

Apprenticeship TN



**Building a Talent Strategy
Through Registered
Apprenticeship Programs**

TN

ApprenticeshipTN.com

What is an Apprenticeship?

A Registered Apprenticeships Program (RAP) is a proven strategy to develop a skilled workforce. RAPs are a training method that combines paid On-The-Job Learning (OJL) with Related Technical Instruction (RTI). Programs are designed to meet the needs of employers and their workforce challenges.

One way to create a strong pipeline:

- **Pre-Apprenticeship:** is a training program with a direct tie to a registered apprenticeship program to help prepare future apprentices.

Why Apprenticeship?

- US Department of Labor data shows a 94% retention rate on Apprenticeship Programs and \$1.47 returned for every \$1.00 invested.
- Proven systematic approach to training that is customizable and tailored to the employer.
- Excellent recruiting tool to build a more diverse talent pipeline.
- Increased knowledge transfer through on-the-job learning from an experienced mentor.

Apprenticeship TN



- A safer workplace that may reduce worker compensation costs due to emphasis on safety training.
- Opens more opportunities for federal contracts and potentially federal and state funding.

Apprenticeship Minimum Requirements:

- Age: 16 Years of age
- Full-time or part-time employment
- U.S. citizenship, permanent residency or residents whose visas permit employment within U.S.
- 2,000 hours/year OJL, 144 hours/year RTI, or a competency based program
- Specified occupation
- Defined wage progression
- Completion of registration requirements and maintenance of program via Registered Apprenticeship Partners Information Database System (RAPIDS).



APPRENTICESHIP



Steps in the Process:

Your Apprenticeship Director will consult with you and help complete the required paperwork to register your program.

- 1) Identify the Occupation.
- 2) Identify a Training Partner, if needed. This could be a TCAT, community college or private entity.
- 3) Modify a Work Process (a list of all the skills apprentice will be responsible for mastering) for the On-the-Job-Learning component.
- 4) Determine Technical Instruction:
 - Can be classroom instruction, on-line, or a hybrid combination.
 - Determine if instruction time will be paid or unpaid.
- 5) Establish Progressive Wage Scale.
- 6) Submit forms for Registration.



Contact your Regional Apprenticeship Director and they will assist you through the process.

Sponsorship Responsibilities:

- Administer program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30 https://www.dol.gov/general/cfr/title_29.
- Ensure apprentices complete registration paperwork and submit apprenticeship agreements within 45 days of enrollment via RAPIDS.
- Ensure all apprentices complete Form ETA 671 and submit apprenticeship agreements within 45 days of enrollment.
- Periodic evaluation of apprentices' progress and maintain appropriate progress records.
- Update RAPIDS within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations.
- Update standards, if applicable.
- Conduct an Equal Employment Opportunity (EEO) review and submit to the Office of Apprenticeships by the second year of the program.



Program Structures:

There are three types of programs to fit the employer's specific needs.

- **Time Based:** defined period of time during which the employee will receive instruction and participate in on-the-job training.
- **Competency Based:** offer employers and apprentices a way to work more quickly through completion of an apprenticeship. Apprentices are still required to complete a set number of hours of on-the-job training, but also allows the apprentice to demonstrate their skill attainment through completion of proctored examinations.
- **Hybrid Based:** blends the time-and competency-based structures. Hybrid programs have a range of time requirements and allow the apprentice to move forward more quickly if passing competency examinations.

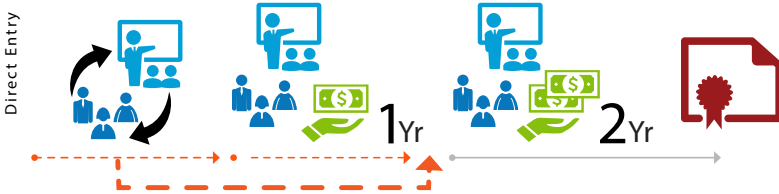
Related Technical Instruction Models:

- **Parallel or Traditional** – apprentices take classes while working full-time (either after work or on specific days).
- **Front-loaded** – apprentices take majority of classes at beginning of apprenticeship.
- **Segmented** – classroom instruction is divided into segments and spread between OJL periods.

Apprenticeship TN

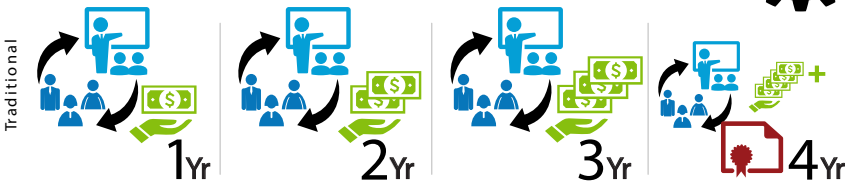


Pre-Apprenticeship to Registered Apprenticeship Model



Quality Pre-Apprenticeship Programs have a partnership with an Registered Apprenticeship program to ensure direct entry with advanced credit upon completion of the Pre-Apprenticeship.

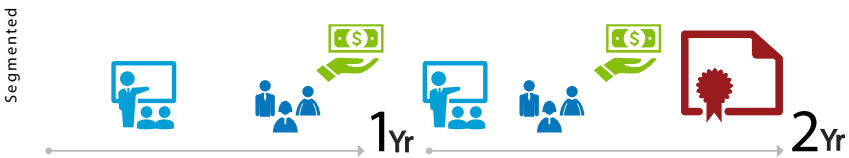
Apprenticeship Model



Example shows a four year program; however, Program length varies and is driven by industry needs. (e.g. most construction programs.)



Example shows a program with diminishing time spent in classroom training; however, all RTI could occur at the beginning of program.



Example shows a "one year" program spread out over 2 years with RTI segmented between OJT periods.

Key



Related Training & Instruction (RTI)



On-the-Job Training (OJT)



Rewards for Skill Gains



National Credential



Business Involvement

Wage Progression:

Wage rates can align with hours achieved, competencies completed, and/or percentage of progress. The only requirement is the start rate must be at least minimum wage.

Apprenticeship TN



Contact Information:

Email: Apprenticeship.TN@tn.gov

Phone: (615) 532-0148



State Apprenticeship Director

Shalondria Shaw
shalondria.shaw@tn.gov
(731) 202-6027

Quality Assurance Director

Steffany S. Daniel
steffany.s.daniel@tn.gov
(615) 626-3595

East TN Apprenticeship Director

Vacant

Apprenticeship Program Analyst

Lynn Kirby
lynn.kirby@tn.gov
(615) 330-1631

Middle TN Apprenticeship Director

Brandon Phinx
brandon.phinx@tn.gov
(615) 939-2691

Grants Program Manager

LeAnn Blevins
leann.blevins@tn.gov
(615) 633-8084

West TN Apprenticeship Director

Roderick Woody
roderick.woody@tn.gov
(901) 426-5807

Apprenticeship Specialist I

Xaviera Earl
xaviera.earl@tn.gov
(615) 571-6625

Office Manager

Jaime Herriott
jaime.herriott@tn.gov
(615) 487-9923

ApprenticeshipTN.com

The Tennessee Department of Labor and Workforce Development is committed to principles of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities.



Tennessee Department of Labor and Workforce Development; Authorization No. 337633, April 2021; This public document was promulgated for electronic use.