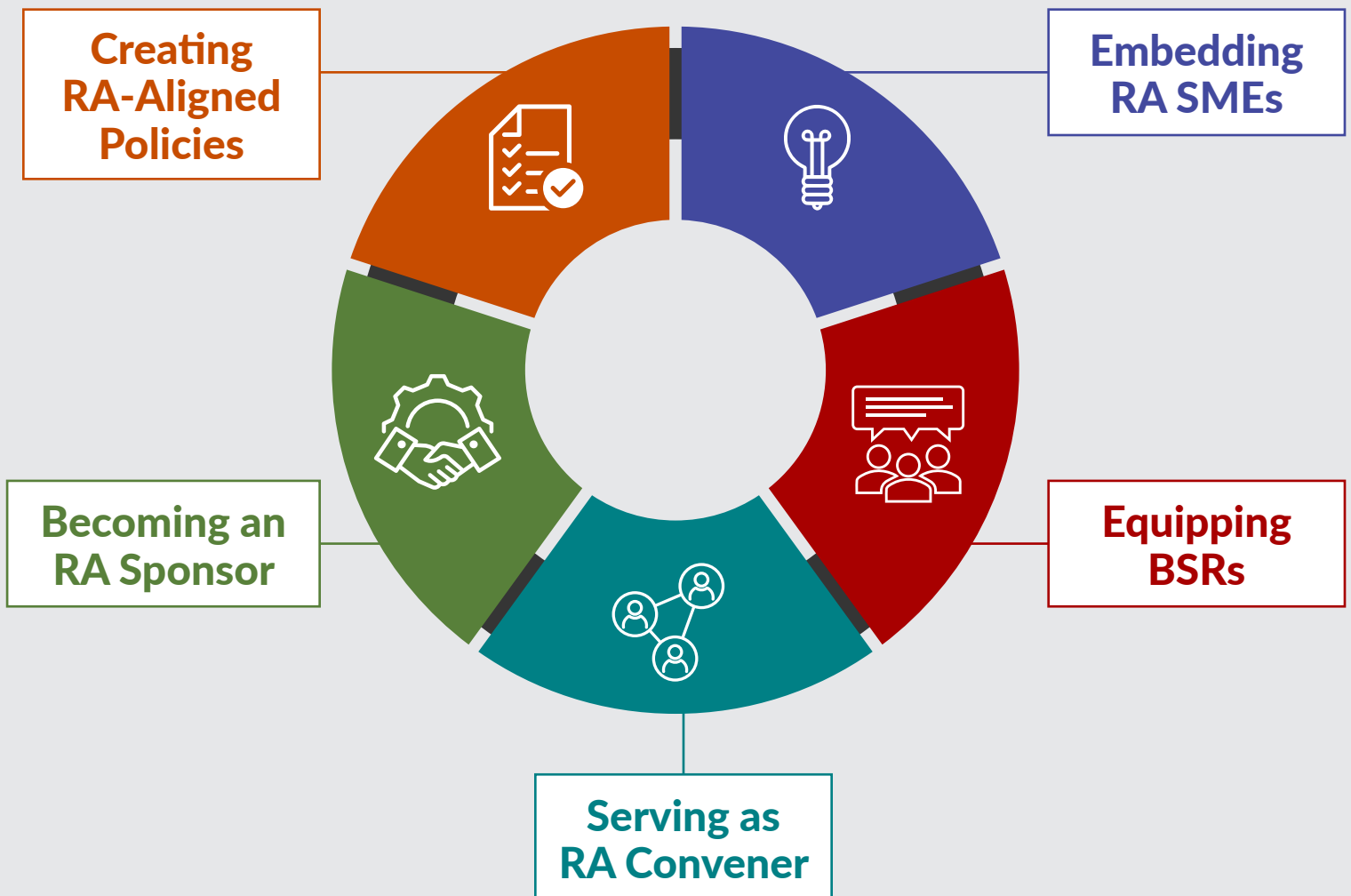


Key Components of Workforce System Alignment with Registered Apprenticeship





CREATING RA-ALIGNED POLICIES

Description: State and Local Workforce Development Boards (LWDBs) have a policy and procedure framework that aligns and supports RA.

