

APPRENTICE FLORIDA

EDUCATION TOOLKIT



FLORIDA DEPARTMENT OF
EDUCATION
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COMMERCE



CareerSource
FLORIDA

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APPRENTICE FLORIDA

EDUCATION-FIRST SOLUTION TO TRAIN SKILLED WORKERS

Apprentice Florida is a partnership between the Florida Department of Education, FloridaCommerce and CareerSource Florida. We encourage and assist businesses in establishing apprenticeships, and we educate individuals about pursuing careers through apprenticeships.

Registered apprenticeships boast benefits for both businesses and job seekers. As businesses look to build adaptability and Floridians seek a clear career pathway in an in-demand industry, apprenticeship training models can be the answer. By leveraging the collective expertise of employers, education providers and the workforce system, we can continue to build Florida's prosperous economy.



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FAST FACTS



Unlike traditional postsecondary education programs, apprenticeships are designed by and for the employer with a specialized focus on the unique needs of a specific job.



There are currently more than 1,200 occupations – including healthcare, information technology, transportation and energy – in which registered apprenticeships are utilized.

FOR BUSINESSES:

Preparing your business for tomorrow means finding the skilled team you need today. Registered apprenticeships provide the opportunity to custom train a ready workforce to better prepare for future needs and growth. Apprentices earn while they learn, gaining skills that enhance your bottom line.



Once established, apprenticeship programs reduce turnover rates, increase productivity, lower the cost of recruitment and increase safety in the workplace or job site.



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



97% of participating employers recommend registered apprenticeship as a training model.

FOR POTENTIAL APPRENTICES:

Whether you are a recent high school graduate or are looking to switch careers, a registered apprenticeship program may be just what you need. You'll earn a wage that increases with your experience and work for an employer who is committed to your success, all while incurring no college or training debt.



The average starting wage for an apprentice is \$23.86 per hour.



93% of apprentices who complete an apprenticeship are still employed nine months later.



On average, registered apprentices earn nearly 2.5 times their counterparts within nine years and about \$300,000 more over the course of their career.

MODEL AND PROGRAM DESIGN OPTIONS

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

PREAPPRENTICESHIP TO REGISTERED APPRENTICESHIP MODEL

Preapprenticeship programs provide basic skills training, work readiness and other foundational skills to prepare youth or adult workers to succeed in a registered apprenticeship program. Preapprenticeship programs have formal partnerships with one or more registered apprenticeship programs. Participants begin a registered apprenticeship program once they have completed the preapprenticeship 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.

CURRENT FUNDING SOURCE MODELS



EMPLOYER-LED

Employer invests in their talent pipeline and pays upfront for training, while supplemental funds help offset some of the company's costs (such as funds received through the local workforce development board).



WIOA

Partner with local workforce development board to use WIOA dollars to offset costs associated with both on-the-job training and related technical instruction (apprentices must be a WIOA eligible participant and the apprenticeship must be in a targeted industry and identified on the local eligible training provider list).



GRANTS

Utilize state **Pathways to Career Opportunities** grants to support apprenticeship start-up costs and expansion efforts.

Use federal funds such as Perkins or other supplemental federal funding to sustain the program.



OTHER

Use Career and Professional Education (CAPE) Funding.

MYTHS VS. FACTS

MYTH: The outcome of a registered apprenticeship can be achieved by using another training model.

FACT: While it's true there are other training models that can prove effective for both colleges and students, registered apprenticeships are unique in that the employer is at the center of the model. The registered apprenticeship model ensures the apprentice receives a wage that will increase with experience and that businesses have an employee who is committed to them for a designated period of time and can be custom trained for the businesses' unique needs.

MYTH: Unless I have an employer paying for all the education and training costs associated with a registered apprenticeship, it's too expensive for my college.

FACT: Many colleges use unique funding models to build and sustain their registered apprenticeship programs. More detail about some of these options can be found on page 5.

