PRE-APPRENTICESHIP TOOLKIT

•ADULT EDUCATION EDITION•

www.in.gov/dwd/owbla

DWD INDIANA DEPARTMENT OF **WORKFORCE** DEVELOPMENT | **Work-Based Learning and Apprenticeship**

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Definitions and Acronyms

Articulation Agreement (AA) - A formalized agreement between a Certified Pre-Apprenticeship and a Registered Apprenticeship sponsor that provides a pathway for individuals who have successfully completed the pre-apprenticeship program to enter directly into a Registered Apprenticeship program and/or receive advanced credit/placement for skills and competencies already acquired.

Certified Pre-Apprenticeship (PRAP) - A training model designed to assist individuals who do not possess minimum requirements for selection into an apprenticeship program to meet the minimum selection criteria established in a program sponsor's apprenticeship standards. At least one documented partnership with a Registered Apprenticeship program must be involved. Formal instruction will introduce participants to the competencies, skills, and materials used in one or more apprenticeable occupations. Pre-apprenticeship programs are certified by the Indiana Office of Work-Based Learning and Apprenticeship.

Eligible Training Provider List (ETPL) - A subset of the INTraining providers whose training programs meet additional demands and performance criteria set by the Indiana Department of Workforce Development (DWD) per the Workforce Innovation and Opportunity Act (WIOA).

Facilitated or Direct Entry - The provision for the acceptance of a pre-apprentice into a registered apprenticeship program under the terms of the Articulation Agreement between the Registered Apprenticeship Program and the Certified Pre-Apprenticeship.

Industry Recognized Certification (IRC) - Credentials that validate an individual's knowledge and skills in a specific field, demonstrating proficiency in a particular set of work-related tasks. These certifications are often offered by professional organizations and industry associations, and they are recognized by employers and other stakeholders as indicators of competence.

Integrated Education & Training (IET) - A service approach which provides adult education and literacy activities simultaneously and contextually with workforce preparation activities and workforce training for a specific occupational cluster.

INTraining - A searchable list of all approved training provider applicants whose training programs meet the basic application standards set by the Indiana Department of Workforce Development (DWD).

Meaningful Hands-on Experience – Also referred to as On-the-Job-Learning (OJL), hands-on training that provides real world application of the related technical instruction (RTI). This hands-on experience can be offered in a variety of methods that accurately simulates the industry and/or occupational conditions of the partnering Registered Apprenticeship sponsor(s).

Measurable Skill Gain (MSG) – An indicator used to measure a participant's interim progress through pathways that offer different services based on program purposes and participant needs.

Office of Work-Based Learning & Apprenticeship (OWBLA) - An office within the Indiana Department of Workforce Development that assists employers in expanding capacities around Work-Based Learning through targeted resources and tools. OWBLA facilitates a coordinated network of partners who support, and impact work-based learning programs.

Registered Apprenticeship Program (RAP) - A structured talent development strategy that combines on-the-job learning, classroom learning, and mentorship to train individuals to be experts in their field. Programs are well-defined and documented and are approved by the U.S. DOL Office of Apprenticeship (U.S. DOL OA).

Related Technical Instruction (RTI) - The classroom component of a registered apprenticeship and/or certified pre-apprenticeship programs, supplementing on-the-job learning with theoretical knowledge and technical skills.

Workforce Education Initiative (WEI) - A partnership between an Indiana Adult Education provider and an employer (or group of employers) to help employees retain jobs, improve performance, and advance in their professions.

Workforce Preparation - Activities, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills.

Section 1: Review of Pre-Apprenticeship Benefits & Components

As a reminder, for a full understanding of pre-apprenticeship fundamentals please review The Basics Guide. Section 1, as seen below, will be a review of the components needed only and will not provide the full breadth of information recommended for best understanding.

Benefits of Pre-Apprenticeships in Partnership with Adult Education

Offering certified pre-apprenticeships can help adult basic education students with their skill/knowledge goals, needs of the community/employers, as well as adult education programs with their performance outcomes and funding.

Individuals typically enter an Integrated Education & Training (IET) program because they want to gain needed skills and/or employment. Offering another instructional service, such as a certified PRAP, to your adult basic education program can help you attract additional **ENROLLMENTS** of adults who are looking for a pathway into high-wage, in-demand occupations, along with known employment opportunities.

