



408 Washington Avenue, West Plains, Missouri 65775 ❖ Phone 417-257-2630 ❖ MO Relay 711

**Effective: July 23, 2024**

**Subject: Youth Apprenticeship Policy**

South Central Workforce Investment Board (SCWIB) supports Pre-Apprenticeship and Registered Apprenticeship programs for Youth. The SCWIB partners with training providers, apprenticeship providers, employers, and other WIOA partners to develop Youth Pre-Apprenticeship and Registered Apprenticeship activities. Discussions with partners are ongoing to continue moving this policy forward.

Registered Apprenticeship is a model of job preparation that combines paid on-the-job training (OJT) with related instruction to increase workers' skill levels and wages. Registered Apprenticeship is also a business-driven model that provides a way for employers to recruit, train, and retain skilled workers.

The Registered Apprenticeship program consists of the following seven core components:

- **Industry-Led.** Businesses are the foundation of every Registered Apprenticeship program, and the skills needed for workforce success form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
  - **On-the-Job Learning/Mentorship.** Every Registered Apprenticeship program includes structured OJT. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge the apprentice must learn over the course of the program to be fully proficient at the job.
  - **Supplemental Education.** Apprentices receive related instruction or classroom style training that complements the OJT. This instruction helps refine the technical and academic skills that apply to the job. Related instruction may be provided by a community college, technical school or college, an apprenticeship training school, or by the business itself. This instruction can be provided at school, online, or at the work site.
  - **Paid Job.** Apprentices earn wages while learning job skills and they receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate apprentices as they advance through training and become more productive and skilled at their job.
  - **National Occupational Credential.** Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion, which is issued by the U.S. Department of Labor (USDOL) or a federally recognized State Apprenticeship Agency (SAA). This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs particularly in high-growth industries such as health care, advanced manufacturing, and transportation also offer interim credentials as apprentices master skills as part of a career pathway.
  - **Diversity.** Apprenticeship is a workforce solution that actively promotes diversity and inclusion in the workplace - including race, gender, sexual orientation, and ability. The Department of Labor is supporting different aspects of diversity in apprenticeship to create more inclusive and equitable workplaces.
- 7.7. Quality and Safety. Apprentices will receive quality training with scheduled milestones at a safe worksite with proper supervision.

Registered Apprenticeship program sponsors are automatically eligible for placement on the Missouri-approved ETPS list.

Pre-apprenticeship is a training model designed to assist individuals who do not currently possess the minimum [academic or skills] requirements for selection into an apprenticeship program to meet the minimum selection criteria established in a program sponsor's apprenticeship standards required under 29 CFR part 29 and which maintains at least one documented partnership with a Registered Apprenticeship program. It involves a form of structured workplace education and training in which an employer, employer group, industry association, labor union, community-based organization, or educational institution collaborate to provide formal instruction that will introduce participants to the competencies, skills, and materials used in one or more apprenticeable occupations.

A pre-apprenticeship program must be included on the ETPS list and includes the following elements:

- Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
- Access to educational and career counseling and other supportive services, directly or indirectly;
- Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through the coursework can be applied toward a future career;
- Opportunities to attain at least one industry-recognized credential; and
- A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.

The Region supports apprenticeship as a workforce strategy for youth. WIOA also recognizes apprenticeship as a career pathway for Job Corps students and supports coordination of the Youth Build program with pre-apprenticeship and apprenticeship programs.

Apprenticeship programs are promoted through:

- Registered apprenticeships will be promoted as an avenue for employers to recruit and hire lower skilled workers to fill skilled occupation jobs.
- Partnerships with the area Chambers of Commerce are used to promote work-based training programs, particularly registered apprenticeship programs. Monthly announcements promoting services for employers are submitted to the chambers for inclusion in their monthly digital newsletters.
- The region partners with secondary and post-secondary education providers to assist with WIOA eligible job placement of students graduating from educational programs. Paid internships combined with work readiness training promotes the utilization of work-based training to connect participants to high paying, training related job opportunities.
- The region's staff networks with employers from high-demand job clusters to promote the registered apprenticeship program. Members of the same industry clusters are encouraged to support and use the apprenticeship program for hiring new workers.
- Registered apprenticeship and work-based training programs are promoted as an effective source for re-employment of justice-involved individuals and other targeted populations

South Central Workforce Investment Board is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

needing employment and training services for reemployment.

