



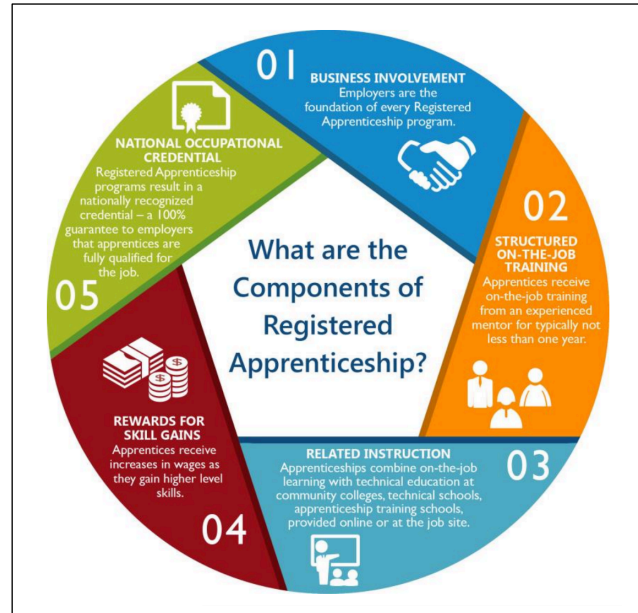
APPRENTICESHIP SERVICES

Apprenticeship – a world class training and talent development model

This fact sheet will help you establish a better understanding of the costs and benefits of using registered apprenticeship as a skills training model, and discuss the steps toward implementing these programs in Massachusetts.

What is apprenticeship?

Apprenticeship is a structured system of hands-on training designed to teach highly technical skills. It is designed to produce craftworkers that are fully competent in all aspects of an occupation, including knowledge, skill and proficiency on the job. With apprenticeship training, there is a written agreement between the apprentice and the employer or apprenticeship program sponsor, approved by and registered with the MA Division of Apprentice Standards. This agreement specifies the length of training, related technical instruction, an outline of the skills of the trade to be learned and the wages the apprentice will be paid. After successfully completing the prescribed hours of related classroom instruction and hands-on training, the apprentice will graduate to a highly skilled "journey worker."



Another benefit to both workers and agencies is that apprentices who are veterans can receive GI Bill benefits if eligible.

Registered apprenticeships — Good for Massachusetts, Good for your Company

America's workforce is aging. As the baby boomers begin to retire, they will take with them a lifetime of skills and expertise, leaving potential gaps in the labor force and a demand for younger, skilled workers. Meanwhile, to compete in a global economy, employers need employees with increasingly specialized skills, and these employees are hard to find and keep.

A growing shortage of skilled workers, coupled with increased demand, means that industry and the trades will need to work hard to attract and retain qualified candidates. Registered apprenticeships, where employees train under the direction of seasoned "journey workers", are one good way that businesses can prepare for the shifting demographics of the workforce.

In contrast to previous generations, today's workers are accustomed to holding many jobs with many companies, and are comfortable jumping from one employer to the next in search of higher wages, better benefits and more opportunities. Apprenticeships foster loyalty, provide a pathway to family wage jobs and provide employers with a significant return on investment.

Benefits of Registered Apprenticeship

Businesses and companies that offer apprenticeship programs know that these programs make good financial sense. Here's why:

- **Apprenticeship programs give a sound return on your business investment.**

A recent study showed that the financial benefits of apprenticeship training programs exceed the cost. On average, for each dollar invested, private employers receive a benefit of \$1.46—a net return of \$0.46.

- **Apprenticeships put a skilled and trained workforce at your fingertips.**

Apprenticeship programs ensure that you have skilled workers who are familiar with your work and production standards. You determine exactly what skills you need, and design training and educational programs to foster those skills.

- **“Homegrown” employees are more productive.**

A skilled professional worker who trained as an apprentice within your business will naturally be more productive, since he or she is already familiar with your company's standards and procedures. That means your employees will spend their time contributing to producing your expected results, not getting up to speed.

- **Apprenticeships foster loyalty.**

There's something intangible about the loyalty workers feel to a business that values them enough to invest time and money to help them reach their career goals. Training apprentices in your business creates skilled and experienced employees, many of whom will stay with you for the long term.

Apprenticeship basics

Registered apprenticeships are made up of the following components:

1. Structured and supervised training
Apprenticeships provide on-the-job training under the direction of experienced, skilled workers – 2,000 hours per year
2. Related Technical Instruction (minimum of 150 hours each year) is provided by Massachusetts community colleges, vocational high schools and/or other educational providers. May be face to face and/or online.
3. Apprenticeships typically last from one to five years.

Related Technical Instruction may be eligible for funding (up to \$5,000) under U.S. Department of Labor MA Apprenticeship Expansion Grant.

Registered apprentices may be eligible for a newly enacted tax credit of up to \$4,800.

How do I get started?

The best way to get started is to call or email your local MassHire apprenticeship support person. He or she can provide you with all the necessary information and resources to start a registered apprenticeship program.

What will MassHire do for me?

