

# APPRENTICESHIP PROGRAM

## Quick-Start Action Planner

STEP	WHAT DO I NEED TO GET STARTED?
1	<b>Determine your workforce needs for skilled talent</b> <ul style="list-style-type: none"><li>• Do you have challenges in finding skilled talent?</li><li>• What particular occupations?</li><li>• What are your long-term workforce needs?</li><li>• Visit <a href="http://www.doleta.gov/oa">www.doleta.gov/oa</a> for more resources.</li></ul>
2	<b>Identify partners and resources you need (Don't go it alone!)</b> <ul style="list-style-type: none"><li>• Contact your local Apprenticeship Rep (Contact info can be found at <a href="http://doleta.gov/oa/contactus.cfm">http://doleta.gov/oa/contactus.cfm</a>)</li><li>• Do you want to partner with local workforce agencies or training providers?</li><li>• Do you want/need to partner with local educational agencies or providers?</li><li>• Are there CBOs, economic development or other critical partners that you need to be successful?</li></ul>
3	<b>Determine your classroom training model</b> <ul style="list-style-type: none"><li>• Will you provide classroom instruction in-house or do you want a partner to provide?</li><li>• Is it important for you to align your classroom instruction with other industry credentials?</li><li>• Will you pay for the costs of classroom training or do you need to identify other options?</li></ul>
4	<b>Design your program to meet standards for national recognition</b> <ul style="list-style-type: none"><li>• How will you select individuals to participate in your program?</li><li>• Do you want your program to serve new entrants or incumbent workers?</li><li>• How long does it take for someone to be fully proficient in their job?</li><li>• What skills, competencies, and abilities must they possess?</li><li>• How will I know they are ready? Based on time, based on competency or a mixture of both?</li><li>• How will I compensate individuals as their skills and competencies increase?</li></ul>
5	<b>Marketing and Implementation</b> <ul style="list-style-type: none"><li>• Conduct marketing and outreach for your program.</li><li>• Recruit and select participants rewarding prior experience as appropriate.</li><li>• Identify mentors and/or levels of supervision to ensure quality instruction and safety.</li><li>• Implement and begin training</li></ul>
6	<b>Assess and Continuously Improve</b> <ul style="list-style-type: none"><li>• Receive recognition from USDOL for meeting the requirements for national registration.</li><li>• Assess the program and participants' success moving forward.</li><li>• Continuously improve the quality of my program over time.</li></ul>

