



Tip Sheet: Moving from Pre-Apprenticeship to Registered Apprenticeship

This Tip Sheet will provide YARG Grantees with promising practices for retaining participants who complete high-quality Pre-Apprenticeship programs to continue to a full Registered Apprenticeship (RA) program. Tips include practical resources developed for other discretionary grant programs or by non-federal entities and are relevant for the YARG Grant at this juncture.

Planning

Design and deliver quality Pre-Apprenticeships

[The Department of Labor has outlined the following elements of a high-quality Pre-Apprenticeship program](#) that can place an individual on a career pathway to employability through a RA: Approved Curriculum, Simulated Experience, Facilitated Entry, Increased Diversity, Supportive Services, and Sustainable Partnerships.

Ensure Pre-Apprenticeship knowledge and skills align with the needs of employers and requirements of RAs

- Have a full understanding of entry requirements and selection criteria for RAs
- Determine and communicate how the competencies learned during the Pre-Apprenticeship program align with the RA
- Prepare apprentices for success by sharing information on industry pathways and how Apprenticeships put them onto a path to success

Understand the ability of employers to enroll apprentices in a RA

While facilitated entry into a RA upon completion of a Pre-Apprenticeship is the goal, it is not always the immediate reality. To set realistic expectations for both participants and employers:

- Establish how many employers are willing to enroll apprentices and the timing of the enrollment
- Determine the maximum number of apprentices each employer can enroll
- Communicate the expected timeline for entry into the RA for participants

 Establish ongoing relationships between the case manager and pre-apprentice to continue the exchange of information related to the needs of the youth

- Create and implement a communication strategy to connect all pre-apprentices
 - Frequent communication is key with youth. Begin with daily or every other day communication, and based on performance, you can choose to scale back the frequency.
- Communication through text messages, social media apps, or chats is most effective with youth.
- Consider setting up a group chat through an app for a Pre-Apprenticeship cohort. Group chats can help to facilitate important communication and build connections between participants and staff.

 Build a relationship/collaboration with local chambers of commerce, community-based organizations (CBOs), and local workforce development boards

By building relationships and collaborating with other entities, you can better support participants during their Pre-Apprenticeship and transition into a RA

- Identify ways in which partners can engage pre-apprentices and employers during the Pre-Apprenticeship period

Engagement Activities During Waiting Period

 Prioritize career planning activities and maintain continual contact with pre-apprentices

Although not ideal, there can sometimes be a waiting period when a participant finishes their Pre-Apprenticeship program and can enter a RAP. Here are a few ways to keep them engaged:

- Consider hosting virtual cohorts through a video conference platform like Zoom to keep youth connected
- Provide essential workplace skills such as teamwork, time management, communications, and organization to keep youth engaged and connected to the needs of employers
- Offer mock-interviewing workshops to help participants prepare for interviews with prospective employers and RA sponsors

 Celebrate Pre-Apprenticeship completion and include connection with employers and past completers

Completion of a Pre-Apprenticeship program is a milestone for many participants. Consider celebrating with participants, their families, grant staff, and relevant stakeholders. Examples include:

- Signing day for participants entering RAs
- CareerWise Colorado Apprenticeship Rising – www.careerwisecolorado.org

Enroll youth in credit-bearing education that aligns with RA-Related Training Instruction (RTI)

Build relationships with RTI providers to provide education requirements that align with RA.

Connect with employers to encourage the hiring of youth

- Meet with employers to communicate the importance of keeping youth engaged in their apprenticeship industry with industry employers.
- Encourage RA employer sponsors to fill industry-specific roles with youth who have completed their Pre-Apprenticeship training. This can benefit the youth and the employer during the waiting period before a space in a RA becomes available.

Partnerships

Develop partnerships with a variety of organizations, including Workforce Development Boards, CBOs, American Job Centers, and other relevant stakeholders in your community

Strong partnerships and engagement help underscore youth's assets, including skills, competencies, and knowledge, and demonstrate the positive impacts that hiring them can have on an employer or industry's bottom line.

