

# Pre-Apprenticeship

The National Apprenticeship Training Foundation (NATF) pre-apprenticeship program is designed to prepare individuals to enter and succeed in Registered Apprenticeship programs and together, they expand the participant's career pathway opportunities with industry-based training coupled with classroom instruction.

NATF has spent over ten years designing, developing, testing and modifying a quality pre-apprenticeship program. Through the direction of our employers, we have designed a program that contributes to the development of a diverse and skilled workforce by preparing participants to meet and exceed the basic qualifications for entry into one or more Registered Apprenticeship programs.

The Pre-apprenticeship training allows potential apprentices to; explore and learn about exciting careers; qualify to meet the minimum standards for selection to a Registered Apprenticeship program; benefit from classroom and technology-based training; get a start on career-specific training with viable career pathway opportunities; achieve industry recognized certifications and build work-readiness skills employers desire.

The Pre-Apprenticeship program can be designed to meet the specific needs of an individual employer or a group of employers seeking potential employees for multiple occupations. The training must cover a minimum of 40 hours of classroom training and can provide up to 80 hours. Although the training curriculum can be tailored, all pre-apprenticeship classes must include OSHA 10 and CPR certification. In addition, all pre-apprenticeship classes must adhere to the attendance, tardy, and responsibility of tools guidelines. (A copy is attached as Exhibit A) These guidelines enable the pre-apprenticeship program to eliminate those employees that fail to show up on time, are irresponsible, and those that are not willing perform in a professional manner. The pre-apprenticeship program eliminates potential bad employees before your company invest money!

The Pre-apprenticeship program **meets and exceeds all the objectives** as defined by the Employment and Training Administration (ETA). ETA defines a quality pre-apprenticeship program 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, if

not more, Registered Apprenticeship program(s). A quality pre-apprenticeship program is one that incorporates the following elements:

Approved Training and Curriculum. Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s); (see ***Exhibit B*** for sample schedule for a 40-hour one-week training. Please note a minimum of 40 hours of training is required with a maximum of 80 hours. Training can be conducted during normal business hours, afternoon classes, evening classes or on Saturdays. Classroom time are determined by the employers and pool of applicants they are wishing to train.)

Strategies for Long-Term Success. Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:

1. Strong recruitment strategies focused on outreach to populations under-represented in local, state, and national Registered Apprenticeship programs;
2. Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc); and
3. Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;

Access to Appropriate Support Services. Facilitates access to appropriate support services during the pre-apprenticeship program and a significant portion of the Registered Apprenticeship program; promotes greater use of Registered

Apprenticeship to increase future opportunities. To support the ongoing sustainability of the partnership between pre-apprenticeship providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals; and

Facilitated Entry and/or Articulation. When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

The ability of pre-apprenticeship programs to respond to the needs of industry and industry workers is helping businesses lower costs, diversify their workforce, and expand their workforce. Pre-apprenticeship programs also help individuals gain skills and find employment that supports them and their families.

The use of pre-apprenticeship program services will be essential for many businesses seeking to grow and for many underemployed and unemployed individuals seeking work. The key to the success of this pilot program is the involvement of the employers. They not only are looking to hire the completers of the program they are invested in designing the program, actively participating in the classroom, and providing feedback on how to improve the program. The employers are the driving force behind the program. Employer's engagement from training to employment is the number one reason this program is successful!

# EXHIBIT A

## Pre-Apprenticeship Policy

- Attendance**—Be on time, on-task and ready to work hard and learn. Employers are looking for responsible people that show up for work on time and that are prepared! Absences due to student illness or death in the immediate family can be excused with proper documentation. The classroom hours missed due to an excused absence must be completed during the designated make up times. YOU MUST CALL OR TEXT THE PROVIDED NUMBER IF YOUR ARE NOT ATTENDING CLASS OR YOU WILL BE REMOVED FROM THE TRAINING.
- Prompt**-- Tardy entrances are not allowed. Once the class begins you are not allowed to disrupt the class. You will be removed from the training if the tardy is unexcused.
- Be Prepared!** —Students are required to bring all provided “tools” to each class. Your tools have been identified with a personal id number.
  - Binder
  - NATF student textbook
  - Assigned/numbered pencil and pen
  - Name badge and lanyard.

**NO TOOLS...NO CLASS...NO EXCEPTIONS.** You will be removed from the training course.

- Professional/Respectful**—Students must respect the teacher, classroom and other students. Unprofessional or disrespectful behavior will result in immediate removal from the training program. This includes lack of participation in the Team Building and Problem Solving Activities.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## EXHIBIT B

Pre-Apprenticeship Training Schedule					
Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 a.m.	Registration Participant Introductions	<b>CPR Certification</b>	<b>Soft Skills</b>	Completing and submitting employment applications and/or resume	Real World Workplace Scenarios
9:00 a.m.	Overview of Program Pre-Apprenticeship Training Agreement				
10:00 a.m.	Employer Expectations		<b>Problem Solving Activities</b>	<b>Exploring Career Opportunities (Skills Test)</b>	Interview Techniques
11:00 a.m.	Employee Responsibilities				Mock Interviews
<i>noon</i>	<i>Lunch provided on site</i>	<i>Lunch provided on site</i>	<i>Lunch provided on site</i>	<i>Lunch provided on site</i>	<i>Lunch provided on site</i>
1:00 p.m.	Team Building	<b>CPR Certification</b>	<b>OSHA 10 (4 hours)</b>	<b>OSHA 10 (3 hours)</b>	<b>EMPLOYER INTERVIEWS</b>
2:00 p.m.	<b>OSHA 10 (3 hours)</b>				
3:00 p.m.		<b>Dismissed</b>		<b>Dismissed</b>	
4:00 p.m.					<b>Dismissed</b>
5:00 p.m.	<b>Dismissed</b>	<b>Dismissed</b>	<b>Dismissed</b>	<b>Dismissed</b>	