

APPRENTICE FLORIDA

BUSINESS TOOLKIT



FLORIDA DEPARTMENT OF
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COMMERCE



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“ WE HEARD ABOUT THIS
APPRENTICESHIP PROGRAM
AND IT WAS A **NATURAL FIT**
FOR US. I DON'T FEEL LIKE
THERE'S A SINGLE POSITION
WITHIN **ANY COMPANY**
THAT YOU CAN'T CREATE AN
APPRENTICESHIP FOR. ”

- Zack Dunlap
INSPIRED TECHNOLOGIES

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APPRENTICE FLORIDA ASSETS

There are Apprentice Florida materials available to share with employers interested in setting up an apprenticeship program at their business.

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AN APPRENTICESHIP PROGRAM**

Use this checklist to share the five steps to building a registered apprenticeship.

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SETTING UP YOUR APPRENTICESHIP TRAINING MODEL

Share this guide to apprenticeship training models to help businesses design theirs.

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GET READY TO LAUNCH!

This roadmap outlines the launch path, once a program is ready to get off the ground.

APPRENTICE **FLORIDA**

REGISTERED APPRENTICESHIPS ARE AVAILABLE STATEWIDE, ACROSS INDUSTRIES

Apprentice Florida is an outreach campaign developed on behalf of the partnership that includes CareerSource Florida, the Department of Education and FloridaCommerce. Established under the State Apprenticeship Expansion Grant awarded by the U.S. Department of Labor to Florida in 2016, the partnership seeks to expand registered apprenticeships to create a fortified talent pipeline in targeted sectors, driving economic development across the Sunshine State.

This toolkit includes resources that can be shared with Florida businesses to help them establish their own custom apprenticeship program, choose a training model and earn national accreditation. When an employer signs up for the Apprentice Florida outreach campaign, they will receive these assets via an email nurture sequence. As our partners and local workforce development boards spread the word about the benefits of registered apprenticeships, we also encourage these assets to be shared with any local business leads they may generate on their own.



FIVE KEY STEPS TO ESTABLISH AN APPRENTICESHIP PROGRAM

Before you adopt registered apprenticeships as a way to train and retain employees, you should know what's involved in establishing this program. Please see below a list of everything you need to get started!

- ✓ **START BUILDING YOUR PROGRAM GOALS**
- ✓ **SET UP TRAINING**
- ✓ **RELATED TECHNICAL INSTRUCTION**
- ✓ **ENSURE REWARDS**
- ✓ **RECEIVE NATIONALLY RECOGNIZED CREDENTIALS**

BEFORE YOU BEGIN: FIND PARTNERS

Collaborating with education and workforce organizations is a great way to get help with the overall operation of an apprenticeship. Every registered apprenticeship has one of these 'sponsors' that can help you identify the resources needed, as well as design and manage the program. **The first step is to build it.**



1. START BUILDING YOUR PROGRAM GOALS

Think about what your business will need out of this program to be successful – that is how you will want to structure your apprenticeship program. Set the goals and identify the skills that will help you succeed and seek out existing registered apprenticeship programs in your industry to get started.



2. SET UP TRAINING

Training is at the core of apprenticeship. Set up your on-the-job training by choosing experienced mentors and deciding what new skills your apprentices will have upon completing 2,000 hours of job training or at least one year of employment for competency-based programs.



3. RELATED TECHNICAL INSTRUCTION

You do not have to teach apprentices new skills on your own. Instruction at a community college or technical school is a great alternative to satisfy your apprentices' need for knowledge. The recommended length of Related Technical Instruction each year is either 144 hours for clock-hour courses or three credits for credit-hour courses.



4. ENSURE REWARDS

Decide what your starting and ending wages will be. This is a paying job, so apprentices should be paid at least minimum wage to start and then awarded wage increases as they reach major benchmarks in the program.



5. RECEIVE NATIONALLY RECOGNIZED CREDENTIALS

Every graduate of a registered apprenticeship program receives a nationally recognized, nationally portable credential (Certificate of Apprenticeship Completion) issued by the FDOE signifying to employers that the apprentice is fully qualified for the job.

WHY REGISTER YOUR APPRENTICESHIP?