- **Engage with Workforce Development Boards (WDB) who can provide counseling, tuition reimbursement, and support services utilizing the Workforce Innovation Opportunity Act (WIOA)**
 - WDBs' direct federal, state, and local funding to workforce development programs. They also oversee the American Job Centers, where individuals can get employment information, find out about career development training opportunities, and connect to job opportunities in the local area. To find the WDB in your area, go to www.careeronestop.org.
- **Engage CBOs to provide support and wrap-around services for youth**
 - CBOs are great resources for outreach and recruitment for Pre-Apprenticeship and can function as a trusted voice for youth.

ADDITIONAL RESOURCES

JFF Framework for High-Quality Pre-Apprenticeships

- This pre-apprenticeship framework outlines strategies and promising practices for developing high-quality programs that serve opportunity youth participants.
<https://www.jff.org/resources/jffs-framework-high-quality-pre-apprenticeship-program-opportunity-youth/>

Principles for a High-Quality Pre-Apprenticeship: A Model to Advance Equity

- This brief contains framing, analysis, and recommendations for developing high-quality Pre-Apprenticeship programs. Guided by an equity focus, these strategies can help bolster the outcomes for individuals and communities traditionally left out of apprenticeship.

<https://www.clasp.org/publications/report/brief/principles-high-quality-pre-apprenticeship-model-advance-equity/>

Getting Started with Pre-Apprenticeship

- This 10-page resource provides an overview of the steps required to develop a Pre-Apprenticeship that leads to an Apprenticeship.

<https://strategies.workforcegps.org/resources/2020/04/16/13/49/Getting-Started-with-Pre-Apprenticeship>

Explore Pre-Apprenticeship

- Explore Pre-Apprenticeship with resources available from APPRENTICESHIPUSA.

<https://www.apprenticeship.gov/employers/explore-pre-apprenticeship>

Youth Apprenticeship and Work-Based Learning in the Skilled Trades

- Findings from Discussions with Employers, Educators, and Intermediaries.

<https://www.newamerica.org/education-policy/briefs/youth-apprenticeship-and-work-based-learning-in-the-skilled-trades/>

Pre-Apprenticeships: Building Strong Apprentices

- High-quality Pre-Apprenticeship programs that lead to Registered Apprenticeship build the basic literacy, math, and work-readiness skills today's employers require and provide pre-screened, qualified, and job-ready apprentice pools. Find various resources on Pre-Apprenticeship on this Apprenticeship WorkforceGPS page.

<https://apprenticeship.workforcegps.org/resources/2017/04/10/11/56/Pre-Apprenticeships-Building-Strong-Apprentices>

Community-Based Organizations as Partners in Apprenticeships

- This report provides information on Apprenticeship, examines the roles that CBOs can play in helping young adults access apprenticeships, and provides recommendations for employers, workforce boards partners, and policymakers in bringing CBOs into a broader workforce development strategy.

<https://strategies.workforcegps.org/resources/2020/04/16/14/00/Community-Based-Organizations-as-Partners-in-Apprenticeships>

The Current State of Diversity and Equity in U.S. Apprenticeships for Young People

- JFF recently analyzed a decade of federal Registered Apprenticeship data from the U.S. Department of Labor's Registered Apprenticeship Partners Information Database System (RAPIDS) to glean insights about the system's youngest apprentices—ages 16 to 24. The analysis uncovered a rapid growth in apprenticeships for this age group and

continued challenges around participation and outcomes for female and non-white apprentices. JFF's report also includes considerations for what may be driving these disparities and how the field can begin to address them.

<https://www.jff.org/resources/the-current-state-of-diversity-and-equity-in-us-apprenticeships-for-young-people/>

JFF's Program Design Framework for Diversity, Equity, Inclusion, and Accessibility in Registered Apprenticeship

- JFF's Program Design Framework for Diversity, Equity, Inclusion, and Accessibility in Registered Apprenticeship offers employers and sponsors field-informed program design elements and considerations for building systems, processes, partnerships, and practices that can drive diversity, equity, inclusion, and accessibility in Registered Apprenticeship programs.

<https://www.jff.org/resources/jffs-framework-for-diversity-equity-inclusion-and-accessibility-in-registered-apprenticeship/>