INDICATORS | What it looks like

- Registered Apprenticeship (RA) representative on Workforce Development Board (WDB).
- Formal, consistently used process for learning of new RA programs and assisting organization in getting on Eligible Training Provider List (ETPL) if desired.
- Workforce Innovation and Opportunity Act (WIOA) Plans set goals for RA and inclusion of underserved populations.
- Clear WIOA/RA co-enrollment policy directives and training for case managers.
- RA funding allocations.
- Partners are engaged in RA activities.
- State/LWDBs streamline policies and processes to make it easier for businesses to use RA, (i.e., maintaining an inventory of Related Instruction [RI] curriculum).

OUTCOMES | What it can produce

- Worker voice is present at WDB meetings.
- Increased customer choice for training options.
- Increased diversity of apprentices.
- Increased performance measures with co-enrollment.
- Joint goals with partners to increase and enhance RA options.

ACTIONABLE ITEMS | Next steps to consider

- Seek out RA representatives for WDB membership from labor and non-labor sources.
- Review and revise policies to ensure inclusiveness of RA activities internally.
- Establish state/local RA steering committee.
- Meet with local RA Apprenticeship Training Representative (ATR) and Office of Apprenticeship (OA)/ State Apprenticeship Agency (SAA) state director to understand RA program approval process and establish streamlined process to include RA programs on state/local ETPLs.
- Advocate for dedicated funding allocations for RA activities, including dedicated staff in the American Job Centers (AJC).
- Create Memorandum of Understanding (MOUs) with non-traditional partners for targeted population engagement.



EMBEDDING RA SMES

Description: State/LWDBs embed RA expertise in the AJC frontline staff to actively help Business Service Representatives (BSRs) engage local employers in adopting RA and help case managers create a pipeline of job seekers as RA candidates for local sponsors.

INDICATORS | What it looks like

- The State and/or LWDBs hire, designate and train staff as RA navigators/subject matter experts (SMEs), embed within AJCs or serve entire regions.
- Case managers purposefully screen and refer job seekers to RA programs.
- Co-enrollment procedures are used consistently by case managers and across all mandatory partners.
- Apprentices are supported throughout the RA program.
- Mandatory partners work with AJCs to engage “shared” job seekers in RA Programs.
- Outreach to job seekers targets underserved populations and communicates benefits of apprentices.
- Case managers receive regular RA training to effectively engage job seekers and communicate benefits.
- Wagner-Peyser staff share RA information to job seekers and employers with a warm handoff to AJC/BSR staff as warranted.

OUTCOMES | What it can produce

- Increase in RA sponsors, employers joining group sponsored programs.
- An uptick in Individual Training Accounts (ITAs) are used to help offset RA program RI costs, provide supportive services and referrals to other programs for support.
- WIOA/RA co-enrollment numbers increase.
- Increase in WIOA/RA co-enrolled apprentices’ program completion rates.
- Corresponding WIOA performance measures increase.
- Vocational Rehabilitation, Career and Technical Education and Adult Education “shared” customers have increased enrollment in RA programs.
- RA knowledge is available from the moment people engage with the AJC.

ACTIONABLE ITEMS | Next steps to consider

- Ask regional [Apprenticeship Training Representative \(ATR\)](#) to provide RA training to staff on a regular basis or to hold regular meetings with staff on RA.
- Explore federal and state funding opportunities, consider hiring non-WIOA sources to hiring RA SME(s).
- Provide staff with a [listing of all RA programs](#) in the region.
- Provide a desk guide to ensure WIOA/RA co-enrollment via Participant Individual Record Layout (PIRL) Element 931 is entered in the case management system.
- Embed a RA SME with offsite mandatory partners to focus on work with job seekers and employers.



EQUIPPING BSRs

Description: BSRs assist employers with RA as a talent pipeline solution and collaborate with their local RA system counterparts.

INDICATORS | What it looks like

- BSRs regularly work with local apprenticeship system counterparts/ATRs to promote and develop RA programs.
- BSRs guide employers through the RA process, from developing standards for program registration to hiring an apprentice.
- BSRs create strategic outreach plan based on Labor Market Information (LMI) and with RA system counterparts to raise local business awareness about the benefits of RA, including potential WIOA and non-WIOA support including On-the-Job Training (OJT) funds and Individual Training Accounts (ITAs) to defray program costs.
- BSRs interact with intermediaries to assist businesses with RA program development.
- BSRs provide collateral and education to partners for their business engagement efforts.
- BSRs communicate regularly with case managers about apprenticeship openings and help businesses understand how to leverage AJCs for candidate recruitment.
- State/local Rapid Response efforts include RA activities.

