Pre-Apprenticeship Technical Assistance Initiative

Background
The Bureau of Labor and Industries-Apprenticeship and Training Division (BOLI-ATD), along with the Higher Education Coordinating Commission (HECC), Oregon Employment Department (OED) and the Oregon Department of Education (ODE) aims to support the development of sustainable BOLI approved pre-apprenticeship programs.

Pre-apprenticeship programs can provide pre-screened, ready-to-work applicants who have been trained in the specific skills that employers need. Employers often face considerable challenges developing their talent pipeline to fill middle-skill jobs. Pre-apprenticeship can address this and can save employers valuable time and money spent recruiting and training new employees and reduce turnover, because employees arrive with an understanding of the job, the tasks they will be expected to perform, and the pre-employment screening they need to pass to secure employment. Pre-apprenticeship programs lay the foundation for future apprentices by preparing qualified candidates with academic knowledge and skills training tailored to specific jobs and industries while contributing to the development of a diverse and skilled workforce. Pre-apprenticeship is an investment in its participants and in Oregon’s future workforce.

Purpose
The purpose of this initiative is to provide technical assistance and guidance to current and future pre-apprenticeship program operators in the development of sustainable pre-apprenticeship programs in rural regions of the state.

What you will get
BOLI, HECC, ODE and OED will deliver a total of four, two-day regional seminars that will bring together the core partners involved in BOLI approved pre-apprenticeship programs. The seminars will include instruction in developing a talent pipeline from high school through employment and focused discussion about strategies for using existing high school programs to curate talent in occupations that historically have not been apprenticed. The seminars will be facilitated and include subject matter expert presentations, best practice sharing, etc. The seminars will be created with your input and can be customized based on your area’s need. HECC will pay for the cost of the venue and speakers, but will not be able to pay for food or beverages. HECC will also help coordinate the event.

What we will need from you
A local organization will need to help coordinate the event with HECC and bring the appropriate organizations together for the seminar. There is no charge to attend the seminar and meeting costs will be covered. Attendees will be responsible for lodging and travel if necessary to attend. If you are interested in having a seminar in your area, please complete the application below.

Pre-Apprenticeship Program Guidelines
Pre-apprenticeship programs are designed to give youth, women, people of color and other underrepresented populations the skills, the confidence and connections needed to be
successfully employed in an occupational group. They provide academic knowledge and skills training tailored to specific occupations for participants who have barriers to pathways that lead to employment. In addition to providing work-readiness skills, a high quality pre-apprenticeship program provides access to a range of supports that participants need to persist in the program and progress into a registered apprenticeship. Those can include: tools, safety equipment, transportation and referrals for child care, etc.

A high quality pre-apprenticeship program embodies strategies designed to prepare individuals to enter and succeed in a registered apprenticeship program. A high quality pre-apprenticeship program should have documented partnerships with at least one, if not more, registered apprenticeship program(s) and incorporates the following elements:

- Approved training and curriculum based upon industry standards that have been endorsed by one or more registered apprenticeship program(s) or committee(s) that will provide individuals with the skills and competencies needed to competitively enter a registered apprenticeship program;
- Strategies for long-term success. Strategies that increase registered apprenticeship opportunities for youth, underrepresented, disadvantaged or low-skilled individuals, so that upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more registered apprenticeship program(s);
- Strong recruitment strategies focused on outreach to populations underrepresented in registered apprenticeship program(s);
- Educational and pre-vocational services that prepare individuals to meet the entry requirements of one or more registered apprenticeship program(s) (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.);
- Assists in exposing participants to local, registered apprenticeship programs and provides direct assistance to participants applying to those programs;
- Meaningful hands-on training and exposure. This includes hands-on training to individuals in a simulated lab experience or through volunteer opportunities, that accurately simulates the industry and occupational conditions of the partnering registered apprenticeship sponsor(s), while observing proper supervision and safety protocols and;
- Facilitated entry and/or articulation. When possible, formalized agreements should be made with registered apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly into their program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.

Outcomes
Seminar participants will:

- Learn about the Oregon registered apprenticeship system including but not limited to: state partners and roles, funding mechanisms, how pre-apprenticeship supports this infrastructure, etc.;
• Have the opportunity to network with current stakeholders in the local region who are involved in registered apprenticeship (and learn about their role in registered apprenticeship and the benefits);
• Work collectively to develop a pre-apprenticeship program design that meets the needs of your region, facilitated by subject matter experts at your side; and
• Walk away with a roadmap for completing the program design, program implementation and meeting the BOLI requirements for pre-apprenticeship program approval.
Seminar Application

**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>Contact Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Contact Email Address:</td>
</tr>
</tbody>
</table>

**PRE-APPRENTICESHIP PROGRAM DESIGN**

Name of the existing or proposed pre-apprenticeship partnership  
*(Please provide a name that can be used throughout this application to refer to the joint efforts, whether or not a formal partnership exists).*

Name of the organization that will serve as the operator overseeing the day-to-day operation of the pre-apprenticeship program

Please describe the geographic region for the pre-apprenticeship program

Please identify the target occupations and industries  
*(i.e. manufacturing, healthcare, high tech, etc.)*

Please describe the economic, industry and education needs in the region and explain how pre-apprenticeship is an appropriate strategy for addressing those needs

Please identify the organizations that will be core members of the pre-apprenticeship program and describe the role of each organization  
*(This should include employers, education entities, champions, etc. Add more rows as needed)*

<table>
<thead>
<tr>
<th>Organization</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please describe the current work or investments towards developing structured work-based learning programs in your region

Please describe how you plan to sustain your efforts
Please email completed application to gabby.nunley@state.or.us
Application are due by September 16, 2019
Decisions will be announced by October 14, 2019