In a certified PRAP, students are studying for an industry-recognized certification, which benefits them on their career pathways AND can increase an adult basic education program's **MEASURABLE SKILL GAINS.** In addition (not in place of the certification), an adult basic education program might also use post-testing and/or progress milestones to report measurable skill gains.

One purpose of a certified PRAP is to provide participants with an opportunity of facilitated entry into a Registered Apprenticeship Program (RAP). When students who earned a high school credential during the program year enter a RAP, they are **PLACING INTO POST-SECONDARY EDUCATION**, which is also a measurable skill gain and a post-exit outcome that adult basic education programs report as performance measures.

After students complete a PRAP and enter a RAP, they gain employment. Employment is an outcome adult basic education programs report as a performance measure **EMPLOYMENT** in the 2nd & 4th quarter **AFTER EXIT.**

When pre-apprentices exit an adult basic education program and enter a Registered Apprenticeship Program, they are typically employed in a high-wage, in-demand occupation. Therefore, reportable **WAGE GAINS** in the 2nd quarter **AFTER EXIT** are highly likely.

An IET course that is certified as a PRAP might also contain the criteria for approval as a Workforce Education Initiative (WEI). Therefore, it can help adult basic education programs meet their goals for additional IETs and WEIs, enrollments, and certifications.

Through available apprenticeship grants as well as other braided funding, certified PRAP students may be eligible for FUNDING assistance with items such as equipment and supplies needed within their RTI portion of program training. This funding can reduce the costs adult basic education programs incur in offering occupational skills training.

Program Components and Considerations:

All Adult Education Pre-Apprenticeship Programs (PRAP) must contain the following components along with minimum requirements for pre-apprenticeship consideration

Type of WBL	(a) RTI	(b) OJL	(c) Mentoring/ Counseling	(d) Certification	(e) Articulation
ADULT EDUCATION IET/WEI	40+ Hours	**30+** Hour Simulation, Lab, Paid Work or Volunteering	Provided by Adult Education, Employer or WorkOne	Certification on Indiana Promoted List	Facilitated Entry/ Articulation Agreement into a US DOL RAP

Areas of consideration when reviewing Adult Education training programs for pre-apprenticeship possibilities:

- AE training program **must** be an approved IET/WEI for consideration as the comprehensive RTI component of a pre-apprenticeship program.

- If interested in creating and/or submitting a program for IET/WEI approval: Complete and submit the IET/WEI application and curriculum template (available on www.amplifyae.org) for approval by the Office of Adult Education. Indicate that this course is to be both an "IET/WEI Combo." Your employer partner for the WEI is the Registered Apprenticeship Program. If you use progress milestones to report measurable skill gains, remember to send the WEI Curriculum Template.

Section 2: The Build

Adult Education specializes in upskilling individuals to meet the needs of their local community and employers. These efforts are identified through the creation and implementation of IETs and WEIs. It is through the expansion of these approved programs in providing a complete work-based learning environment that certified pre-apprenticeship opportunities are identified.

As you review your IET/WEI content and compare it with PRAP requirements, make note of areas that could be strengthened and/or areas that need development or additional components added. Additional development is most often identified within the meaningful hands-on portion. Below is a breakdown of the required components and content examples for each.

Related Technical Instruction (RTI) (or "Training")	Examples Include
Content Requirements: **40+ Contact hours** of occupational specific coursework and Workforce Preparation	☑ In-person classroom instruction ☑ Distance learning ☑ Demonstration Workforce training, workforce readiness, and contextualized adult education & literacy skills

Mentoring/ Counseling	Examples Include
Content Requirements: Service provided by the adult education program itself, an employer-partner, or WorkOne.	☑ Career coaching and navigation ☑ Case management ☑ Life or academic coaching ☑ Similar services

Meaningful Hands-on Experience (or "OJT")	Examples Include
Content Requirements: **30 or more hours** in which the students are provided with hands-on practical application of the skills they are learning in their RTI.	☑ Participation in simulations ☑ Lab practice ☑ Paid or volunteer work ☑ Similar activities

Section 2: **The Build** *(continued)*

Certification	Examples Include
Content Requirements: Student must have the opportunity to earn at least **1 Industry Recognized Certification (IRC).**	☑ American Welding Society Cert. ☑ NCCER Core ☑ MSSC Certifications ☑ Para Pro IRC's are typically found on the Indiana's Promoted Industry Certifications list.

