



# WI Pre-Apprenticeship Readiness Program

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Prepared by the  
Bureau of Apprenticeship Standards  
and the  
WI Apprenticeship Advisory Council

DETA-17818-P (N 07/15)





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# Preface

Registered apprenticeship is an effective "earn and learn" model with a long history of providing career ladders and pathways to the middle class. Quality pre-apprenticeship programs can play a valuable role in preparing qualified apprenticeship applicants for Registered Apprenticeship careers while contributing to the development of a diverse and skilled workforce.

The intent of establishing standards for Wisconsin's pre-apprenticeship programs is to ensure that programs:

- can be certified by the Wisconsin Apprenticeship Advisory Council
- are promoted and supported by the DWD Bureau of Apprenticeship Standards
- comply with the quality standards of best practice models
- have a partnership with at least one Registered Apprenticeship program
- prepare the trainee with the skills and competencies needed to enter one or more apprenticeship programs.

The Wisconsin Pre-Apprenticeship Readiness program was developed using the US DOL pre-apprenticeship definition and framework and the Oregon State Apprenticeship and Training Council "Pre-Apprenticeship Program Requirements" criteria.

Pre-apprenticeship programs can be submitted to the DWD Bureau of Apprenticeship Standards for consideration of program certification by the Wisconsin Apprenticeship Advisory Council using the application process defined in this document.



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## A. Purpose

The purpose of the Wisconsin Pre-Apprenticeship Readiness program is to ensure that apprenticeship readiness programs provide quality instruction and related work experience. The Wisconsin program guidelines are based on US DOL TEN 13-12 and the Pre-Apprenticeship Program Requirements developed by the Oregon State Apprenticeship and Training Council.

Pre-Apprenticeship (Apprenticeship Readiness) is defined in this document as a program or a set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with a least one, if not more, Registered Apprenticeship program(s).

## B. Required Components

A quality apprenticeship preparatory program incorporates the following elements:

- Approved Training and Curriculum  
Training and curriculum based on industry standards and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s). The documentation for the Registered Apprenticeship partner will include a Memorandum of Understanding (MOU) verifying support for the program.

Industry Partners include Joint Apprenticeship Committees, Sole Sponsors, and/or Local Apprenticeship Committees.

Industry Standards in this context refers to the generally accepted practices of an industry, in terms of the knowledge, skills and aptitudes that are demonstrated by members of the industry. Generally accepted practices are represented by the performance of, or instruction in, specific occupational tasks relevant to that industry by employers, journey worker(s), educators, and other subject matter experts. By using the term Industry Standards in this manner, the intent of the definition is to ensure that training and/or curricula used by the apprenticeship readiness program align with the needs of the Registered Apprenticeship partner(s), while still allowing flexibility in apprenticeship preparatory program design;

- Strategies for Long-Term Success  
Strategies that increase Registered Apprenticeship opportunities for under-represented, disadvantaged or low-skilled individuals, such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:

- Strong recruitment strategies focused on outreach to populations under-represented in local, state, and national Registered Apprenticeship programs;
- Educational and pre-vocational services that prepare individuals to meet the entry requirement of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and
- Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs;

Generally, the term “under-represented” means a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship. Broadly, the intent of this term is to encourage apprenticeship readiness programs to be inclusive of all populations that may benefit from Registered Apprenticeship, including those that do not, proportionally participate in Registered Apprenticeship regardless of the reason.

- Access to Appropriate Support Services

Facilitates access to appropriate support services during the apprenticeship preparatory program and a significant portion of the Registered Apprenticeship program and identifies partners that can provide these services.

Support services may refer to any service that assists participants to qualify for and maintain participation in an apprenticeship prep program and/or Registered Apprenticeship program. Broadly, support services are those intended to assist individual participants with an assessed or expressed need in order to ensure participants’ success in completing the apprenticeship preparatory program, gaining employment, acquiring necessary skills, or addressing any other identified barriers.

Apprenticeship preparatory organizations may directly provide support services or facilitate the provision of support services through referrals. The intent of this term is to ensure support services are available and emphasize the importance of such services being integrated into apprenticeship readiness programs;

- Access to a Driver's License  
Apprentice applicants must have the ability to get to and from school and work. However, some apprenticeship programs and employers may require qualified applicants to have a valid Wisconsin driver's license prior to employment. It is important that the Wisconsin Pre-Apprenticeship Readiness Program is aware of this requirement and addresses it with program participants.
- Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities  
To support the ongoing sustainability of the partnership between apprenticeship readiness program providers and Registered Apprenticeship sponsors, these efforts should collaboratively promote the use of Registered Apprenticeship as a preferred means for employers to develop a skilled workforce and to create career opportunities for individuals.
- Meaningful Hands-on Training that does not Displace Paid Employees  
Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols.
- Facilitated Entry and/or Articulation  
When possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the apprenticeship preparatory program to enter directly into a Registered Apprenticeship program and/or include articulation agreements for skills and competencies already acquired.

