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APPRENTICESHIP

RESOURCE GUIDE



Registered apprenticeships are a proven solution for businesses to recruit, train and retain highly skilled workers regardless of size, industry or geographic location.



APPRENTICESHIP RESOURCE GUIDE

Is a Registered Apprenticeship right for your business?

Registered apprenticeships are a proven solution for businesses to recruit, train and retain highly skilled workers regardless of size, industry or geographic location.

Apprenticeships can:

- **Create a Talent Pipeline**

Registered Apprenticeships are an established method of maintaining a pool of skilled talent. A talent pipeline can be created by training apprentices to fill entry-level positions, while upskilling incumbent employees.

- **Increase Productivity**

Registered Apprenticeship programs combine both classroom instruction and on-the-job training. Apprentices are trained in skills and tasks relevant to your company so they are able to perform better and become productive quickly.

- **Increase Retention**

Statistics show that 93% of apprentices are still employed with the company 9 months after completing training.

- **Provide a Positive Return on Investment**

For every dollar spent on Registered Apprenticeship, employers see an average return on investment of \$1.50.

- **Qualify for Federal & State Incentives**

Funding incentives may be available to companies sponsoring apprenticeship programs.



APPRENTICE vs INTERN

A question many businesses ask is

“What is the difference between an Intern and an Apprentice?”

This chart provides a comparison between Interns and Apprentices.

	INTERN	REGISTERED APPRENTICE
Pay	May or may not be paid.	Full-time Paid Employee with wage increases for skill level advances.
Duration	A few weeks to a few months	1-5 years
Training	Job shadowing	On-the-job training combined with structured technical instruction.
Mentorship	May work with many different supervisors	Designated mentor
Certification	None	Receive an industry recognized certificate.
College credit	College credit may be offered as part of the curriculum.	Completion may result in college credits.
Job Opportunities	May stay/return to company upon graduation.	93% of apprentices who complete an apprenticeship are still employed nine months later.



How to Start an Apprenticeship Program

Registered Apprenticeships are customized to the business' requirements. The programs are designed by the employer, meeting the business' specific requirements, equipment, technology, and culture.

To develop a registered apprenticeship program, planning and preparation is essential. There are five key components of apprenticeship required to meet the needs of both the business and the apprentice:

- **Business Involvement:**
Employers are the foundation of every apprenticeship program.
- **Structured On-The-Job Training:**
Apprentices receive training from an experienced mentor.
- **Technical Instruction:**
Online, at the job site, classroom based or a combination.
- **Wage Increases:**
Apprentices receive increases in wages with demonstrated gains in skills and knowledge.
- **Certificate of Apprenticeship Completion:**
Industry-recognized credential certifying apprentices are qualified for the job.



Develop a Training Plan:

Determine the purpose of the apprenticeship program and identify the skills and competencies you want the apprentices to develop. Consider how the program aligns with your organization's strategic objectives and culture.

The program design and model selected will be driven by a variety of factors, including the industry and occupation, the skills needed by apprentices and the employer's work processes. Define the on-the-job training (OJT) components, including specific tasks, projects, and skills to be mastered by apprentices. In collaboration with your training provider, design a structured training curriculum that outlines the learning objectives, duration, and progression of the apprenticeship. Incorporate classroom instruction, workshops, or online learning modules to supplement hands-on training.

Apprenticeships vary between 1 year and 5 years, depending on the industry. While competency-based programs require a minimum of 12 months on the job, certain occupations might have a 2 – 5 years minimum requirement. These ranges are based on industry requirements.

Program Design:

- **Time-Based:** Apprentices complete a required number of hours of on-the-job learning and related technical instruction.
- **Competency Based:** Apprentices progress at their own pace and demonstrate competency through skills and knowledge and spend a minimum of 12 months in an apprenticeship program. (minimum hours requirement, might vary depending on your occupation)
- **Hybrid:** Through this time-based and competency-based model, apprentices have a minimum and maximum range of hours to master the skills.