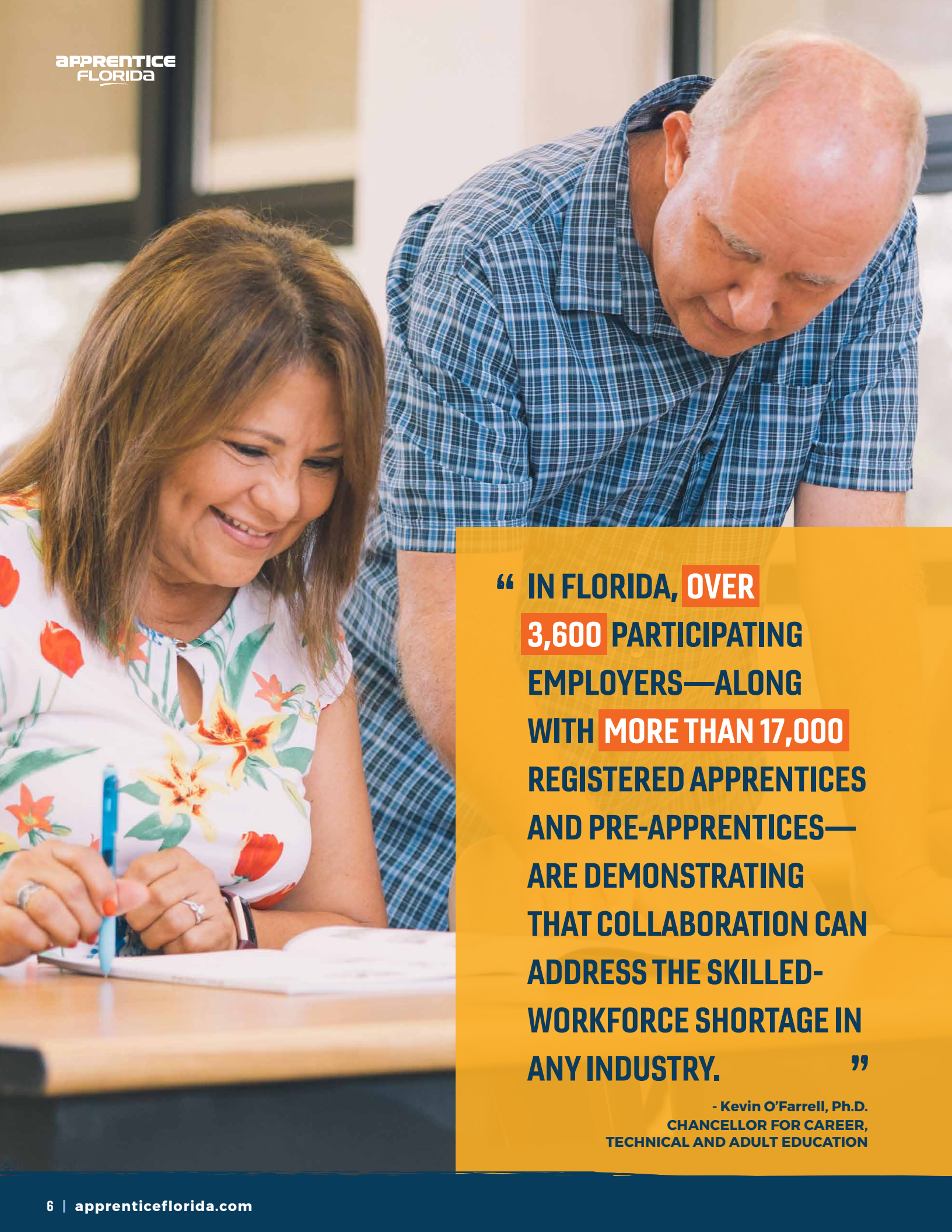
The fundamental approach of registered apprenticeship can help your business structure an effective program, resulting in skilled workers who are recruited, trained and retained for the specific needs of the organization.

Businesses can also engage with high school and state college students to get them into the workforce pipeline through pre-apprenticeships. Many successful pre-apprenticeship programs are housed at high schools, state colleges, and technical colleges because they offer hands-on learning opportunities for students.

How you structure your program is entirely up to you. Apprentice Florida can help you find partners and get started. There has never been a better time to explore how a registered apprenticeship program can help you develop the workforce your business needs.



