

**PRE-APPRENTICESHIP STANDARDS – APPENDIX A**

**PROGRAM DESCRIPTION**

This attachment is part of the approved pre-apprenticeship standards and should adequately address how the proposed program will connect and align with a Registered Apprenticeship program and the potential career pathways available to participants.

**A. PROGRAM OVERVIEW**

**Pre-Apprenticeship Program Name**

**Pre-Apprenticeship Program Sponsor**

**Pre-RA Sponsor FEIN**

**Program Website/Page** *(if applicable)*

**Program Location**

**Organization Type**

**Occupation(s)**

**Program Sector**

*If 'Other' or multiple, specify sector(s)*

**Occupation Addition?**

**Total Program Hours**

**Registered Apprenticeship Program**

**Sponsor Partner(s)**

**RAPIDS Program Sponsor**

**Partner Number(s)**

**Available to high school students?**

**Is there an application process?**

**Are pre-apprentices paid?**

**B. PROGRAM DESCRIPTION**

**1. Provide an overall description of your program (i.e. what is being taught, program duration, the workforce needs the program is addressing, the perceived community and/or economic impact of this program, etc.).**

**2. What are the social goals of the pre-apprenticeship program? How will it affect your community (i.e. increase supply of skilled labor for a specific sector, etc.)?**

**3. What are the desired outcomes for pre-apprentices (i.e. entry into a registered apprenticeship program, full time employment, post-secondary education, etc.)?**

**4. What industry-recognized credentials are earned during the course of the program?**

**5. What support services are offered and how are they made available to participants (e.g. assistance with transportation, child care and dependent care, housing, needs-related payments, linkages to community services, etc.)?**

**6. How much does your program cost?**

**7. Are there tuition expenses to the pre-apprentice? What way is your organization working to mitigate all costs for the pre-apprentices (i.e. tuition, materials, supplies)?**

#### **C. EMPLOYMENT OUTCOMES**

**8. Discuss what employment outcomes may look like outside of a connection to a registered apprenticeship program? In what ways are the skills being taught transferable to other employment opportunities? What additional employer relationships do you have outside of registered apprenticeship?**

**9. Discuss how the pre-apprenticeship program will connect successful pre-apprentices to registered apprenticeship program employer(s). Discuss the potential pathways toward employment from pre-apprentice to apprentice (i.e. guaranteed interview, opportunities for internships and co-ops with employers, etc.).**

**10. Describe any career counseling that takes place during or at the end of the program (e.g. Individual assessments of skill levels, provision of relevant workforce and labor market information, development of an individual employment plan, job search and placement assistance, etc.).**

**11. How do you ensure follow through on the pre-apprentices' employment/career goals after they complete their pre-apprenticeship program?**

**D. CURRICULUM AND HANDS-ON LEARNING**

**12. Discuss how the pre-apprenticeship program’s classroom curriculum and hands-on learning will align with the RTI curriculum of the registered apprenticeship program(s) and the needs of the involved employers. Please attach a brief outline of the pre-apprenticeship curriculum and hands-on learning as Appendix C that includes specific details on training topics and hours, and the competencies, skills, or knowledge that the pre-apprentices will gain through training.**

**13. Describe any agreements in place for RA credit awarded to successful completers of the pre-apprenticeship program. Affiliated employers should reference these agreements in their Letters of Support, included in Appendix D.**

**E. OUTREACH AND RECRUITMENT**

**14. What is the target population of your pre-apprenticeship program, and who is eligible to participate?**

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**15. Discuss your outreach and recruitment methods. Specifically, how do you market the pre-apprenticeship program (outside of existing programming, if applicable)? What methods are you using to specifically attract women and people of color?**

**16. How does entry into the pre-apprenticeship program work? Is it rolling or cohort-based? If cohort-based, how many students are in each cohort? How many individuals do you aim to serve annually?**

**F. EXPERIENCE**

**17. Describe your organizational experience relevant to training and industry standards.**

**18. List the education and/or training providers that will be involved in this program. Describe the role each provider will play. A Letter of Support from each training provider should be included in Appendix D that includes details about the extent of the provider's commitment to these outcomes. (If the program sponsor is the only training provider, there is no need for a Letter of Support.)**