

## **Request for Applications: Group Apprenticeship Sponsors**

We are excited to announce a call for applications from employers, educational institutions and other qualified organizations to become Group Apprenticeship Sponsors. This initiative aims to create and expand high-quality apprenticeship programs that foster skill development, career readiness, and industry engagement. We invite organizations with a strong commitment to workforce development and education to apply.

### **Overview:**

The overarching goal RFA is to collectively gather employers under the same US DOL Approved Registered Apprenticeship Program (RAP) commonly referred to as a RAP. This Employer Group Sponsor is to provide Hoosiers via US DOL Registered Apprenticeship fair labor, and good paying jobs throughout its community and is designed to create and provide a talent pipeline that will support high-quality, sustainable programs; creating a streamlined approach that will ultimately provide ease of access for employers to create new opportunity for apprenticeship and increasing access to apprenticeship opportunities for all.

Group Apprenticeship Sponsors take on the legal responsibility of ensuring Apprenticeships are properly managed and operated in compliance with the standards set by the U.S. Department of Labor (USDOL).

- Registered Standards of Apprenticeship
- Apprenticeship Program policies and procedures
- Apprenticeship record of file (one per apprentices)
- Approved selection procedures
- Maintaining Voluntary Disability Disclosure and Employment Opportunities (EO) forms
- Data entry into The Registered Apprenticeship Partners Information Data System or RAPIDS.

### **Characteristics of Group Sponsor Models:**

- Apprentices work for participating employers rather than for one sole sponsor.
- A group of employers share the responsibility of developing an apprenticeship.
- Participating employers are responsible for on-the-job training
- Experienced employees provide apprentices with daily oversight and instruction
- Educational and instructional providers build partnerships with local employers to develop industry-driven curricula and ensure students are connected with high-quality jobs.

## Application

**Project Description 30 points:** Please provide a comprehensive overview of your proposed apprenticeship program. If this is an existing Group Sponsorship, please explain how you intend to expand your project in the areas below. Your description should include:

1. **Program Goals and Objectives:** Outline the primary goals of your apprenticeship program and how they align with industry needs and educational outcomes.
2. **Target Participants:** Describe the demographic and educational background of the participants you aim to engage.
3. **Industry Focus:** Specify the sector or sectors your apprenticeship program will target and explain how it addresses current industry skill gaps.
4. **Program Structure and Partners:** Detail the structure of the apprenticeship, including duration, format (e.g., on-the-job training, classroom instruction), any unique elements and identify both employer partners and related training partners.

**Project Implementation 25 points:** Explain how you plan to implement and manage the group sponsored apprenticeship program. If you have a current group sponsorship program, explain your program and any updates or changes. Include:

1. **Program Design and Curriculum:** Describe the curriculum and training components, including any partnerships with educational institutions or training providers.
2. **Recruitment and Enrollment:** Outline your strategy for recruiting and enrolling apprentices, including outreach methods and selection criteria.
3. **Mentorship and Support:** Detail the mentorship and support systems in place to ensure the success of apprentices, including guidance, supervision, and feedback mechanisms.
4. **Quality Assurance:** Explain the measures you will take to ensure the quality and effectiveness of the apprenticeship program, including evaluation and continuous improvement processes.

**Project Outcomes and Performance 30 points:** Provide a clear plan for measuring and reporting the outcomes and performance of your apprenticeship program. If you have a current group sponsorship, provide your current success metrics and any changes. Include:

1. **Success Metrics:** Define the key performance indicators (KPIs) you will use to assess the success of the program, such as completion rates, job placement rates, and skill acquisition.
2. **Evaluation Methods:** Describe how you will evaluate the program's effectiveness, including any tools or methodologies for collecting and analyzing data.
3. **Reporting:** Explain how and when you will report outcomes and progress to stakeholders, including any required documentation or reporting formats.

**Project Budget and Budget Narrative:** Submit a general budget for the apprenticeship program, along with a narrative that explains each budget item. Include:

1. **Budget Breakdown:** Provide a detailed breakdown of costs, including personnel, training materials, equipment, administrative expenses, and any other relevant expenditures.
2. **Funding Sources:** Identify any other sources of funding or support for the program and explain how these funds will help create sustainability.

**Application Submission:** Please submit your application package by November 8th, 2024. Response maximum 10 pages. Your submission should include the Project Description, Project Implementation plan, Project Outcomes and Performance measures, and the Project Budget and Budget Narrative.

Applications will be reviewed based on the clarity and feasibility of the project plan, alignment with industry needs, potential impact on apprentices and the workforce, and when applicable, current success metrics. Successful applicants will be notified by November 20, 2024, and will receive further instructions on the next steps.

For questions or additional information, please contact Megan Graves at [mgraves1@dwd.in.gov](mailto:mgraves1@dwd.in.gov). We look forward to receiving your application and working together to create impactful apprenticeship opportunities.

***Two optional information sessions about understanding Group Sponsorship will take place on October 15<sup>th</sup> at 11 am and October 30<sup>th</sup> at 2pm. They are optional and each will share the same content. To receive a link for the information session, please contact Megan Graves at mgraves1@dwd.in.gov.***

*Funding for this opportunity is made available through the US DOLs Employment and Training Administration, Office of Apprenticeship's State Apprenticeship Expansion Formula (SAEF) grant funding that was awarded to the Department of Workforce Development's Office of Work-Based Learning and Apprenticeship (OWBLA). As part of OWBLA's goal or statement of work for this grant, in partnership with US DOL is to expand RAPs within the Hoosier state. And, as one of OWBLA's goals in addressing the employer's need for a skilled workforce, and as a workforce solution by creating three employer group sponsorships through a one-year pilot program.*