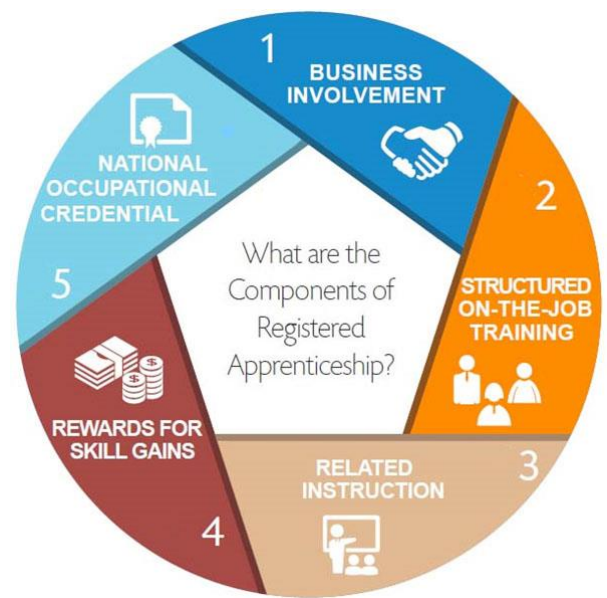


## COMPONENTS OF A REGISTERED APPRENTICESHIP

***Apprenticeship is an employer-driven program that combines on-the-job learning with job-related instruction to build worker skills and establish pathways to higher levels of employment and wages.***

Apprenticeship meets business needs for qualified workers in technical occupations spanning all industries. As an “earn and learn” model, apprentices are employed and earn wages from the first day on the job.

- 1) **Business Involvement:** Employers define skill requirements, recruit apprentices, provide on-the-job training, select mentors, pay progressive wages as skills increase, and validate related instruction in-house or in partnership with training providers.
- 2) **Structured On-the-Job-Training (OJT):** Apprentices get hands-on training from an experienced mentor at the job site for typically not less than one year (minimum of 2,000 hours). OJT is developed through mapping the skills and knowledge that the apprentice must learn over the course of the program in order to be fully proficient at the job.
- 3) **Related Instruction:** Classroom or online learning leading to a certification, or even a degree, complements on-the-job training with a minimum of 144 hours of instruction. Employers collaborate with third-party training providers (community colleges, universities, technical schools, industry associations) and/or may use in-house trainers for the related instruction. All partners work together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged.
- 4) **Rewards for Skill Gains:** Apprentices receive increases in pay as their skills and knowledge increase. Start by establishing an entry wage and an ending wage, and build in progressive wage increases through the apprenticeship as skill benchmarks are attained by apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.
- 5) **National Occupational Credential:** Every graduate of a Registered Apprenticeship program receives a nationally recognized credential. As you build the program, keep in mind that apprenticeship programs are designed to ensure that apprentices master every skill and have all the knowledge needed to be fully proficient for a specific occupation.



Employers nationally report the following Benefits of Registered Apprenticeship: over 90% retention rate of apprentices, ROI of \$1.47 for every \$1.00 spent on an apprentice, and increased employee satisfaction. Funding and recruiting support are available locally, regionally, nationally and through the Commonwealth.

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