



APPRENTICESHIP BEST PRACTICES

IDENTIFYING &
CLARIFYING ROLES
ACROSS PARTNERS



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There are many ways that a registered apprenticeship program can be implemented successfully. Below, **LAUNCH** developed an outline of responsibilities to clarify roles working with multiple organizations. This outline represents **LAUNCH's** best practices with local education agencies being a major catalyst for registered apprenticeship programs.

REGISTERED APPRENTICESHIP PROGRAM INTERMEDIARY SPONSOR:

As a registered apprenticeship program sponsor, **LAUNCH** is responsible for the **administration** and **operation** of apprenticeship programs. In addition to the program sponsor role, **LAUNCH** serves as an **intermediary** and **technical assistance support** for partners implementing **LAUNCH's** programs and for other program sponsors. An intermediary is an organization that is the convening force for an apprenticeship program. They aggregate the needs of multiple employers, design the program in collaboration with educators, launch and register the program with the state, and, most importantly, support the apprentices through their journey.

LOCAL EDUCATION AGENCY (LEA):

At the very minimum, **LEAs** are public education agencies authorized by law to provide related and supplemental instruction for apprentices. However, **LAUNCH's LEAs** are **apprenticeship institution partners**, taking on additional roles that embed support and infrastructure into the registered apprenticeship system, better serving participants. **LEAs** often have existing resources that can enhance and prepare participants to become apprentices, and **LAUNCH** works with them to have ownership of how they support their students and build a talent pipeline for their local/regional industry needs.

Following is an outline of roles and responsibilities for **LAUNCH Apprenticeship Network** as an apprenticeship program intermediary sponsor, and the role of a **local education agency (LEA)** that partners with **LAUNCH**.



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PROGRAM, EMPLOYERS AND APPRENTICE REGISTRATION

Intermediary Sponsor	LEA	Activities
×		Developing and submitting new program standards for registration
×	×	Seeking industry feedback on program standards
×	×	Collecting information for individual DAS & DOL apprentice registration documents
×		Submitting individual DAS & DOL apprentice registration documents to apprenticeship agency
	×	Collecting industry partner agreements and DAS-752 documents
×	×	Monitoring progress and compliance of apprentices (Flagging inquiries to program staff/coordinators)
×		Monitoring program compliance and/or providing technical assistance to program coordinators to ensure program implementation aligns with Registered Apprenticeship Program Standards
×		Keeping a record of all official documents, including committee meeting minutes, apprenticeship standards, approval of employers to train apprentices, denial or cancellation of approval, apprentice agreements, and apprentice progress records
×		DAS & DOL completion certificates signed by LEA and committee chair

× indicates the organization ultimately responsible for that activity

× indicates the organization may support that activity



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INDUSTRY COMMITTEE MEETINGS

Intermediary Sponsor	LEA	Activities
×		Facilitating apprenticeship committee meetings, including regional education and employer partners that participate in the committee
×		Maintaining a database of committee members (industry), education partner representatives, and committee officers
×		Preparing and maintaining a list of names and email addresses of all those who receive meeting notices
×		Assisting the chair in preparation of committee meeting agenda
×	×	Compiling college reports for committee agenda, if applicable
×		Keeping accurate minutes of each meeting
×		Keeping a file of correspondence and reporting to the committee at its regular meetings
×	×	Inviting new employer partners to their first industry committee meetings

× indicates the organization ultimately responsible for that activity

× indicates the organization may support that activity



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PROGRAM COORDINATION, TRAINING DELIVERY & APPRENTICE PLACEMENT

Intermediary Sponsor	LEA	Activities
×		Providing technical assistance support for program coordination and training delivery, including matching apprenticeship standards with existing courses at LEAs; working with appropriate departments to explain waiving tuition fees; recommending employer engagement best practices; and supporting professional development within the LEA
	×	Identifying and monitoring appropriate course sequence and enrollment for apprentices, as well as ensuring course and faculty availability
	×	Providing related supplemental instruction to apprentices
	×	Ensuring that apprentices' financial aid packages are in cost of attendance compliance when utilizing third party funds: grants, waivers, scholarships, external funders, etc.
	×	Ensuring apprentice tuition is waived and that there is a process in place of identifying apprentices whose fees were waived, such as coding attributes in an enrollment management system
×	×	Ensuring candidates are employable - resume, interview, basic soft skills, right to work, program-specific requirements, etc.
	×	Providing placement services.
×	×	Obtaining Industry Partner Agreements from interested employers
×	×	Ensuring apprentice evaluations are completed by employers
×	×	Notifying apprentice of program updates, including completing evaluations, cancellation, completion, etc.
	×	Apprenticeship completion ceremonies.

× indicates the organization ultimately responsible for that activity

× indicates the organization may support that activity



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PARTNER ORGANIZATION ENGAGEMENT & PROGRAM FUNDING SUPPORT

Intermediary Sponsor	LEA	Activities
×		Identifying additional opportunities for partnership with community colleges, K-12 districts, county offices of education, community-based organizations, and/or employers
×		Provide technical assistance during Local Education Agency agreement or Industry Partner agreement process
×		Provide advice and consultation related to state, federal and private funding opportunities
	×	Meet with employers to educate them about the benefits of apprenticeship

×

 indicates the organization ultimately responsible for that activity

×

 indicates the organization may support that activity

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This workforce product was funded by a \$4,697,637 grant awarded to Riverside Community College District by the U.S. Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant. The total cost of the product is financed with 100% Federal funds. The product was created by the recipient and does not necessarily reflect the official position of DOL-ETA. DOL-ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.



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APPRENTICE RECRUITMENT AND OUTREACH SERVICES

Intermediary Sponsor	LEA	Activities
×	×	Developing program flyers that can be used to support the growth of programs throughout the region
×		Listing of program and contact information on LAUNCH website
×	×	Distributing apprenticeship materials for student pre-apprenticeship and advancement into apprenticeship
×	×	Facilitating workshops to potential candidates that increase understanding of pre-apprenticeship, apprenticeship, and best practices (can be delivered in English and Spanish)
×	×	Facilitating workshops to teachers, faculty, counselors, administrators, and other educational staff that increase awareness and understanding of registered apprenticeship models, benefits, challenges, enrollment processes, and local program opportunities
×	×	Informing educators about regional events, opportunities for students, and updates on the apprenticeship landscape
×		Providing technical assistance that aims to build educator capacity
×	×	Coordinating activities, such as employer and training provider tours, that build occupational knowledge and familiarity with the skills needed for success in apprenticeable occupations
×	×	Assisting candidates and pre-apprentices in identifying an accessible apprenticeship program or employer that aligns with their interests, aptitudes, and long-term career
×	×	Preparing candidates for, and support them through, apprenticeship enrollment processes
×	×	Being a connector to refer candidates to supportive services or community-based organizations on an as-needed basis

× indicates the organization ultimately responsible for that activity

× indicates the organization may support that activity