

Apprenticeship Program Management

San Diego-Imperial Regional Consortium
Apprenticeship Workshop Series
April 3, 2023



Presenters

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We convene partnerships to open doors to equitable, inclusive employment opportunities and career advancement.



Please Introduce Yourself in the Chat

- Name
- College
- Role / Job Title
- Key question about apprenticeship



Housekeeping Details

Please mute your microphone except when asked to pose questions or in break out groups

Questions are encouraged! The Zoom “Chat” will be monitored as we go. We will try to address questions and/or note them for upcoming workshops



Apprenticeship Workshop Series

3 Workshop Sequence

Workshop #1: (February 6) [Considering Apprenticeship & Other Career Training Experiences](#)

Workshop #2 (March 6): [Nuts and Bolts of Apprenticeship Program Planning and Design](#)

Workshop #3 (April 3): Nuts and Bolts of Apprenticeship Program Management



Workshop #3 Objectives

1. Provide overview of all elements of apprenticeship program management once an apprenticeship program has been approved / registered with DAS / DOL
2. Address the specific roles of the Local Education Agency (LEA) in managing apprenticeship programs
3. Explain the responsibilities of various departments within a community college in handling apprenticeship details
4. Delve into financial / budgeting details related to apprenticeship operation and sustainability
5. Inspire questions and discussions



Overview of the Management of an Apprenticeship Program



Application and Enrollment

- How does a student apply? (Program process vs. CCC process)
- Enrollment of apprentices
- How do you “code” students?
- Who provides insurance/workers’ compensation to apprentices who are currently unemployed/not working?



Course Offerings

- New courses, or off the shelf?
- Will classes be open or closed to the public?
- Enrolling apprentices into open enrollment classes - how do you guarantee seats? How do they get priority enrollment (should they)?
- Use of concurrent sections (one for apprentices / one general)
- Close communication with Dean/faculty of programs being utilized (think course schedules)



Who Is the Instructor for Apprenticeship Classes?

- Who is the instructor of record?
- Minimum qualifications for apprenticeship instructors - can have up to 2 years to accrue needed college credits
- If apprenticeship class is taught at worksite by company staff as adjunct instructors, how is this different?
- If class is regular college class, can be existing college faculty



What if... ?

- An apprentice misses a term/semester?
- An apprentice is terminated or relocates?
- An apprentice has already completed some of the RSI coursework?
- A new hire already completed some of an apprenticeship with a previous employer?



Questions/Discussion

- Application and Enrollment: What will you need to explain to Admissions and Records staff at your college about handling apprenticeship registration and coding?
- Course Offerings: What information do apprenticeship program managers and Deans need in order to make appropriate decisions about apprenticeship classes?
- Other questions?



Funding / Budget Management

- Set up and manage apprenticeship budget
 - RSI (Montoya funds) vs. FTES (apportionment)
 - Negotiate college portion of budget
 - How to handle everyday expenses
 - Who is responsible for budget matters
- Seek funding sources to sustain program
 - Additional grant funding (CAI, ETP, AIF, etc)
 - Strong Workforce Program
 - Employer contributions (e.g. "x" cents/hr)
 - Institutionalize



Tracking and Oversight

Who will manage DAS and DOL tracking? Who Tracks OJT hours? Paperwork required?

1. Collection/reporting of RSI hours
2. Recording of RSI hours
3. Track apprentices coursework progression
4. Record keeping of apprentices work processes (kind of optional)
5. Attendance of Apprenticeship Committee meetings



Tracking and Oversight cont'd

- How do you track attendance for fully online, asynchronous apprenticeship courses?
- Reporting requirements 320 report versus 321 (now NOVA)
- Assist DAS with any audits that come up (generally at the end of 1st year)
 - Records of work processes
 - College transcripts/records



Oversight and Evaluation

- Communication by College Staff or Counselor
 1. Close communication with DAS (when questions or issues arise)
 2. Close communication with Program Sponsor/Employer
 3. Close communication with apprentice (attendance, questions, issues with classes, etc.)
- Role of JATC/UAC in oversight
- Evaluation of training apprentices are receiving. Is training relevant to OJT?



Apprentice Support

- Potential for apprentice counseling (issues arise.... Bad grades, missed class, dropping of class, personal/family issues, other issues)
- Counselor dedicated to apprenticeship program..... very helpful and a great contribution to the program. Employers greatly appreciated the hands-on assistance.
 1. Seek feedback from employer regarding training, overall program benefits
 2. Seek feedback from apprentice regarding training, is training relevant to OJT
 3. Continue to communicate with employer regarding new apprentices and direction of program. Are there additional occupations they will benefit from
- Equity perspective is key in apprentice support and retention planning



Applying Equity Lens to Apprenticeship Support



Questions / Discussion

1. Budget: Do you want to use RSI funds or FTES to pay for instructors?
2. Tracking: Who might keep tracking records of OJT / Work Processes?
3. Oversight and Evaluation: How would you resolve a work process issue with an employer or group of employers?
4. Apprentice Support: What kinds of equity-related issues or barriers for apprentices do you imagine might arise and how might your program address these?



Next Steps

Workshop #4: May 1, 2023

Workshop #5: June 5, 2023

Possible future workshop topics: Special Topics from Workshops #2 & #3, Developing Pre-Apprenticeship Programs, Equitable Apprenticeship, Next Steps for the Region

Office Hours: Fri 4/7 300-400 pm, Tues 4/11 1000-1100 am, Tues 4/18 200-300, Fri 4/25 300-400 pm

Instructions for signing up for Office Hours to be sent out shortly



Resources

- Regional Consortium [Apprenticeship Page](#)
- Google Drive Folder of [Apprenticeship Resources](#)
- Grow Apprenticeship California [Funding Matrix](#)
- [Glossary](#) of Apprenticeship-related Terms and Acronyms



Contact Us

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