MassHire Career Centers have dedicated staff who will walk you through the entire process and help you get started. Once you have an apprenticeship program, they will be in contact with you regularly to help you manage your program.

How much will it cost to start an apprenticeship program?

The primary cost to starting an apprenticeship program is time and effort. You pay no fees to MA Division of Apprentice Standards to register a program.

Are there any financial benefits?

Yes. The financial benefits are both short term and long term. First, you save on payroll costs because you pay your apprentice lower wages than you would pay a journey level worker. As time passes and apprentices progress in their training, they earn increasingly higher wage amounts.

In the long run, you will benefit financially by having a better trained and more productive workforce. A recent study showed that the financial benefits of apprenticeship training programs exceed the cost for 15 different trades. On average, for each dollar invested, employers receive a benefit of \$1.46—a net return of \$0.46.

What is my role as an employer?

An employer is responsible for:

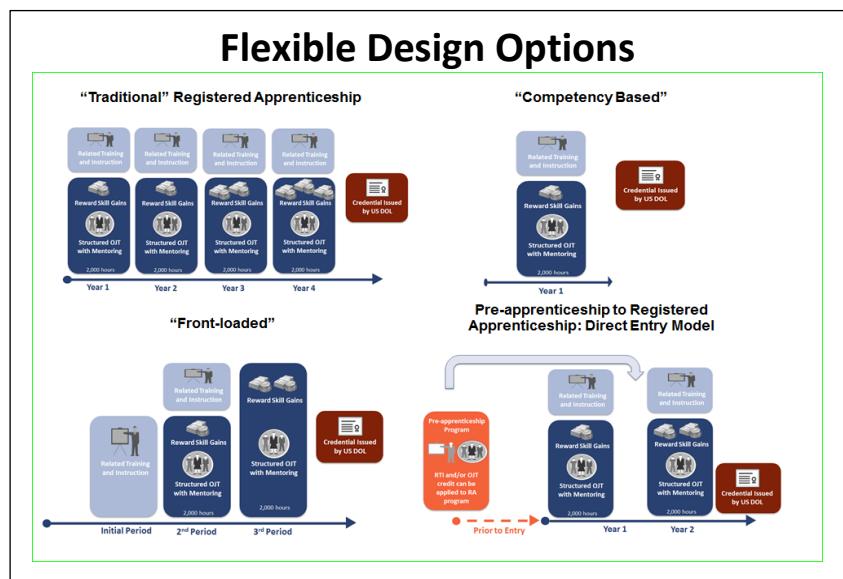
- Overseeing on-the-job training
- Monitoring attendance at related technical training classes
- Evaluating progress before recommending advancement to the next pay level
- Recommending award of the certificate of completion when an apprentice has satisfactorily completed the required course work and on-the-job training

What makes apprenticeship training different?

Apprenticeship training includes paid on-site training as well as quality related technical instruction. This training teaches the apprentice the knowledge and hands-on skills needed for the job.

What are the three approaches to apprenticeship program completion?

1. A competency-based approach, involving successful demonstration of acquired skills and knowledge by an apprentice, as verified by the program sponsor, with an on-the-job component and related technical instruction.
2. A traditional, time-based approach involving at least 2,000 hours of on-the-job learning experience.
3. A hybrid approach which requires the apprentice to complete a specified minimum number of on-the-job learning hours and related technical instruction hours to demonstrate competency in the defined subject areas.



Program sponsors determine the most appropriate approach, subject to approval by the MA Division of Apprentice Standards.

What types of occupations can be learned?

There is a wide variety of occupations for apprenticeship training. While we typically think of the construction trades, there are also other opportunities that exist, such as firefighter, machinist, printer, child care development specialist, finance specialist, sign painter, automotive technician, teacher assistant, master craftsman and other professional technical trades.

How long does an apprenticeship last?

Depending upon the occupation, apprenticeship programs can last from one to five years. An additional requirement includes completing 144 hours of related technical instruction each year throughout the apprenticeship program.

Getting Started - Apprenticeship support makes it easy

Our apprenticeship support personnel are located all across the state. They will help you identify which type of apprenticeship model best suits your company and then provide intensive, one-on-one consulting and on-site assistance to get your program up and running.

What to expect from your support person

Consider your support person your full-service guide. He or she will help you:

- Explain the registered apprenticeship training model.
- Identify your business and training needs, and determine how an apprenticeship program could meet those needs.
- Connect you with an appropriate program or identify existing programs that can serve as a guide for your own.
- Draft required documents
- Set up your program administration
- Troubleshoot problems
- Assist you with program updates as your workforce needs evolve.

Support when you need it, guidance when you need it.



SKILLED WORKFORCE

Recruit and develop a highly-skilled workforce that helps you grow your business



POSITIVE IMPACT TO YOUR BOTTOM LINE

Improve productivity, profitability, and your bottom line



RETAIN WORKERS

91% of apprentices continue employment after the conclusion of the apprenticeship program

Need more information?

Please call your local MassHire Career Center apprenticeship support person.

You may find your local MassHire Career Center at: https://www.mass.gov/masshire-career-centers/locations?_page=1