

Training Tomorrow's Workforce: Introduction to Registered Apprenticeship

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Who We Are

Virginia is one of 28 states that has a State Apprenticeship Agency (SAA)

Registered Apprenticeship Consultants

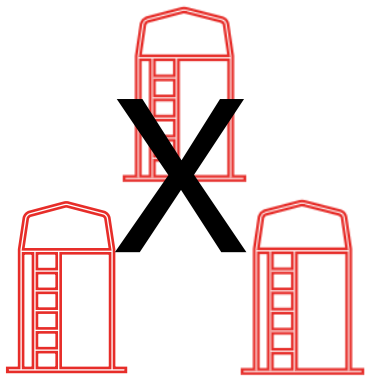
- ✓ provide Technical Support in developing and registering apprenticeship programs
- ✓ work closely with local employers, educational institutions, and community partners to develop Registered Apprenticeship Programs
- ✓ live and work locally in Virginia. They know their local economies and have pride in their communities.
- ✓ are the only officials with the authority to register apprenticeship programs in Virginia

The Virginia Department of Workforce Development + Advancement – Division of Registered Apprenticeship is the **State Apprenticeship Agency for Virginia**



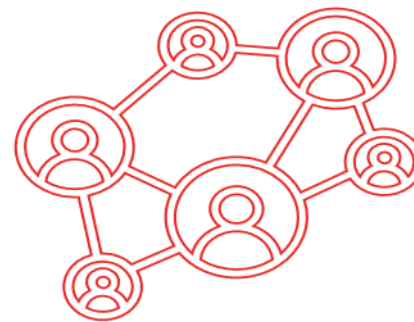
Where We Are

The **Division of Registered Apprenticeship** officially re-positioned November '23 from the Virginia Department of Labor and Industry to the new Department of Workforce Development + Advancement: Virginia Works



'De-Siloed' for growth and collaboration around workforce development in the Commonwealth

'Un-coupled' from the Virginia Occupational and Health (VOSH) and Labor Law affiliation and 'stigma'



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7 Key Elements of All Registered Apprenticeship Programs

Industry Led

Progressive Wages

Structured On-the-
Job
Learning/Mentorship

Supplemental
Education

Diversity

Quality & Safety

Credentials

What is a Registered Apprenticeship Sponsor?

- Every Registered Apprenticeship Program has a single entity or organization that is responsible for its successful implementation.
- This organization is called the **program sponsor**. In many instances, the employer and the program sponsor are one in the same – often referred to as an Employer Sponsor. The **program sponsor** signs and holds the official standards to that program.
- **Third party organizations** and such as colleges, workforce development boards, industry associations etc., **can sponsor programs on behalf of employers they work with**. They are called **Intermediaries or Group Sponsors**.

Sponsor Requirements

- The employer must have a location in Virginia.
- The employer must identify an **"apprenticeable" occupation** with a training need.
- The employer must identify employees to serve as **mentors** and **apprentices**. There is a standard 1 to 1 ratio of mentors to apprentices.
- The employer must complete the Sponsor and Apprentice registration process with a Registered Apprenticeship Consultant.
- Apprentices must be paid **at least minimum wage**, and there must be a **progressive wage scale** in place.

Apprentice Requirements

- Many Sponsors require a high school diploma or a GED and high levels of math and communication skills - these requirements are **determined by the Sponsor**.
- The apprentice must have the ability to master techniques and technology of the occupation.
- The apprentice must be **at least 16 years old**.
- Full-time and part-time apprenticeships are available, but **full-time is preferred**.



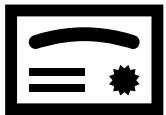
On-the-Job Training (OJT)

- Every Registered Apprenticeship program includes structured On-the-Job Training which includes the development of a works process for the occupation.
- Apprentices receive hands-on training from an experienced mentor for at least 2000 hours (one year).
- To ensure adequate training of apprentices, the ratio of apprentices to Journeyworkers is generally one apprentice to one journeyworker.*



Related Technical Instruction (RTI)

- Apprentices attend occupation-specific classes at their local community college, vocational technical center, online, or the sponsor's site. Student apprentices can begin occupational education and on-the-job learning in high school
- Participants spend approximately six hours a week for a minimum of 144 annual contact related instructional hours



***What is a Journeyworker?** Journeyworker means a worker who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.

Work Process Schedules

Work with your local consultant to find:

- Alternate Occupation Titles
- Related Occupations
- WPS Samples

Human Resources Clerk (HR Clerk)

 Print page  Copy page link

Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

★ Registered Occupation

ONET Title: Human Resources Assistants, Except Payroll and Timekeeping

ONET Code: 43-4161.00

Alternative Occupations Titles:

Human Resources Administrative Assistant (HR Administrative Assistant); Human Resources Assistant (HR Assistant); Human Resources Associate (HR Associate); Personnel Clerk; Personnel Systems Management (3s0x2); Personnel Systems Management (Alt Title: Human Resource Spec); Personnel Systems Management (Alt Title: Human Resource Spec)

Related Occupations:

Provided by O*Net

★ Registered Occupations

- [Secretaries and Administrative Assistants, Except Legal, Medical, and Executive](#) ★
- [Payroll and Timekeeping Clerks](#) ★

Approved Occupations Titles

The occupation title(s) listed below have been vetted by industry and approved by the U.S. Department of Labor for use in a Registered Apprenticeship Program. In some instances, there may be more than one occupational title to select from based on specific employer foci and needs. Each title includes a set of occupational **Work Process Schedules (WPS)** that provide employers with an approved set of work activities and educational coursework to help you get started creating your program.

[Open all](#) [Close all](#)

— Personnel Systems Management (3s0x2)

RAPIDS code: 1078

Time-Based:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

Competency-Based:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

Hybrid:

Estimated Length: 1 Year

[Download WPS \(DOCX\)](#)

+ Personnel Systems Management (Alt Title: Human Resource Spec)

Types of RTI Providers

High School CTE & Technical Centers	Community Colleges & Universities	Associations & Private Providers	In-House
<p>Youth Registered Apprenticeship</p> <p>High school – usually 11th & 12th grades</p> <p>Many technical centers operate as extensions of CTE system, serving both youth and adults</p>	<p>Degree potential</p> <p>23 local community colleges</p> <p>May provide occupation specific “boot camps”</p>	<p>Unions & industry-based associations</p> <p>Provided for paid members/partner employers</p>	<p>Sponsor delivered</p> <p>Application required</p> <p>Tailored to specific business needs</p> <p>Sponsor-developed curriculum or approved online curriculum</p>

Youth Registered Apprenticeship

"YRA"

- ✓ High schoolers aged 16+ enrolled in CTE program
- ✓ RTI provided by high school CTE programs
- ✓ Part-time employment while in HS
- ✓ Credit toward HS graduation

- ✓ Registered with Virginia Works
- ✓ Paid at least minimum wage
- ✓ Requires OJT & RTI
- ✓ Credit for OJT & RTI

- ✓ RTI provided by technical schools, community colleges, online, or on-site. RTI source is determined by employer
- ✓ Usually full-time employment while attending school part-time

Registered Apprenticeship

What kinds of positions are ideal for Registered Apprenticeship?

- ✓ Entry level positions
- ✓ Traditional trades
- ✓ Positions already identified as training positions (i.e. converting an internship into an apprenticeship)
- ✓ Hands-on training required
- ✓ State-identified high demand occupations
- ✓ Positions not being filled or not receiving skilled applicants
- ✓ Succession planning

There are over 1,000 occupations approved for Registered Apprenticeship by USDOL – contact an RAC to create your customized training program!

What is Pre-Apprenticeship?



