

Basic Provisions

Following is a guide to the provisions that should be part of any apprenticeship program:

Occupations:

Determine what occupations or types of jobs will be covered by the program. Contact your apprenticeship consultant for more information.

Work processes:

List the major on-the-job training processes for each occupation separately. Traditional occupations have core recommended work processes. Competency checklists and/or task lists can be developed to enhance the on-the-job learning portion of your training program. Contact your apprenticeship consultant for more information.

Allocation of Work Training Time:

Determine the number of hours for each work process. This is the time an apprentice is expected to work on the process to become proficient. You may also have a “competency-based” program that allows apprentices to complete the training when they are proficient in all the requirements of the occupation. Many companies use a hybrid approach that includes a blend of both time-based and competency-based programs, giving the apprentice and employer more flexibility to complete the training.

Term of Apprenticeship:

In most traditionally apprenticeable occupations, the term of apprenticeship has been established. The term of apprenticeship ranges from 2,000 hours (one year) to 10,000 hours (five years), depending on the occupation. There are more than 1,000 nationally approved apprenticeable occupations. A list of these occupations can be found at:

http://www.nclabor.com/appren/trades/apprenticeable_occupations_900.pdf

New occupations continue to be developed as technology changes to meet industry demands.

Apprentice Qualifications:

What qualifications will applicants need to enter your program? These should be clear, objective and consistent with company policy.

Related Classroom Instruction:

Each apprentice must attend related instruction—a minimum 144 hours for every 2,000 hours of on-the-job learning. The related instruction is developed to meet the requirements of the skills required in the occupation.

Number of Apprentices:

The number of apprentices to be trained is usually determined by a ratio of apprentices to skilled workers.

Apprentice Wages:

There must be a progressive schedule for wage increases during the term of the apprenticeship. The wage scale is determined by the company. Your apprenticeship consultant can assist you.

Supervision of Apprentices:

Apprentices are customarily under the immediate supervision of an assigned skilled employee/mentor.

Apprentice Agreement:

A fundamental part of the state's apprenticeship program is the agreement between the employer and apprentice. This agreement must be approved by the Apprenticeship and Training Bureau.

Hire an Apprentice:

When you are ready to start training a new apprentice, remember to look to promote from within. This will assist in building loyalty at your company and will provide you with an opportunity to "grow your own" skilled workers.

Monitor Your Apprentices' Progress:

Systematically track your apprentices' on-the-job training hours and make sure they are developing the skills they need to meet the trade-specific work processes and training standards.