OUTCOMES | What it can produce

- Heightened awareness of, and engagement in, RA programs in the business community.
- Partner organization business outreach efforts include RA information which increases engagement.
- ATRs' involvement with BSR work results in faster RA program sponsorship approval.
- Increased knowledge for case managers about open apprenticeship positions.
- Providing RA as one tool for Rapid Response activities decreases unemployment time.

ACTIONABLE ITEMS | Next steps to consider

- Train BSRs on RA, including using intermediaries and working with local ATRs.
- Host roundtables and apprenticeship accelerators for businesses to learn about RA collectively.
- Create/share Apprenticeship.gov materials re: RA benefits for employers.
- Host apprenticeship job fairs to fill open positions.
- Present RA information at employer events (e.g. Chamber of Commerce, Economic Development).
- Use OJT contracts to support businesses' costs of apprenticeship.
- Set up regular communication with ATRs and partner organizations regarding RA programs.
- State encourages and provides guidance on using Rapid Response funds for RA.



SERVING AS RA CONVENER

Description: State/LWDBs consistently gather businesses and other stakeholders to engage in, and serve as, regional hubs for RA/workforce alignment.

INDICATORS | What it looks like

- State/LWDBs coordinate with local ATRs to provide regional RA information sessions to economic development organizations, businesses, and public sector entities.
- Sector strategy initiatives include RA as a strategy for building the talent pipeline.
- LWDBs create and maintain a network (hub) of RA-sponsored programs to accelerate employer participation and provide technical assistance.
- State/LWDBs collaborate on high-demand, industry-specific RA programs including technical assistance and funding.
- Collaborative RA efforts include mandatory partners as part of convening activities.

OUTCOMES | What it can produce

- Increase in local employer awareness of RA and business participation in group RA programs.
- Increase in industry-focused, collaborative, group-sponsored RA programs.
- Repeat engagement of businesses and public sector entities in RA.
- Increase in public sector RA programs.

ACTIONABLE ITEMS | Next steps to consider

- Evaluate LMI to establish high-demand occupational focus for RA.
- Engage local ATRs to develop strategy for implementing turnkey Apprenticeship Accelerators.
- Create process with ATRs to jointly develop RA standards for businesses at the local level.
- Engage public sector entities to develop group RA programs.
- Explore federal and state grant opportunities, philanthropic funding, potential direct state funding to support industry-specific RA initiatives.



BECOMING AN RA SPONSOR

Description: LWDB becomes a group RA sponsor to support multiple high-demand industry workforce needs.

INDICATORS | What it looks like

- LWDB becomes an approved group RA program sponsor for in-demand occupation(s).
- Occupations are regularly added to RA programs based upon LMI.
- Educational system is engaged with LWDB to provide RI as warranted for occupations.
- RA sponsorship is sustainable through braided funding (i.e., WIOA, grants, partner resources).
- LWDB creates clear pathways to build pipeline of WIOA-eligible, underserved populations for participating employers.
- LWDB provides the administrative support, mentor training, and technical assistance to employers joining the RA program.
- LWDB ensures ability to support participating employers/apprentices longer term with WIOA and non-WIOA funding.

OUTCOMES | What it can produce

- Increased number of employers participating in RA programs as a result of Board assuming sponsorship responsibilities.
- Increased apprentice registrations from targeted populations.
- Increased number of LWDBs as RA sponsors.
- Increased number of occupations covered by RA sponsorship to provide stackable credentials.
- Longer-term RA support for apprentices and businesses.
- Increased ability to meet WIOA “Effectiveness in Serving Employers metric.”

ACTIONABLE ITEMS | Next steps to consider

- Engage with local RA ATR to develop program standards.
- Connect with LWDBs who are RA sponsors to understand the process.
- Determine high-demand occupation to begin RA sponsorship through convening and LMI data.
- Invite local businesses/employers to discuss potential interest in, be involved in RA program design to secure participation agreement.
- Identify potential high-quality post-secondary educational partners to provide RI for RA program occupations in design phase.



