

**OHIO STATE APPRENTICESHIP COUNCIL
POLICY ON PRE-APPRENTICESHIP**

DEFINITIONS

- (A) “Apprentice” means a person at least sixteen years of age, except where a higher minimum age standard is otherwise fixed by law, who is participating in a registered apprenticeship program to learn a skilled occupation, pursuant to a registered apprenticeship agreement.
- (B) “Apprenticeable occupation,” means one which :
- (1) Is customarily learned in a practical way through a structured, systematic program of supervised training on the job;
 - (2) Is clearly identified and commonly recognized or accepted throughout an industry;
 - (3) Requires two thousand or more hours of work experience to learn;
 - (4) Requires related instruction to supplement the on-the-job experience training;
 - (5) Involves manual, mechanical, and/or technical skills applicable in like occupations throughout an industry; and
 - (6) Is recognized by the registration entity and/or the US office of apprenticeship as meeting the foregoing five criteria.
- (C) “Apprenticeship program” means a program that is registered by a registration agency and that combines on-the-job training and related technical instruction, according to the specifications established by parts 29 and 30 of 29 CFR, and as further established in Ohio under division 5101:11 of the Administrative Code, such requirements being designed to ensure a high level of program quality and accountability, supported by state and federal administrative oversight. This model of training does not correspond to activities designated as “apprenticeship” in other divisions of the Administrative Code, except where programs are stipulated that are registered pursuant to division-level designation 5101:11 of the Administrative Code.
- (D) “Apprenticeship sponsor” means any organization operating a Registered Apprenticeship program and in whose name the program is registered. A sponsor is characterized as either “individual” (comprising a single employer and/or a union representing its employees) or “group” (including multiple employers and/or a union or association with which they are affiliated), and in both cases as either “joint” (assigning program operations to a committee equally representing labor and management) or “non-joint” (not involving such a committee). For the purposes of this policy “Apprenticeship Sponsor” may also mean a consortium of Registered Apprenticeship sponsors organized around an occupational sector or a specific occupation.
- (E) “Council” or “OSAC” means the Ohio State Apprenticeship Council, created under section 4139.02 of the Revised Code.
- (F) “National apprenticeship system” means the combined set of all registered apprenticeship programs nationwide, those organizations that provide service to such programs, and the government agencies at various geographic levels that oversee such programs.
- (G) “Internship” means a system of gaining on-the-job experience by placement in a work environment for a period of over one week. Interns are employed in the production methodology associated with the specific occupations and are supervised at all times by a worker that is considered an expert in the specific occupation. A primary goal of internship is to build both technical and job awareness skills. Internships may be paid or unpaid.
- (H) “Job Shadowing” means a system of gaining on the job knowledge through observation. Those job shadowing are assigned to a work environment where the production methodology associated with the specific occupation is ongoing. Those job shadowing are not employed in the production process, but gain knowledge of the occupation through observation. Job shadowing experiences will not extend beyond one week for a

single site assignment. Job shadowing participants are unpaid.

- (I) **“Pre-apprenticeship operating plan”** means a written plan describing a pre-apprenticeship program in terms of the requirements for state recognition that are specified by the OSAC Policy on Pre-Apprenticeship.
- (J) **“Pre-apprenticeship program”** means a program that teaches basic technical and job-readiness skills for a designated apprenticeable occupation or occupational sector, to prepare participants for Registered Apprenticeship training. The term refers particularly to a program that receives recognition under the OSAC Policy on Pre-apprenticeship.

Pre-apprenticeship normally features a classroom and/or lab setting, but may also involve work-site visits, job-shadowing, or other activities outside the program facility, to provide exposure to the work environment for the targeted occupation(s). The model for pre-apprenticeship training varies depending on the targeted group recruited for training. Basic categories include:

- (1) **Youth Pre-Apprenticeship** -- A pre-apprenticeship program that primarily serves trainees under the age of 21. Youth Pre-Apprenticeship can have various institutional frameworks, depending on which segment of youth are served.
 - (a) Students who are still in school, may receive pre-apprenticeship training through a collaboration between their school and Registered Apprenticeship sponsors that provide exposure to the work environment.
 - (b) Programs for out-of-school youth are often sponsored by community or faith based organizations in partnership with Registered Apprenticeship sponsors that address the behavioral, economic, and other barriers to employment of youth who do not have a clear career path. These programs provide a work experience for participants through the Registered Apprenticeship sponsor partner.
- (2) **Adult Pre-Apprenticeship** -- A pre-apprenticeship program which has a Registered Apprenticeship sponsor as a principal partner and primarily serves trainees who are 21 and older. Program designs will differ from those of youth pre-apprenticeship, in that they involve adults’ learning styles and their distinct life situations -- including often the challenges of being unemployed and having family responsibilities. Within these parameters, training models will vary by target group.
 - (a) Dislocated workers generally have a satisfactory work and training record and often can move relatively fast into a new occupational field with minimal technical preparation.
 - (b) Long-term unemployed workers may lack some of the behavioral skills and/or confidence needed for progress on a career path.