Email us at info@apprenticeflorida.com for assistance in setting up an apprenticeship program at your business.



“ IN FLORIDA, OVER
3,600 PARTICIPATING
EMPLOYERS—ALONG
WITH MORE THAN 17,000
REGISTERED APPRENTICES
AND PRE-APPRENTICES—
ARE DEMONSTRATING
THAT COLLABORATION CAN
ADDRESS THE SKILLED-
WORKFORCE SHORTAGE IN
ANY INDUSTRY. ”

- Kevin O'Farrell, Ph.D.
CHANCELLOR FOR CAREER,
TECHNICAL AND ADULT EDUCATION

SETTING UP YOUR APPRENTICESHIP TRAINING MODEL

As you set up training for your apprenticeship program, you will need to decide how to model it.

The apprenticeship training approach describes how an apprentice will move through your apprenticeship program and reach benchmarks as they progress. There are a few standard models for measuring progress, and which model your business will follow is entirely up to you. No matter which model you choose, it is important to remember that it can be completely customized for your business needs. For example, if you choose to establish a time-based program, you may decide hours need to be completed within a certain number of months, or that apprentices must also attend a certain number of classes through a local trade association.

There are three options for customizing your very own apprenticeship program.

TIME-BASED, COMPETENCY-BASED AND HYBRID PROGRAM DESIGN

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 APPROACH

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

DECIDE WHICH TRAINING MODEL TO FOLLOW



PRE-APPRENTICESHIP MODEL

- Pre-apprenticeship may afford apprentices credit for prior experience or training.
- Most often happens in high school and post-secondary educational institutions.
- Students are on career paths, making an easy transition to full-time work.



TRADITIONAL APPRENTICESHIP MODEL

- Includes both on-the-job training and related instruction.
- These happen during the same period of time for immersion in desired knowledge.
- Related instruction can happen at school, online or on the job site.



FRONT-LOADED APPRENTICESHIP MODEL

- Some related instruction completed before an apprentice ever steps on to the job site.
- Apprentices have some training and come prepared with critical skills on day one.
- Starting wages should reflect skills and increase as apprentices learn more.



SEGMENTED APPRENTICESHIP MODEL

- Segments on-the-job training and related instruction at different times.
- Apprentices alternate between learning on the job and in classes.
- Good for businesses that can only provide training certain times of year.

ESTABLISH YOUR OWN MODEL OF BUSINESS SUCCESS

The training components in your apprenticeship program can be built out in different ways. Each of these models can be combined to create a completely custom program designed to produce the skills needed most at your organization. These are some of the leading guidelines that can serve as the basis for your program. Apprenticeships are designed by the employer to train apprentices on the protocols, regulations, business practices and equipment that you use on the job every day.



Apprentice Florida can help you adapt an approach that will work best for your business and your apprentices. Email info@apprenticeflorida.com to get started.

“ APPRENTICESHIPS HAVE PROVIDED COUNTLESS STUDENTS WITH THE INVALUABLE OPPORTUNITY TO EARN A LIVING WHILE MASTERING SKILLS THAT WILL HELP THEM GROW THEIR INCOME AND CONTRIBUTE TO HIGH-DEMAND CAREER FIELDS. ”

**- Richard Corcoran
FLORIDA DEPARTMENT OF EDUCATION**



GET READY TO LAUNCH!

Once your program is established - and ideally registered with a nationally recognized credential - you are ready to launch. There are a variety of things you can do to make recruiting go smoothly and promote your new offering to prospective apprentices. The work you do immediately before launch will set you up for success so you can sustain your program over time.

When your program is ready to launch, consider the following.