*Successful completion of the program will not guarantee placement in any registered apprenticeship program. Graduates must still meet all program requirements and follow standard application procedures.*



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## C. Application Process

The Wisconsin Pre-Apprenticeship Readiness Program is administered by the Department of Workforce Development/Bureau of Apprenticeship Standards in partnership with the WI Apprenticeship Advisory Council. In order to apply for approval for an apprenticeship prep program, the following documents must be submitted in the Application Packet.

### Required Documents for Applications

- Cover Sheet  
Identify the need for the pre-apprenticeship readiness program and the target population. Provide a cover statement clearly describing the program and the organization operating the program. Include a summary of the information listed below:
  - Total hours to complete the program
  - Program Title
  - Description of the training facilities
  - Student demographics
  - High school diploma or GED
  - Instructor Qualifications
  
- APP Program Criteria (Curriculum, Instruction and Student Evaluation)  
Provide a statement of the objectives, outcomes, competencies, indicators, or benchmarks that the apprenticeship preparation participants will have accomplished when they complete the program.

Examples include:

- *Our graduates have demonstrated the ability to:*
  - ✓ *Maintain at least 90% attendance.*
  - ✓ *Dress appropriately for work (boots, pants, ...).*
  - ✓ *Get to and from work and school.*
  - ✓ *Obtain a driver's license or access to a driver's license recovery program.*
  
- *Our graduates pass a set of construction competencies:*
  - ✓ *Core Soft Skills*
  - ✓ *Safety training*
  - ✓ *Ability to read basic blue prints*
  - ✓ *Safe and proper use of hand and power tools*
  - ✓ *Knowledge of basic construction math in order to apply math concepts*
  - ✓ *Proficient in reading units of measurement*
  - ✓ *Ability to take direction*
  - ✓ *Demonstrate a sense of urgency*
  - ✓ *Displays basic employability skills*
  - ✓ *Resume Writing*

- ✓ *Proper dress*
- ✓ *Interviewing Skills*
- ✓ *Substance free*

- Course Outline

Provide an overview of the academic and manipulative portions of the program, including:

- Individual course descriptions
- Class Hours
- Measurement tool(s) used to determine successful completion of classes  
*Ex. Successful completion of \_\_\_\_\_ classes to be eligible for completion of the pre-apprenticeship readiness program.*

- Training Facilities

Provide a description of the facilities used for training.

- Participation Population

Provide the following information:

- Demographics of the intended program participants.
- Tools and activities used to recruit students
- How women and minorities are encouraged to enroll in the program
- The number of students projected to enroll in the program
- Geographic regions they are coming from

- Instructor Qualifications (Instructor Preparation and Licensure)

Provide the following information, if applicable:

- Knowledge, skills and abilities required to be an instructor in this program.
- Instructor preparation and licensure
- Teaching certificate

- Letter of Intent

A letter of intent from the Registered Apprenticeship Program indicating the program has been designed to provide quality instruction and related work experience. That successful completion of the program will prepare participants to meet and/or exceed the minimum qualifications for the apprenticeship program. *Supporting this program does not guarantee direct placement to the applicant.*

## D. Reporting Requirements

If the application is approved by the Advisory Council, the Bureau of Apprenticeship Standards will later evaluate the program based on the following criteria and statistical analysis:

1. Program administration	SATISFACTORY	UNSATISFACTORY	N/A
Fund program operation			
Maintain required records			
2. Classroom instruction			
Ensure training conforms to approved standards			
Certified curriculum (not a compliance issue)			
3. On-the-Job Training (OJT)( If applicable)			
Ensure training conforms to approved standards			
Ensure appropriate supervision within ratio			
4. Applicant evaluation			
Review regularly, take appropriate action			
Follow disciplinary procedures and timelines			
5. Policies and procedures			
Implement approved procedures for required policies			
Apply procedures consistently			
<b>* Compliance Area Comments:</b>			
Area 1			
Area 2			
Area 3			
Area 4			
Area 5			

### Statistical Analysis

Number of individuals graduated in prior 12 months: \_\_\_\_\_

Number of individuals prior 12 months: \_\_\_\_\_

Number of individuals placed in a registered apprenticeship program in prior 12 months: \_\_\_\_\_

Number of individuals placed in non-apprenticeship related employment in prior 12 months: \_\_\_\_\_



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