- (K) **“Pre-apprenticeship training provider”** means any organization or partnership that operates a pre-apprenticeship program recognized by the council as meeting its criteria for safety and quality under the council’s Policy on Pre-Apprenticeship.

COUNCIL RECOGNITION

The State of Ohio is committed to facilitating its citizens’ access to the proven advantages of Registered Apprenticeship training. Quality pre-apprenticeship programs can provide an important bridge to apprenticeship for Ohioans who may lack the skills or experience, but not the motivation, to take that step on their career path.

Though pre-apprenticeship training is not subject to laws governing the Registered Apprenticeship system, it has a direct effect on stakeholders in that system. For the benefit of those stakeholders -- the workers, employers, and apprenticeship sponsors of Ohio -- the OSAC establishes the following means to identify and publicly recognize quality pre-apprenticeship training.

Eligibility for Recognition

To obtain OSAC recognition for quality training, a pre-apprenticeship provider must receive council approval for an operating plan that describes the program’s objectives and practices, and demonstrates conformity with the following criteria.

- (A) EEO -- The plan must contain the equal opportunity pledge defined in OAC 5101:11 for Registered Apprenticeship programs, as applied to trainees of the applicant program, and must also include provisions for ensuring fairness in recruitment, selection, and treatment of trainees.
- (B) Enrollment -- The operating plan must state the criteria for eligibility to enroll in the program, and describe the application, selection, and enrollment procedures. All methods used in, and leading to, the selection of applicants for pre-apprenticeship, shall be applied consistently and fairly, and shall be subject to approval by the council.
- (C) Instructional content -- The operating plan shall describe the details of training, to include:
 - (1) the apprenticeable occupation(s) or occupational sector(s) for which participants will be trained;
 - (2) a definition of progressive stages of training and criteria for enrollment at any of those stages;
 - (3) a procedure for periodically evaluating each pre-apprentice's progress in the program, including his/her performance in work activities and related instruction, and for keeping adequate records of this progress.
 - (4) an instructional design that:
 - (a) is aligned with prevailing industry standards for the targeted occupation(s);
 - (b) specifies the competencies that the program will impart, categorized by type (e.g., basic academic, technical, job-readiness, etc.) and defined in terms of the Knowledge, Skills, Abilities (KSA) framework;
 - (c) describes the basic format(s) of instruction, with a general break-down by practical instruction (hands-on, work experience, labs, etc.) and theoretical instruction (classroom, reading, etc.);
 - (d) presents an evaluation methodology detailing the selection and use of skill assessment tools to be used before, during, and at the end of training;
 - (e) describes a formal means of imparting structured work experience to the program participants in the occupations or occupational sectors addressed by the program. This work experience shall be delivered through paid or unpaid internships. In situations where clearly defined safety issues are recognized, and with the permission of Council, an extensive job-shadowing experience may be permitted in lieu of internship. This experience will be managed by a Registered Apprenticeship sponsor.
 - (f) In youth programs is developed in collaboration with Registered Apprenticeship sponsors and with curriculum experts of the Ohio Department of Education (for in school youth) and/or University System of Ohio (USO) (for out of school youth).
 - (g) In adult programs is developed in collaboration with Registered Apprenticeship sponsors and with curriculum experts of the University System of Ohio.
- (D) Participant status -- The operating plan shall provide clear procedures for reporting to the council regarding pre-apprentices in the program, including:
 - (1) information about each trainee at the point of enrollment, including name, age, education level, and in what stage of training the individual will be placed;
 - (2) notice of each trainee's exit from the program, along with their training status (completed, suspended, or canceled before completion);
 - (3) documentation of skill attainments in the program, based on the progressive stages outlined in the details of training.
- (E) Safety and welfare -- The plan shall state specific provisions for training all pre-apprentices in safety practices appropriate to their occupation(s), and for ensuring that all equipment and facilities used in the program are adequate and safe.
- (F) Program administration -- The plan shall include:
 - (1) the official name and contact information for the provider organization;
 - (2) the name, title, and contact information for the person authorized to represent the program provider in matters relating to state recognition.

- (G) Linkage -- The plan shall include a statement attesting to and describing a process of ongoing collaboration between the program and Registered Apprenticeship sponsors in the relevant occupation(s) for the purpose of:
- (1) ensuring the relevance of pre-apprenticeship instruction to the skill expectations of current Registered Apprenticeship programs;
 - (2) familiarizing pre-apprentices with the procedures for entering and completing such programs.
- This statement shall be signed by the authorized representative of the Registered Apprenticeship sponsor.

Recognition Procedure

- (A) An organization seeking program recognition shall provide the council with copies of its proposed operating plan.
- (B) The council shall record every program recognition.
- (C) Any modification or change to a recognized program shall be promptly submitted to the council and, if approved, shall be acknowledged and recorded as an amendment to such program.