

APPRENTICE FLORIDA



HOW TO START AN APPRENTICESHIP PROGRAM

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

Through Apprentice Florida, we help businesses find the best solution to build a work-ready, custom-trained team, by utilizing an existing apprenticeship program or creating their own. The best part is establishing a program in Florida can take less than 30 days.

CORE COMPONENTS OF AN APPRENTICESHIP PROGRAM



PAID JOB

Apprentices are paid from day one, allowing them to earn and learn.



WORK-BASED LEARNING

Create a work-based learning model that is either time-based, competency-based or a hybrid approach.



CLASSROOM LEARNING

Choose training that can be delivered in-house or through an educational partner such as a community college, technical school or online training provider.



WAGE PROGRESSION

As knowledge and skills are demonstrated, wages increase in relation to an employer's return on investment.



CREDENTIAL

Apprentices receive a nationally recognized credential after completing their apprenticeship.

MODEL AND PROGRAM DESIGN OPTIONS

Apprenticeship programs can be customized to meet both the needs of the business and the apprentice. 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.



TYPE OF PROGRAM DESIGNS

OPTION 1: TIME-BASED

Apprentices complete a required number of hours of on-the-job learning and related technical instruction.

OPTION 2: 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.

OPTION 3: HYBRID

Through this time-based and competency-based model, apprentices have a minimum and maximum range of hours.

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. Participants begin a registered apprenticeship program once they have completed the pre-apprenticeship program and 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.

GET READY TO LAUNCH

Once your program is established – and registered with the Florida Department of Education, Office of Registered Apprenticeship – you are ready to launch. There are a variety of things to make recruiting go smoothly and promote your new offering to prospective apprentices. The work you do immediately before launch sets you up for success so the program grows over time.



WHEN YOUR PROGRAM IS READY TO GO LIVE, CONSIDER THE FOLLOWING:

PARTNERS

1 Ensure that partners are aware of your timeline and invite them to collaborate with you.

PROMOTION

2 Promote your new program to attract high quality candidates and build credibility in your community.

RECRUITMENT

3 Search for candidates and, once hired, register them with the Florida Department of Education.

SUPPORT

4 Begin instruction and see your apprentices advance, gain knowledge and learn new skills. Financial assistance may be available through the CareerSource Florida network towards on-the-job or classroom training.

TRAINING

5 Begin instruction and see your apprentices advance, gain knowledge and learn new skills.

PROGRESS

6 You have the flexibility to adapt your program to fit the needs of your business and its goals.

GROWTH

7 Build on the value you've established with your apprenticeship program and recruit more apprentices if needed.