirements established for each apprenticeable occupation under which an Apprenticeship Program is administered.

Apprenticeship and Training Representative – means an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning registered apprenticeship, and preapprenticeship.

Journeyworker – means a person working in an apprenticeable occupation who has successfully completed a registered Apprenticeship Program or who has worked the number of years required by established industry practices for the occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation through practical on-the-job experience and formal training.

On-the-Job-Training (OJT) – means the process by which an apprentice or preapprentice acquires knowledge and skills under the supervision and tutelage of an experienced Journeyworker within an apprenticeable occupation registered with the Department. On-the-Job Training is the monitoring and training responsibility of the Sponsor or Participating Employer.

ONET Codes – The Occupational Information Network (O*NET) codes and titles are based on the system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations.

Related Technical Instruction (RTI) – Means an organized and systematic form of instruction designed to provide the Apprentice with knowledge of the theoretical and technical subjects related to the Apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses, electronic media, or other forms of self-study approved by the Department.

Rewards for Skill Gains – As apprentices gain higher levels of skills, apprentices also receive structured wage increases that enhance employee satisfaction and retention

Sponsor – Means any person, association, committee, or organization operating an Apprenticeship Program and in whose name the program is registered or approved.

Work Processes – Means an outline of Journeyworker supervised work experience and OJT with the allocation of approximate hours to be spent in each activity.