

Getting Started with Registered Apprenticeships for Restaurant Managers

An Overview for Restaurant Management



Phase One: Contact Us!

STEP 1: Contact National Restaurant Association Educational Foundation



You're in and ready to sign up!

Contact [John Shortt](mailto:jshortt@nraef.org), Director, Program Development, jshortt@nraef.org to set up an implementation consultation. The National Restaurant Association Educational Foundation (NRAEF) will provide information in advance for your review; including Restaurant Manager competencies and standards.

STEP 2: Review the Restaurant Manager competencies and standards in advance of our call



Come prepared with questions you have about starting an apprenticeship program.

STEP 3: Kick-off call



NRAEF will walk through each detail of the program and answer any questions you may have.

STEP 4: One-on-one support



NRAEF will provide technical assistance and manage administrative burdens. We will walk through your implementation process step by step to make it as simple as possible.

STEP 5: Make it official



Sign the following documents to become part of the program:

- **Employer acceptance agreement.** This form demonstrates that you, the employer, have reviewed the standards and agree to follow them.
- **Commitment letter.** This letter identifies how many apprentices you're bringing on, whether they're current employees or new hires.
- **Learn how to access employer incentive funding.**



TIPS

- Let us know the apprenticeship locations so we can research state specific additional funding options.
- Current employees make great apprentices, as well as new hires.
- Consider supervisors who are ready to train new employees.



STEP 6: Identify apprenticeship locations and supervisors

 Identify the sites where you'd like to start placing Restaurant Manager apprentices.

The apprentice to Restaurant Manager ratio is **two apprentices to one manager**.

The apprenticeship supervisor role can be filled by more than one person. For example, the front-of-house manager can be the supervisor for front-of-house training, while the kitchen manager can provide back-of-house training.

Phase Two: Registering Apprentices

Once you have signed final documentation, you can begin enrolling apprentices. The next steps consist of recruitment and enrollment, on-the-job training, progressive wage increases and quarterly reports. Those activities can happen simultaneously.

STEP 1: Enroll apprentices (current workers and/or new hires)



Review the Apprenticeship Qualifications

Those include:

- 18 years of age.
- High school diploma or GED equivalency.
- Drug screening prior to employment/program acceptance, per employer policy.

STEP 2: Complete apprentice application



After recruiting apprentices, complete and submit apprentice applications.

For more information on how to select apprentices, please refer to the Restaurant Manager standards.

- Apprentice will complete the standard apprenticeship program application.
- Once an apprentice has been accepted per your HR policies, the apprentice and employer should fill out and sign the registration form.



TIP

- Related training instruction can be developed while the apprentice begins their on-the-job learning.

STEP 3: Related instruction



NRAEF will review your current training competencies to ensure they meet the minimum required competencies outlined in the standards. If required competencies are not covered by your internal training, NRAEF will recommend supplemental training to fill those gaps.

Here are some options:

- Community college course(s).
- Self study (ManageFirst).
- Online course(s).

STEP 4: Check off competencies



Your apprentices will follow the Restaurant Manager competency-based program.

Supervisor(s) have discretion to determine when the competencies have been mastered.

STEP 5: Report skills gained and wage increases according to your HR policies



Apprentices will need to earn at least one wage increase as they gain competencies and experience during their apprenticeship, in accordance with your HR policies.

STEP 6: Keep NRAEF in the loop



Provide quarterly reports to NRAEF so we can help manage your program's progress.

Elements of your report should include:

- Wage increases if applicable.
- Checklist of on-the-job learning competencies.
- Checklist of related instruction competencies.

Phase Three: Program Completion and Attainment of Professional Credentials

At the end of the apprenticeship program, the apprentice will receive two nationally recognized professional certificates from the U.S. Department of Labor Office of Apprenticeship and NRAEF.

- U.S. Department of Labor Office of Apprenticeship Certificate of Completion.
- NRAEF Restaurant Manager Certificate of Completion.



CONTACT

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