MYTH: Apprentices cannot enroll in college credit courses to satisfy their Related Technical Instruction.

FACT: Depending on the occupation an apprentice is training for, it may be appropriate to enroll a student in a college credit course. Likewise, a clock hour course may also be appropriate depending on the occupation.

MYTH: Colleges cannot sponsor registered apprenticeship programs unless the institution is also providing the Related Technical Instruction.

FACT: Colleges may serve as a registered apprenticeship sponsor irrespective of whether or not it is providing Related Technical Instruction on behalf of its participating employers.

MYTH: Colleges are prohibited from using their Perkins allocations to support registered apprenticeship.

FACT: Florida's Perkins V State Plan gives colleges the local discretion to use Perkins funds to support local apprenticeship programs that meet the state standard for size, scope and quality.

MYTH: Interested apprentices must wait until they are eligible for a Registered Apprenticeship Program (RAP) to begin an apprentice style work-based learning program.

FACT: Interested apprentices may be eligible to begin work-based learning through a preapprenticeship. Preapprenticeship programs are sponsored by Registered Apprenticeship Programs (RAPs) for the occupations associated with the company sponsor's industry. These programs are designed to prepare pre-apprentices for successful entry into an apprenticeship program, and may include academic instruction, related career exploration and the job training.

WAYS TO BUILD SUPPORT INTERNALLY

College-connected apprenticeship programs provide an innovative approach to workforce development and education. Through apprenticeships, education institutions*:



Deliver academic instruction driven by industry standards as a training provider.



Serve as connectors to the local business community while remaining committed to providing students with quality education, experiential learning and skills that meet employer needs.



Operate a registered apprenticeship program as a sponsor.

**Source: [U.S. Department of Labor](#)*

There are several ways to get buy-in and continued support from your colleagues for a registered apprenticeship program.

ESTABLISH PROGRAM ADVOCATES.

Connect with other faculty and staff to communicate the value of apprenticeship.

LEAD WITH THE VALUE PROPOSITION.