| Certification	Examples Include
Content Requirements: Must have a program partnership agreement with an active US DOL Registered Apprenticeship Program. This agreement outlines the facilitated pathway opportunity for students who successfully complete the certified pre-apprenticeship program. (See example on page XX)	Facilitated Entry" might contain: ☑ Time off the apprenticeship program ☑ Early or preferred entry ☑ Other recognition and benefits for completion of the pre-apprenticeship **List of active DOL RAPs in Indiana:** **Here is a list and a map** If additional assistance is needed in locating a RAP partner, contact the Office of Work-Based Learning and Apprenticeship.

Now that the review and comparisons have been completed and the determination of the needed updates or additions has been identified and incorporated, it is time to lay out your program into the required components. This step will ensure that all areas are covered, and the information needed will be gathered for the application process. On the next page you will find a "check" sheet that will provide additional guidance.

In addition, a sample articulation agreement template has been provided for better understanding of basic content. These agreements will look different between partners and should depict each program's intent within this partnership.
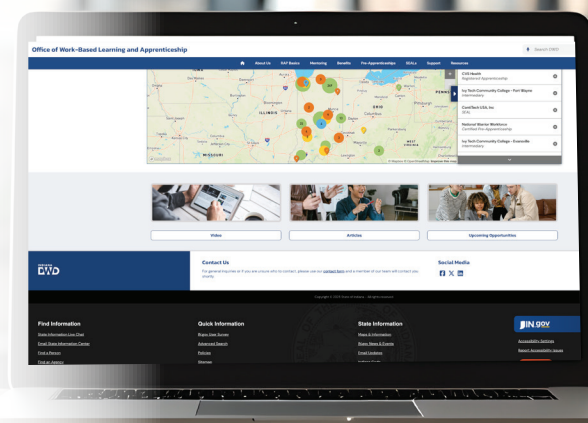
Adult Education Pre-Apprenticeship Worksheet:

Program Name: _____

Related Technical Instruction (RTI):

List RTI Content: (Occ Skills Train, Workforce Prep, etc.)	RTI Contact Hrs
Total RTI Contact Hours	

Meaningful Hands-On Experience (OJT/OJL):

List Type of Experience: (Simulation, Lab, Paid, Volunteer)	Experience Hrs
Total Experience Hours	

Industry Recognized Certifications:

List Name of Certification:	Total Experience Hours

Articulation Agreement:

List RTI Content: (Occ Skills Train, Workforce Prep, etc.)	
Name of RAP Sponsor:	
RAP Program Name:	
Occupation:	
Point of Contact:	
Copy of Signed Agreement	

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Articulation Agreement

Training Provider / Pre-Apprenticeship Program

and

Employer / Registered Apprenticeship Program

</div>

<u>*Training Provider X,*</u> Pre-Apprenticeship Program Name, and <u>*Employer Y*</u>, Apprenticeship Program Name, (hereafter "Program") enter into this Articulation Agreement on <u>*Enter Date*</u>. <u>*Training Provider X*</u> and the Program will work together to provide postsecondary opportunities for participants with the Program.

<u>**General Agreement**</u>

<u>*Up to 3 months advanced credit in the Program*</u>

<u>**Articulated Pre-Apprenticeship Program**</u>   *EXAMPLE*
- The parties agree that an Employer Application/Interview and up to three (3) months of apprenticeship credit (if hired) may be earned as follows with the Program, provided a participant:
  1. Applies to the Program, meets apprenticeship eligibility criteria and is accepted into the Program;
  2. Has earned a high school diploma or HSE or provides current enrollment in Adult Education for HSE with proven required attendance completed;
  3. Has a 90% attendance or better, notwithstanding any special considerations, without precedence;
  4. Enrolls and successfully completes all required coursework and testing opportunities for Pre-Apprenticeship Program.
  5. Provides a Certificate of Completion of *XX* pre-apprenticeship program.

