

## **APPENDIX D**

### **APPRENTICESHIP PROGRAM OVERVIEW**

The following program is submitted for review and approval by the Pennsylvania Apprenticeship and Training Council (PATC).

**SPONSOR NAME**

**UNION NAME** (*if applicable*)

**PROGRAM TYPE**

**OCCUPATION**

**LENGTH OF PROGRAM**

**EXPECTED # OF APPRENTICES TO ENROLL** (*first year*)

### **INTRODUCTION**

The *Apprenticeship Program Overview* provides the PATC with a summary of your apprenticeship program. It includes information the PATC is particularly interested in, including details on your workforce, the program's training provider, and your organization's focus on safety. The document is presented in lieu of a formal and lengthy verbal presentation to the Council. However, sponsors should be prepared to give a brief 2-minute elevator pitch that provides an overview of their new program. The pitch should include information such as details on the occupation, the RTI that will be provided, the competencies that will be taught, and why the training is best provided through an apprenticeship program.

**Note:** Any responses that exceed the space provided should be included with the registration packet in a document titled *Appendix D Addendum*.

### **SPONSOR INFORMATION**

1. Provide an overview of your organization, school or business.

**2. Describe your current workforce needs that this apprenticeship program will help address.**

**3. Discuss why you want to be a Registered Apprenticeship Sponsor. For example, do you want to formalize your current training? Provide more skills for your current workforce?**

**4. Describe your organization's history with apprenticeship, and any results/successes to date.**

## **PROGRAM OVERVIEW**

**5. Provide a brief overview of the program (i.e. details on the occupation, the RTI that will be provided, the competencies and/or job tasks that will be taught, etc.).** *Note:* The answer shared for this question will be used to describe the program for various public facing purposes, including the public facing listing of all registered apprenticeship programs.

**6. Discuss why this training is best provided through an apprenticeship program. What benefits does the apprenticeship approach offer?**

**7. What is the perceived community and/or economic impact of this program (i.e. increased supply of skilled labor for a specific sector, help replace an aging workforce in that sector, more underrepresented apprentices recruited, etc.)?**

## **FINANCIAL**

**8. How is this program funded and what is the long-term plan for sustainability?**

**9. Are there any costs that the apprentice will be responsible for?**

**RELATED TECHNICAL INSTRUCTION (RTI)**

**10. Who is your RTI provider, what will be taught, and how will training be provided?**

**11. Do apprentices receive third party credentials, i.e. industry certifications, licenses, etc.? If so, please provide the details.**

**12. Please address the transferability of skills to other employers. In what ways will skills the apprentice is learning be applicable to other employers in your industry or other industries?**

## **ON-THE-JOB TRAINING (OJT)**

**13. Provide an overview of your workforce. How much experience do your journey workers have, what certifications do they have, and what experience do they have mentoring OJT?**

**14. If a competency-based program, describe your evaluation criteria for satisfactory competency achievement.**

## **RECRUITMENT**

**15. What methods of recruitment do you intend to employ?**

**16. Describe any planned activities to recruit from underrepresented populations (e.g. women, people of color, etc.).**

## **MISCELLANEOUS**

**17. Discuss your program's focus on safety. For example, what safety procedures are put in place and part of the OJT/RTI, and what certifications are required?**

**18. Do you plan to partner with a registered pre-apprenticeship program? If so, please provide the details (i.e. any advanced standing given, automatic interviews, etc.).**

**ADDITIONAL INFO FOR GROUP-SPONSORED PROGRAMS ONLY**

**19. What employers do you have onboard?**

**20. How do you decide which employers to work with?**

**21. How do you ensure your employers are properly overseeing their apprenticeship program?**

**22. How do you ensure the employers you sign on are following proper safety procedures? How do you monitor this?**