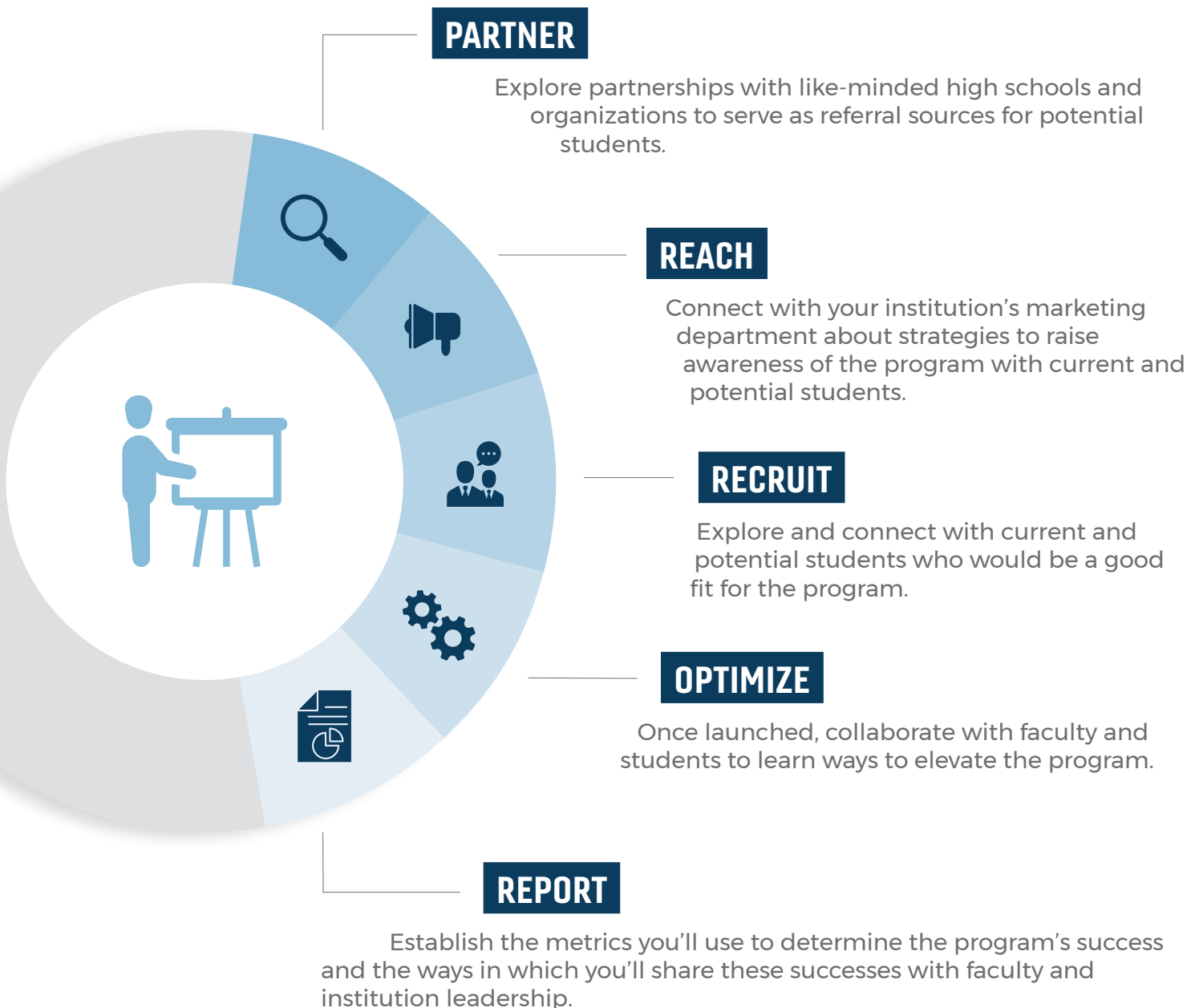
Apprenticeship programs elevate and innovate education – along with growing Florida's workforce. Our apprenticeship fast facts on page 3 can help.

Connect with the Florida Department of Education Registered Apprenticeship Department to learn more about how your institution can develop or expand a registered apprenticeship program:

Kathryn Wheeler,
Director of Apprenticeship
kathryn.wheeler@fldoe.org, (850) 245-9038

GET READY WITH STUDENTS

Once your program is established – and registered with the Florida Department of Education, Office of Registered Apprenticeship – you are ready to launch the program with students. Plan now to make recruiting and running the program go smoothly. The work you do immediately before launch sets you up for success so the program is sustainable and grows over time.



FOSTER CONNECTIONS WITH KEY PARTNERS

Local and statewide partners can serve as advocates to help elevate the program to a broader scale.

To get the ideas flowing, a few thought starters to consider:

1. **Start or build on existing relationships with the chambers of commerce, economic development organizations, industry associations and human resources groups.**

2. **Review partnership opportunities - many organizations have youth-focused and business-related initiatives that allow you to network with like-minded leaders.**

3. **Consider opportunities to incorporate these leaders within the program curriculum.**

4. **Explore how this program can support partner efforts as well.**



SAMPLE SOCIAL MEDIA COPY

Social media is a powerful tool to help spread the word about Apprentice Florida. Sharing Apprentice Florida content across your personal and education institution social media raises awareness of apprenticeship programs for employers and job seekers around Florida.

LINKEDIN:

With wages that increase with experience, classroom learning and on-the-job training, apprenticeships give students a jump start on their careers.

Learn more from Apprentice Florida:

bit.ly/Apprentice-Florida.

[#ApprenticeFlorida](#) [#Apprenticeships](#)
[#WorkforceDevelopment](#)

Experience is the best teacher. That's why apprenticeships provide students with mentors as they begin careers.

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Apprenticeships give students the opportunity to learn from professionals, receive industry-recognized credentials and earn wages as they grow with experience.