CREATING RA-ALIGNED POLICIES

- [Demonstrated State Apprenticeship Leadership in 2020 Unified/Combined Plans Part 1, Part 2, and Part 3](#), is a webinar series showcasing four leadership indicators for RA integration into state plans.
- [Apprenticeship and the ETPL](#) includes a short blog post on the flexibilities WIOA provides to RA program sponsors for inclusion on state ETPL and links to other valuable resources.
- [TEGL 08-19, Change 1](#) addresses several misconceptions regarding inclusion of RA programs on ETPL.
- [Resource to Strengthen RA and Workforce Alignment](#) offers dimensions of and strategies to strengthen alignment for apprenticeship expansion teams and workforce system partners.
- [Apprenticeship and WIOA Performance Outcomes](#) offers tools and resources on how RA programs can positively impact WIOA performance outcomes.



EMBEDDING RA SMES

- [Apprenticeship Expertise in American Job Centers](#) is a webinar highlighting various states' efforts to integrate RA expertise into their local workforce practices.
- [Strategies for Building Partnerships](#) explores the benefits of collaboration between Workforce boards, the apprenticeship system, and community colleges for job seekers and employers.
- [Expanding Apprenticeship for Formerly Incarcerated Persons](#) identifies resources for helping justice-involved individuals participate and succeed in RA programs.
- [Example of a Registered Apprenticeship Exit policy](#)
- [WorkforceGPS - Registered Apprenticeship Program - WIOA Reporting Guide](#) is an easy-to-read desk reference guide intended to ensure that WIOA participants engaged in RA programs are receiving the appropriate credit towards achievement of WIOA performance goals.
- [Grantee Staff Onboarding Resources for Registered Apprenticeship](#) offers a comprehensive list of resources to help state apprenticeship expansion grantees train new apprenticeship staff on apprenticeship basics, state apprenticeship grant management, apprenticeship expansion strategy, and industry- and occupation-specific information.



EQUIPPING BSRS

- [The Workforce Resources for Employers Fact Sheet](#) speaks to the services and supports that the public workforce system has to offer employers as they strive to remain competitive in a global workforce.
- [Apprenticeship Business Engagement Tools](#) provides three resources to assist in speaking the language of business, refining business engagement techniques to get better results, and creating and maintaining a successful collaboration with employers.
- [Outreach to Business on Apprenticeship](#) is designed to help develop effective outreach strategies and materials, as well as provide examples of business outreach materials developed by federal and state apprenticeship partners.
- [A Targeted Approach to Apprenticeship: Business Engagement](#) presents a three-pronged approach to business outreach to increase partnerships and expand the use of apprenticeship as a work-based learning strategy.



SERVING AS RA CONVENER

- [**RA Partner Profile Questionnaire**](#) is a customizable tool for boards/AJCs to use to gather information from RA partners to help workforce boards build a network of RA stakeholders to expand RA program opportunities. It is designed to be used with the Workforce Board Guide to Identify RA Partners resource below.
- [**Workforce Board Guide to Identify RA Partners**](#) provides a starting point to help state and local workforce professionals understand the key players in the apprenticeship space, what role(s) those partners typically play, and how to take the lead in creating these partnerships.
- [**Developing or Expanding RA Questionnaire**](#) poses questions to RA stakeholders with the goal of preparing them to work with the U.S. Department of Labor (DOL)'s OA or SAA to develop or expand RA programs.
- [**Customizing Competency Models Through Convening Guide**](#) provides resources, tools, and examples of successful regional partnerships to help with the process of convening partners to customize a competency model.
- [**Updated Convening Guide and Videos for Working with Industry to Implement Competency Models**](#) is an updated version of the Guide above, providing resources, ready-to-use tools, and examples of successful regional partnerships to help in the process of convening partners to customize a competency model.
- [**Leveraging Registered Apprenticeship to Build a Thriving and Inclusive Economy**](#) discusses strategies to scale registered and youth apprenticeship programs which are informed by recommendations from interviews with state apprenticeship leaders.



BECOMING AN RA SPONSOR

- [**Becoming a Workforce Development Board or Educational Entity Registered Apprenticeship Sponsor**](#) is a webinar providing technical assistance and promising practices for becoming a sponsor.
- [**How LWDBs Can Become RA Sponsors**](#) is a video resource with technical tips for becoming an RA Sponsor.
- [**EmployIndy Registered Apprenticeship Sponsor Info**](#)
- [**Florida LWDB RA Sponsors**](#)
- [**Michigan LWDB RA Sponsors**](#)

This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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