

Apprenticeship Training Policy and Procedures

Introduction

This policy explains the West-Fay WDB's plans related to apprenticeship training for eligible applicants. A registered apprenticeship is a formalized, structured training program that combines on-the-job learning with related practical and technical classroom instruction in a highly skilled occupation. Customers may access registered apprenticeship programs approved by the Pennsylvania Department of Labor & Industry, Pennsylvania Apprenticeship and Training Council, and that are listed on the State-managed Eligible Training Provided List (ETPL). This Apprenticeship Training Policy and Procedures provides guidance in the use of Adult, Dislocated Worker, Youth Funds under the Workforce Innovation and Opportunity Act (WIOA).

Definition of Services

A registered apprenticeship is industry-driven where employers determine the skills that are essential to sustain a quality workforce.

Apprenticeship training is an "Earn and Learn" model. The length of the apprenticeship training will vary by occupation. The apprentice is hired as an employee and earns wages once accepted into the program. To be a registered apprenticeship, an apprentice is required to attend a minimum of 144 hours per year of classroom training and obtain up to 2,000 hours of on-the-job training.

Training Services and Eligibility

Potential Adult, Dislocated Worker, and Youth Customers must meet any eligibility requirements in place before being provided apprenticeship training services. The Customer's need and ability to benefit from WIOA funding must be established, and the Customer must have the skills and qualifications to successfully complete the apprenticeship training program. An individual's need for training shall be determined through an assessment. These activities all occur at the local PA CareerLink® centers within the West-Fay WDB area. Apprenticeship training programs must be directly linked to in-demand occupations in the Westmoreland-Fayette area and lead to employment wages that satisfy West-Fay WDB's target placement wage.

Apprenticeship Training Cap

The maximum amount to be spent on training for a Customer is up to \$8,000. This cap reflects maximum when used in combination with ITA's and OJT's.

ITA funds can be used in combination with on-the-job training funds to support WIOA participants in apprenticeship. WIOA participants can use ITA funds to pay for the cost of tuition, as well as fees, books, equipment, and other training-related costs (consistent with the policies for ITA's established by the local workforce board. Under WIOA, on-the-job training (OJT) contracts may be established with employer to support the OJT component of Registered Apprenticeship programs. An OJT may be used with both job seekers and current (incumbent) workers already employed by the business.

Apprenticeship Training Procedures

Current ITA and OJT process will be followed as appropriate.

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