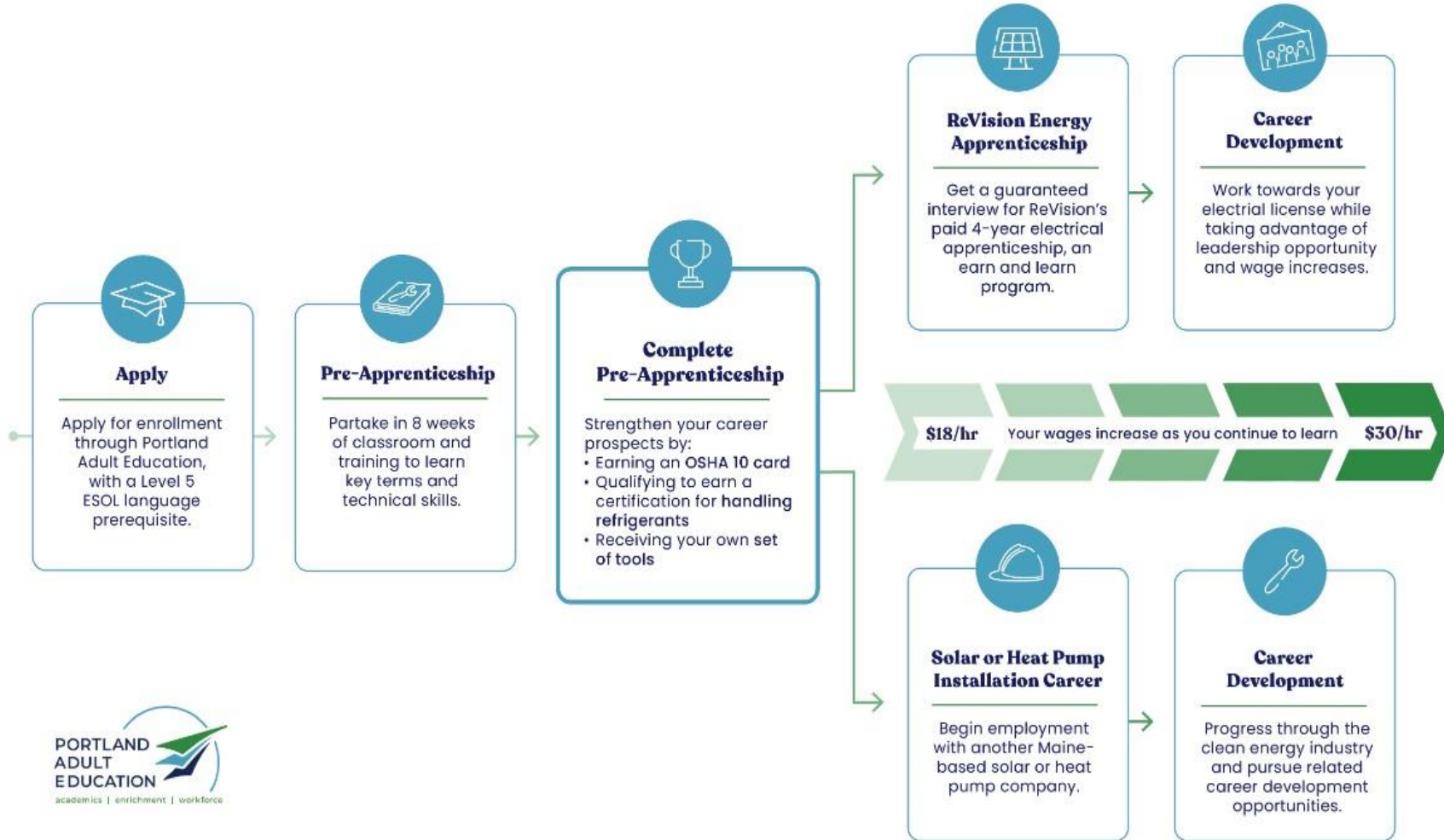
Pre-Apprenticeship is designed to prepare individuals to enter and succeed in a Registered Apprenticeship Program.

Programs provide basic skills preparation for career-seekers. Any organization can provide this training.

Successful pre-apprenticeships require partnership with employers to help create opportunities for participants to complete an apprenticeship.

Related Curriculum	Work Experience	Facilitated Entry
Increased Diversity	Supportive Services	Sustainable Partnerships

Incorporating Pre-Apprenticeship



Benefits for Businesses

1. **Skilled Workforce:** Recruit and develop a diverse and highly-skilled workforce
2. **Improve Productivity:** Improve profitability and positive impact to your bottom line
3. **Reduced Turnover:** Minimize cost with reduced turnover and liability
4. **Customizable Training:** Create flexible training options that ensure workers develop the right skills
5. **Retain Workers:** 90% of apprentices continue employment after completing an apprenticeship
6. **Diversity:** Foster a diverse and inclusive culture

And more!

- 7. State Licensure Testing Exemptions:** In Virginia, registered apprentices who complete an apprenticeship in an occupation licensed by the Board of Contractors are exempt from the journeyman license examination.
- 8. Funding:** Access to state and/or federal funding through Virginia Works and other workforce organizations
- 9. Partnerships:** Utilize supportive services provided by Virginia Works partners
- 10. Local Consultants:** Registered Apprenticeship Consultants live and work in (almost) every region across Virginia

SAEF Grant Funding

- State Apprenticeship Expansion Formula grants support states' efforts to engage industry partners, create post-secondary career pathways, and develop the talent pipeline necessary to meet the skill needs of their local labor markets.
 - **Virginia's target industries:** Energy, Telecommunications, Care Economy, Teacher Education, Advanced Manufacturing, Maintenance & Repair, Non-traditional Industries

SAEF Grant-Eligible Occupations

- ★ [Child Care Development Specialist](#)
- ★ [Substance Abuse and Behavioral Disorder Counselor](#)
- ★ [Home Health Aide](#)
- ★ [Psychiatric Technician](#)
- ★ [Energy Auditor](#)
- ★ [Apartment Maintenance Technician](#)
- ★ [Mechatronics Technician](#)

Thank you!

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