<u>**Program Responsibilities**</u>

The Program shall be responsible for:
- Ensuring that all institutional policies apply to articulated credit courses (e.g., drop/add dates, student confidentiality, faculty/student relations, student identification for distance learning, etc.).
- Registering participant in articulated credit coursework and maintaining records, including outcomes
- Tuition and other fees for courses shall be outlined in writing and provide to each participant prior to enrollment.
- Providing Pre-Apprenticeship Training Provider an Employer Staff member, who will provide coordination of the following:
  a. Assist with the arrangement of employer/program speaker;
  b. Facilitate tours of Employer (RAP) facilities; and
  c. Provide enrollment assistance.

<u>**Training Provider Responsibilities**</u>

Training Provider X shall be responsible for:

- Promoting articulated credit opportunities among qualified participants and training facilities
- Scheduling at least one classroom visit per year with a representative of the apprenticeship program.

Articulation Agreement

(continued)

Duration of Review

This Articulation Agreement shall be effective from the date of affixing signatures and is subject to annual review by all parties of signature. Any changes must be written and reflected in a new agreement. If no changes are indicated by the annual review, continuance of this Agreement will remain in effect until terminated. Either party may terminate this agreement immediately for cause or may terminate without cause on 90 days written notice. In the event this agreement is terminated, students who are impacted shall have the opportunity to obtain credit according to the terms herein.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

Training Facility Pre-Apprenticeship Program

_____
Print Name and Title

_____   _____
Signature   Date

_____
Print Name and Title

_____   _____
Signature   Date

Section 3: Launching Your New Certified Pre-Apprenticeship Program

Launching a Certified Pre-Apprenticeship is much the same as starting any other Adult Education IET/WEI training program. Here are some suggested steps and tasks to consider.

Step 1: Initial Set-Up	
Task	**Notes**
❏ Hire instructor.	
❏ Order materials and supplies.	
❏ Secure location(s) for Related Technical Instruction and Meaningful Hands-on Experience activities.	
❏ Schedule day(s) for orientation, pre-testing, and other intake activities.	
❏ Schedule beginning and ending dates; schedule days and times for class meetings.	
❏	

Step 2: Market and Recruit Participants	
Task	**Notes**
❏ Develop print and digital marketing materials.	
❏ Identify potential recipients of marketing materials (e.g., referral agencies, staff, students, former students, partners, neighboring adult basic education programs, websites, social media accounts).	
❏ Distribute and post print and digital marketing materials (e.g., e-mail, website, social media platforms, hand-delivery).	
❏	

Step 3: Intake Pre-Apprentices	
Task	**Notes**
❏ Conduct orientation and intake session(s).	
❏ Pre-test with an approved adult education assessment (e.g., Test of Adult Basic Education or WorkKeys®).	
❏ Send roster and other student information to the instructor.	
❏ Enter participants into InTERS (and INTraining).	
❏	

Ongoing Management of Certified Pre-Apprenticeship Program

As an adult education provider, you will manage your pre-apprenticeship class as you would any other IET and/or WEI class.

Attendance
Prepare attendance sign-in sheets for students to use. **OR** If using the InTERS digital attendance feature, issue students their InTERS PINs.

InTERS "InTrain/PostSec"
In the students' InTERS record, on the "InTrain/PostSec" screen, under "Courses", record the student's participation & progress through the course. • Entry Date & Completion Date, and • Enrollment Status, and • Assessment information

INTraining
If you have placed your Pre-Apprenticeship program on INTraining, create the student record then add their participation & progress through the course. • Entry Date & Completion Date, and • Enrollment Status, and • Assessment information

Class Visits and Monitoring
As the instructional leader of your adult education program, observe the class in progress throughout the Pre-Apprenticeship program. • Provide any necessary feedback to the instructor. • Intervene with any student issues that arise. • Invite your RAP partner to speak to the class about their apprenticeship program and opportunities available under the Articulation Agreement.

Ongoing Management of Certified Pre-Apprenticeship Program

(continued)

Instructor Recommendation and Apprenticeship Application
Send any documentation required by your Registered Apprenticeship Program partner for the entry of interested students into the Registered Apprenticeship Program under your Articulation Agreement. Assist interested students with the application for admission to the apprenticeship as needed.

Graduation
Consider having a graduation ceremony to celebrate your students' completion of the Certified Pre-Apprenticeship Program. Remember to invite your Registered Apprenticeship Program partner to speak.

InTERS and INTraining
Remember to update the students' records in InTERS and INTraining at the end of the course.   For INTraining, complete quarterly tasks and annual reviews of your course when prompted by the state INTraining team.

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