Learn more from Apprentice Florida:

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We're helping students find a path that leads to higher retention rates and competitive wages with apprenticeships.

Learn more from Apprentice Florida:

bit.ly/Apprentice-Florida.

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[#WorkforceDevelopment](#)

FACEBOOK:

With wages that increase with experience, classroom learning and on-the-job training, apprenticeships give students a jump start on their careers.

Learn more from Apprentice Florida:

bit.ly/Apprentice-Florida.

Experience is the best teacher. That's why apprenticeships provide students with mentors as they begin careers.

Learn more from Apprentice Florida:

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Apprenticeships give students the opportunity to learn from professionals, receive industry-recognized credentials and earn wages as they grow with experience.

Learn more from Apprentice Florida:

bit.ly/Apprentice-Florida.

We're helping students find a path that leads to higher retention rates and competitive wages with apprenticeships.

Learn more from Apprentice Florida:

bit.ly/Apprentice-Florida.

INSTAGRAM:

With competitive wages, classroom learning and on-the-job experience, apprenticeships help build careers.

Learn more from Apprentice Florida at the link in bio.

“By the time that you graduate the apprenticeship program, you’re already set. They offer you a job and you already have that experience.” – Liseth, a Florida apprentice.

Learn more from Apprentice Florida at the link in bio.

“It’s like what it feels like to be on a construction site already. You understand that you come here to work and you want a job after high school.” – Douglas, preapprenticeship student.

Learn more from Apprentice Florida at the link in bio.

NOTE:

Please update the Instagram link in bio to drive to [apprenticeflorida.com](https://www.apprenticeflorida.com) before posting Instagram content.

TWITTER:

Develop a workforce with applicable skills and knowledge with a registered apprenticeship program.

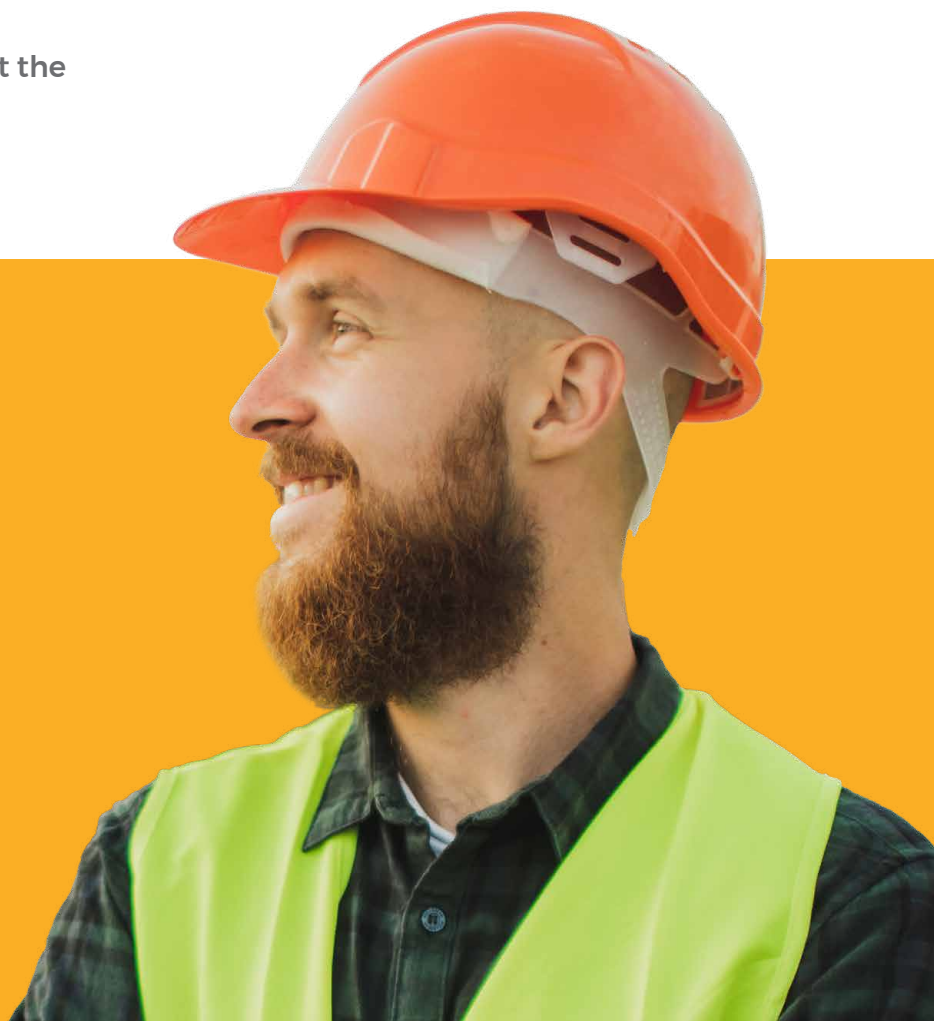
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With an apprenticeship, students apply what they learn and earn wages that increase with experience.

