



## NEMO WORKFORCE DEVELOPMENT BOARD

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# YOUTH APPRENTICESHIP POLICY

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NEMO WDB will work with local schools, CTE's and Community Colleges to develop a Youth Pre-Apprenticeship and Registered Apprenticeship strategy.

Registered Apprenticeship programs provide an effective strategy to meet WIOA's emphasis on providing services to out-of-school youth and increasing youth work experiences. Registered Apprenticeship is an important talent development option that leads to career opportunities in demand-driven occupations. Registered Apprenticeship programs provide youth with the opportunity to "earn while they learn," and obtain portable credentials that can lead to additional positive post-secondary training outcomes. For younger youth, pre-apprenticeship programs can serve as a gateway to Registered Apprenticeship programs, while providing contextual learning that can promote and enhance high school completion levels.

All Registered Apprenticeship programs consist of the following five core components - direct business involvement, OJT, related instruction, rewards for skill gains, and a national occupational credential:

- **Business Involvement.** 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. NEMO WDB Employer Engagement Committee and Business Services Team will target potential businesses to engage for developing pre-apprenticeships and registered apprenticeships with youth customers.
- **On-the-Job Training.** 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. NEMO WDB Employer Engagement Committee and Business Services Team will target potential businesses to engage for developing OJT opportunities for youth entering pre-apprenticeship and/or registered apprenticeships.
- **Related Instruction.** 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 the school, online, or at the work site. NEMO WDB will work with training providers to develop opportunities for related instruction for the pre-apprenticeship and registered apprenticeship programs.

- Rewards for Skill Gains. Apprentices 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). 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.

Pre-apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one Registered Apprenticeship program. When possible, individuals who have successfully completed the pre-apprenticeship program should be ready to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/ placement for skills and competencies already acquired.

WIOA requires Local Workforce Development Boards to utilize at least 20% of their youth funding on paid and unpaid work experiences that have an academic and occupational education component. Such work experiences may now include pre-apprenticeship.

Pre-apprenticeship programs provide instruction and/or training to increase math, literacy, and other vocational and pre-vocational skills needed to gain entry into a Registered Apprenticeship program. Implementing Registered Apprenticeship and pre-apprenticeship models that are aligned with the needs of key industry sectors creates opportunities to advance students, job seekers, and workers along the talent pipeline. NEMO WDB Employer Engagement Committee and the Business Services Team will actively seek to engage Employers to participate in Pre-Apprenticeship programs as well as recruiting youth and working with the training partners and K-12 schools to develop this program.

A pre-apprenticeship program funded with WIOA funding must have at least one Registered Apprenticeship partner; such pre-apprenticeship programs must possess or develop a strong record of enrolling their pre-apprenticeship graduates into a Registered Apprenticeship program. Once the participant is enrolled in the Registered Apprenticeship program, and if his/her funding has not been exhausted, a portion and/or the balance of funding may be used to cover the costs of the Registered Apprenticeship program's classroom training/related instruction.

Pre-apprenticeship programs generally consist of the following:

- 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 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 into a Registered Apprenticeship program.

*References:*

[Apprenticeship Desk-Aid-Use-of-Funds.pdf](#)

[TEN 13-12](#); [TEGL 13-16](#); [TEGL 13-12](#); [TEGL 31-16](#)