MI APPRENTICESHIP

Building an Appendix A

Purpose: Provides a high level overview of how to create an Appendix A for a new apprenticeship program with an employer.

✱ If an employer wants to develop apprenticeships for more than one occupation, they'll need a separate Appendix A for each occupation.

1 Occupation Codes

Once the employer has selected the appropriate apprenticeable occupation for their program, pull the RAPIDS and O*NET codes from the apprenticeable occupations list and insert them in the appropriate spots on the Appendix A template.

Related Resources: 2.D List of Apprenticeable Occupations, 2.E Selecting an Apprenticeable Occupation

3 Develop RTI

Determine the employer's preferred RTI providers, and develop the RTI course list. If a college will be providing RTI, work with the appropriate Apprenticeship Coordinator to develop a curriculum that suits the employer needs. Note: one college credit hour typically translates to 15 contact hours.

Add up the number of contact hours in the defined RTI and ensure that there are enough to meet the DOL guidelines of 144 hours per year.

Related Resources: 2.G Related Technical Instruction

4 Define Wage Scale

Work with the employer to define the apprenticeship wage scale based on employer wage rates and national wage data.

Related Resources: 2.F Apprenticeship Wage Scale

2 Develop Work Process

Using samples provided by the DOL or found online, work with the employer to customize their own Work Process. They may adjust, add, or remove content from the provided samples, or they can start from scratch.

Additional tools may be used to help employers build their work process for CB programs. Search for sample program and competency listings online, Ask your intermediary and other partners for samples and tools, and refer to the links below for more information.

Related Resources:
(8) WorkforceGPS Apprenticeship Samples

CB programs:
(9) Urban Institute National Occupational Frameworks

Building an Appendix A, Continued

Purpose: Provides a high level overview of how to create an Appendix A for a new apprenticeship program with an employer.

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5 **Define Journeyworker to Apprentice Ratio**

In a registered apprenticeship, a **journeyworker** is a worker who has attained the skills, abilities and competencies that are required for their occupation, and is qualified to train an apprentice in their occupation. They may have achieved these skills through formal apprenticeship **or** through practical experience and formal training. Every registered apprenticeship must specify a required ratio of journeyworkers to apprentices to ensure that apprentices are receiving proper training and mentorship throughout their program.

For any occupation where there are safety concerns, as in most industrial or traditional trades occupations, the ratio is typically one journeyperson to one apprentice. Some less hazardous occupations (e.g. IT occupations where individuals are typically in "desk jobs") have a ratio of one journeyworker to **two** apprentices. It's unlikely to ever see a ratio where more than two apprentices can be learning under one journeyworker.

6 **Define Probationary Period**

Though registered apprenticeships are fully voluntary for apprentices and employers, every registered apprenticeship needs to have a defined probationary period during which the apprentice or employer may terminate the apprenticeship program without stated cause.

The probationary period cannot be more than 25% of the length of the overall program duration. E.g. for a 4000 hour apprenticeship, the probationary period cannot be more than 1000 hours.

7 **Document Selection Procedures**

On the Appendix A, the employer must describe the selection procedures they'll use to select apprentices for their program. It does not need to be as detailed as an HR SOP would be, but should identify any specific assessments or requirements for entry into the apprenticeship.

8 **Fill in the Appendix A Template**

Complete your Appendix A draft and send it to the DOL for review and approval. Request an up-to-date template from the DOL or from your program intermediary (if applicable).