Registered apprenticeship and work-based training are promoted as a way of connecting individuals who recently obtained a HISET through attendance of AEL as a way of increasing job specific skills relating to sustainable employment as noted above, pre-apprenticeship programs align around common fundamental policy aims and scope, informing a quality framework designed to prepare individuals for entry into RAPs.

The following are the five basic elements of a quality pre-apprenticeship program:

1. **Partnership with RAP sponsors.** Quality pre-apprenticeship programs should be designed and delivered, with input from at least one RAP sponsor. A pre-apprenticeship program's educational and pre-vocational services prepare individuals to meet the entry requisites of one or more RAPs and occupations. Examples of partnerships include:
  - a. A written plan developed by the pre-apprenticeship program with training goals to teach participants a defined set of skills required and agreed upon by one or more RAP sponsors for entry into their programs.
  - b. Identified engagement between one or more RAP sponsors and the pre-apprenticeship program, which can include program visits, access to RAP mentors, granting of direct entry, etc.
  - c. The granting of advanced standing/credit from one or more RAP sponsors for pre-apprenticeship program graduates.
  - d. Direct assistance to participants applying to those programs.
2. **Sustainability through partnerships.** To support their ongoing sustainability, quality pre-apprenticeship programs establish partnerships with entities to collaboratively promote the use of RAPs as a preferred means for employers to develop a skilled workforce and to create career opportunities and pathways for individuals. Partnerships may include RAP sponsors, DOL-funded intermediaries who develop programs or provide training to programs, community and faith-based organizations, advocacy organizations that represent underserved populations, labor organizations, joint labor-management organizations, educational institutions (including high schools and community colleges), and the public workforce system.
3. **Meaningful training combined with hands-on experience replicating a workplace that does not displace paid employees.** Quality pre-apprenticeships provide hands-on training to individuals in a workplace, simulated lab experience, or work-based learning environment, which does not supplant a paid employee, but effectively simulates the industry and occupational conditions and standards of the partnering RAPs while observing proper supervision and safety protocols. Pre-apprenticeship programs ideally provide opportunities to obtain an industry-recognized credential, as well as potential stipends or wages when funding allows.
4. **Access to career and supportive services.** Quality pre-apprenticeship programs provide or otherwise ensure access to career and supportive services during the program, which may continue after a pre-apprentice enters a RAP. Services may include both financial and non-financial supports such as stipends, career counseling, career exploration, mentoring, transportation assistance, childcare, dependent care, rehabilitative services, textbooks, tools, emergency grants, and other types of services necessary for an individual to succeed in pre-apprenticeship programs and RAPs.

5. **Strategies that increase Registered Apprenticeship opportunities for underrepresented or underserved populations facing significant barriers to employment in the Registered Apprenticeship labor force.** Examples include
- a. Thoughtful, dynamic, and documented recruitment strategies focused on outreach to one or more populations underrepresented or underserved in local, State, and national RAPs.
  - b. Educational and pre-vocational services as well as design of instruction and training that reach underrepresented or underserved populations to assist them in overcoming barriers to entering and succeeding in RAPs. These include career and industry awareness workshops, job readiness courses, English for Speakers of Other Languages, Adult Basic Education, financial literacy seminars, and math tutoring.
  - c. Exposing participants to local, State, and national RAPs and providing direct assistance to participants applying to those programs.

Contact: Please direct comments or questions regarding this policy to [info@scwib.org](mailto:info@scwib.org)