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Apprentice Florida helps students take the next steps in education through on-the-job training and fast-tracked success.

See how from Apprentice Florida:
bit.ly/Apprentice-Florida.



SAMPLE FOLLOW-UP EMAIL

Your voice has influence. Starting a conversation about registered apprenticeships is one way to launch and sustain Apprentice Florida with your personal and professional network. To help reach your contacts, we have prepped sample email copy and assets. Feel free to customize and update as needed.

EMAIL HEADER:

SUBJECT LINES:

See How: Students Earn While They Learn

Earn While You Learn

Earn a Nationally Recognized Credential

OPTION 1:

Hi _____,

DYK: You can receive college credit during an apprenticeship? Through a registered apprenticeship with Apprentice Florida, you can earn wages that increase with your experience with no college or training debt.

Benefits:

- The average starting wage for a registered apprentice is \$23.86 per hour.
- 93% of apprentices who complete a registered apprenticeship program are still employed 9 months later with the same employer.
- On average, a registered apprentice earns nearly 2.5 times their nonapprentice counterparts within 9 years and about \$300,000 more over the course of their career.
- Registered apprentices earn a competitive wage that is scalable - the more you learn, the more you earn.
- A registered apprenticeship program allows individuals to train for well-paying careers.

See here if an apprenticeship program is right for you and get in touch to [learn more](#).

Thanks,

OPTION 2:

Hi _____,

Recent high school graduate or looking to switch careers? Earn wages while learning through a registered apprenticeship with Apprentice Florida with no college or training debt.

Benefits:

- The average starting wage for a registered apprentice is \$23.86 per hour.
- 93% of apprentices who complete a registered apprenticeship program are still employed 9 months later with the same employer.
- On average, a registered apprentice earns nearly 2.5 times their nonapprentice counterparts within 9 years and about \$300,000 more over the course of their career.
- Registered apprentices earn a competitive wage that is scalable - the more you learn, the more you earn.
- A registered apprenticeship program allows individuals to train for well-paying careers.

See here if an apprenticeship program is right for you and get in touch to [learn more](#).

Thanks,



FREQUENTLY ASKED QUESTIONS

What is the purpose of the registered apprenticeship program?

The purpose of a registered apprenticeship program is to enable employers to develop and apply industry standards to training programs for registered apprentices that can increase productivity and improve the quality of the workforce.

By providing on-the-job training, related classroom instruction and guaranteed wage structures, employers who sponsor apprentices provide incentives to attract and retain highly qualified employees and improve productivity.

How does the registered apprenticeship program work?

Employers can participate within an existing group program or they can work with an Apprenticeship Training Representative (ATR) to develop a new program and sponsor it themselves.