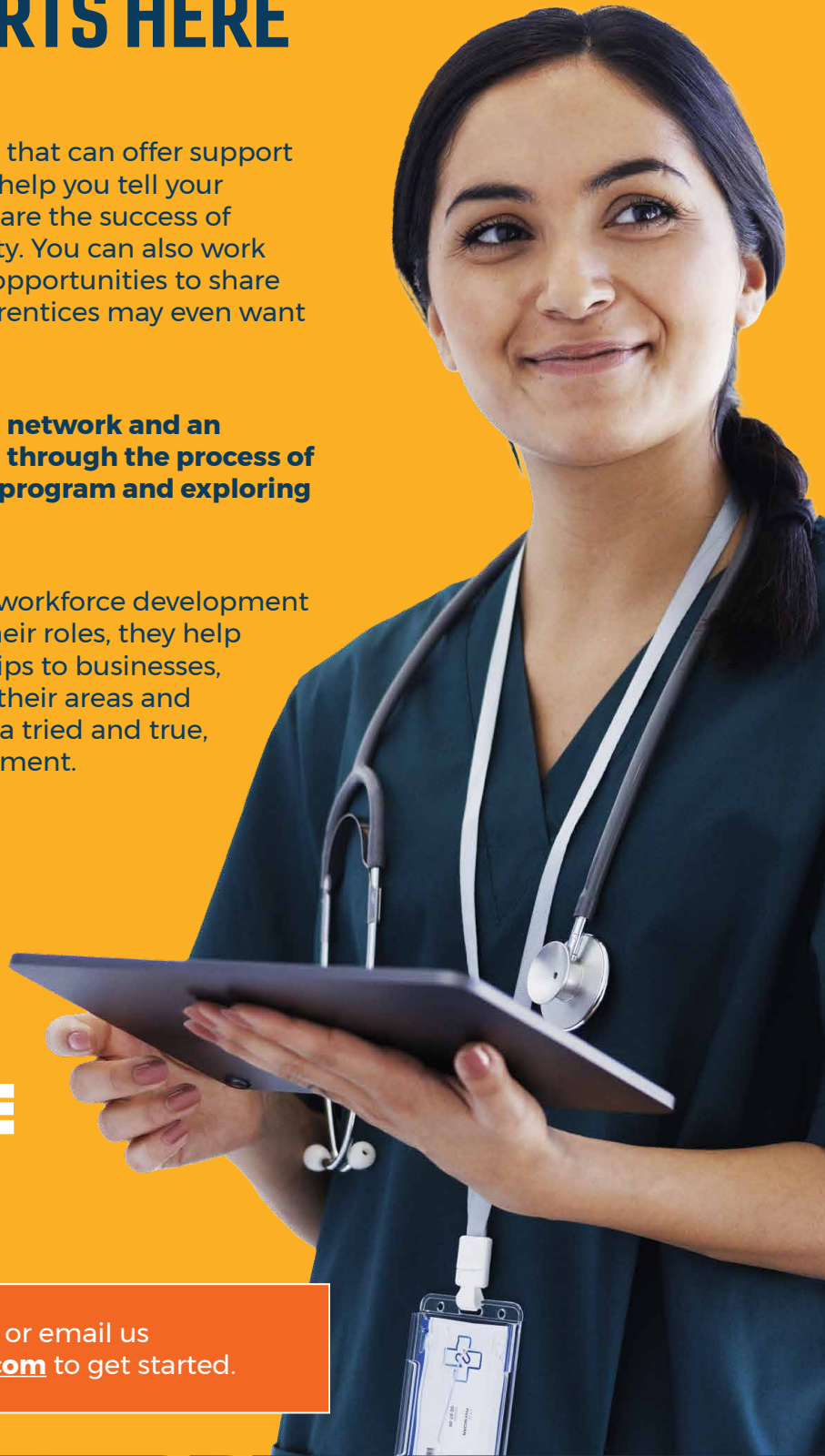


THE STORY OF YOUR APPRENTICESHIP PROGRAM STARTS HERE

There are so many partner organizations that can offer support for your business along this journey and help you tell your story. Local news outlets can help you share the success of your business' program in the community. You can also work with local trade associations to identify opportunities to share knowledge and best practices. Your apprentices may even want to speak and share their stories.

Working with the CareerSource Florida network and an Apprenticeship Navigator can help you through the process of launching a successful apprenticeship program and exploring opportunities to share your success.

Apprenticeship Navigators are the local workforce development board's experts on apprenticeships. In their roles, they help communicate the value of apprenticeships to businesses, education providers and associations in their areas and share the benefits of apprenticeships as a tried and true, earn-and-learn model for talent development.



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Visit [apprenticeflorida.com](https://www.apprenticeflorida.com) or email us at info@apprenticeflorida.com to get started.

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