Common Models

- **PRE-APPRENTICESHIP TO REGISTERED APPRENTICESHIP MODEL:** Pre-apprenticeship programs provide basic skills training, work readiness and other foundational skills to prepare youth or adult workers to succeed in a registered apprenticeship program. Pre-apprenticeship programs have formal partnerships with one or more registered apprenticeship programs in the exact same occupation of training. Participants might enter into a registered apprenticeship program once they have completed the pre-apprenticeship program and have met the basic qualifications for entry into the apprenticeship.
- **TRADITIONAL APPRENTICESHIP MODEL:** Apprentices receive related technical instruction and on-the-job learning concurrently throughout the program.
- **FRONT-LOADED APPRENTICESHIP MODEL:** Apprentices complete some or all of the related instruction before on-the-job learning with the employer or a partner.
- **SEGMENTED APPRENTICESHIP MODEL:** Apprentices alternate between related instruction and on-the-job learning until full competency is reached.

Establish Partnerships

Reach out to your apprentice partners. A successful apprenticeship is a collaboration that can include the employer, the educational institution, industry associations, community organizations, and CareerSource South Florida.

- Collaborate with local educational institutions, vocational schools, or industry associations to support your apprenticeship program by developing the curriculum and delivering the related technical instruction. Credit for courses successfully completed may be available.
- Identify potential mentors or trainers within your organization who can oversee apprentices' on-the-job training and development.
- Explore opportunities for funding to offset program costs with CareerSource South Florida.

You will soon be able to recruit candidates and implement the program. Launching an apprenticeship program requires careful planning, collaboration, and commitment from all stakeholders involved investing in the development of future talent, businesses can create rewarding opportunities for apprentices while addressing their own workforce needs.



How CareerSource South Florida can support Apprenticeship Programs

Apprentices typically receive lower wages initially, providing cost savings compared to hiring fully qualified workers. Employers can also benefit from increased productivity as apprentices gain skills through on-the-job training, potentially lowering training expenses in the long run. Furthermore, registered apprenticeships often qualify for various government incentives and tax credits, contributing to overall cost savings for the employer.

Below is an example of how an employer can use a Registered Apprenticeship Program to save on labor costs. The example shows how the employer can onboard an apprentice at a lower wage (35% of the employer's starting wage for the position) and the way in which CSSF can provide a wage incentive.

EXAMPLE		
Employer Wage	\$30.00/hour	\$62,400.00/year
Apprenticeship Wage Adjustment %	35 %	
Apprenticeship Wage	\$19.50/hour	\$40,560.00/year
Apprenticeship Wage Adjustment Savings	\$10.50/hour	\$21,840.00/year
Apprenticeship OJT Percentage	40%	
Apprenticeship Wage Incentive	\$7.80/hour	\$15,600.00/year
Total Projected Financial Incentive for 1 Apprentice		\$37,440.00/year for one apprentice
Multiple Apprentices		x 4 apprentices
Projected Financial Incentive for 4 Apprentices		\$149,760.00/year for 4 apprentices

APPRENTICESHIP CONTACTS

There are a number of resources available to help you with your apprenticeship program. A few are listed here:

Apprenticeship USA:

<https://www.apprenticeship.gov/>

Apprentice Florida:

<https://apprenticeflorida.com/>

CareerSource South Florida

<https://www.careersourcesfl.com/>

(305) 594-7615

Diana Valdivia

P: 305-929-1619 | F: 305-470-5516

Diana.Valdivia@careersourcesfl.com

Department of Labor:

<https://www.dol.gov/agencies/eta/apprenticeship>

Florida Department of Education:

[https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/
Apprenticeship Contacts \(fldoe.org\)](https://www.fldoe.org/academics/career-adult-edu/apprenticeship-programs/Apprenticeship%20Contacts%20(fldoe.org))

To register new Apprenticeship or Pre-apprenticeship programs contact:

Lorena Vasquez, ATR

Apprenticeship Office, c/o Miami Lakes Educational Center

5780 NW 158th Street, Bldg. 2, Room 204

Miami Lakes, Florida 33014

Telephone: (305) 557-1100 Ext 2220

Phone: 305-762-9451

Email: lorena.vasquez@fldoe.org

APPRENTICESHIP CONTACTS

(Continued)

Miami Dade College Apprenticeship Programs:

<https://www.mdc.edu/apprenticeships/>

Dr. Alexia Q. Rolle, Ed.D

Dean, Career and Technical Education

arolle@mdc.edu

305-237-7208

Christina Johnson

Apprenticeship Services Manager

cjohnso8@mdc.edu

(305) 237-8384

Miami Dade County Public Schools Apprenticeship Programs:

<https://www.adulteducationworks.com/apprenticeship-training/>

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