Sponsors can elect to provide classroom instruction privately or enter into agreements with state-funded community colleges or school districts. Apprentices enrolled at public institutions are exempt from paying registration, matriculation and lab fees. Unlike other workforce education programs offered at public institutions, sponsors select apprentices to participate in programs based on selection criteria that are defined in the program standards.

How long is a typical apprenticeship program?

The length of a registered apprenticeship program varies from 1 to 5 years depending on occupation training requirements.

What industries have an apprenticeship program?

In Florida, the majority of apprentices train in traditional construction programs such as electricity, plumbing, pipefitting, heating and air conditioning installation and repair. However, registered apprenticeship is diversifying and many programs provide training for careers in manufacturing, information technology and health care and other “nontraditional” fields.

Why would an employer choose to become a registered apprenticeship sponsor?

By sponsoring a registered apprenticeship program, employers can build employee loyalty, reduce the cost of training, attract more applicants and improve productivity. Registered apprenticeship programs can attract more highly qualified applicants because they typically offer competitive entry-level wages for trainees and guarantee employment for a specific period of time.

Additionally, apprenticeship programs provide incentives that reduce absenteeism and turnover because apprentices are guaranteed increased wages as they progress through the program. The apprenticeship training program establishes a framework that can be utilized by employers for training.

How does an employer become a registered apprenticeship program sponsor?

Florida employers interested in sponsoring a registered apprenticeship program should contact the Office of Registered Apprenticeship at the Florida Department of Education. The office provides information about new and existing programs throughout Florida. Employers can become a sponsor in an existing program or can work with apprenticeship training representatives to develop a new program. Sponsors of new programs define their own training standards with the assistance of experienced ATRs who monitor and coordinate the development and implementation of registered programs.

How does someone become a registered apprentice?

Potential candidates must apply for registered apprentice positions. Admission requirements and eligibility requirements vary by program because program sponsors define the requirements according to their specific training needs.

Those wishing to participate in registered apprenticeship programs should ask their current employer about apprenticeship opportunities. They can also contact the Apprenticeship Section, inquire at regional CareerSource Centers and investigate what is offered through local community colleges or technical centers.

How many registered apprenticeship programs are in Florida?

In Florida, there are 289 registered apprenticeship programs and 77 registered preapprenticeship programs.

Who oversees the approval of registered apprenticeship programs?

The Florida Department of Education, Division of Career, Technical and Adult Education, Office of Registered Apprenticeship are authorized to implement and oversee apprenticeship programs for state and local purposes.

CASE STUDY

Apprenticeship is a win-win for both businesses and apprentices. Read on to learn about how one company partnered with their local state college and local workforce development board to develop a successful apprenticeship program that is paying dividends.

Business Name:

Piper Aircraft, Inc.

Industry:

Aircraft Manufacturing

Type of Program:

Hybrid – both competency based and skills based

Funding Source:

CareerSource Research Coast

Key Community Partners:

Indian River State College and CareerSource Research Coast

Length of Time:

24 months

Success:

The program boasts a 100% interim credential attainment rate for the Certified Production Technician (CPT).

“ APPRENTICESHIP GIVES YOU ACCESS TO THE EXPERIENCE AND KNOWLEDGE OF THOSE WHO HAVE GONE BEFORE YOU. YOU LEARN AMAZING SKILLS, BECOME PART OF A TEAM, AND LEARN MORE THAN YOU COULD POSSIBLY IMAGINE. ”

**- Aaron Dixon,
APPRENTICE, PIPER AIRCRAFT, INC.**



**“ EDUCATIONAL INSTITUTIONS SHOULD KNOW THAT
APPRENTICESHIPS **CREATE OPPORTUNITIES FOR SUCCESS,**
NOT ONLY FOR THE INDIVIDUAL BUT FOR THE EMPLOYER,
AND THAT **EVERYONE WINS.** ”**

- Kim Moore
TALLAHASSEE COMMUNITY COLLEGE





GET IN TOUCH

Email us at info@apprenticeflorida.com for help with establishing an apprenticeship program at your education institution.

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