



May 20, 2022

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 21-10

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
 ALL CENTER USERS

FROM: RACHEL TORRES
 National Director
 Office of Job Corps

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Date: 2022.05.17 20:09:21 -0400'

SUBJECT: Job Corps' Pre-Apprenticeship Program Design/Model

1. **Purpose.** To provide guidance to the Job Corps community on efforts to significantly expand and promote pre-apprenticeship programs for participants to enter Registered Apprenticeship Programs (RAPs).
2. **Background.** President Biden has reaffirmed his administration's commitment to expand Registered Apprenticeships to reward work, build equitable pathways to the middle class, and connect a diverse workforce to family-supporting, living wage good jobs.¹ An important component of this effort is fostering pre-apprenticeship programs designed to prepare individuals for successful participation in RAPs. In Training and Employment Notice (TEN) No. 13-12, the U.S. Department of Labor Employment and Training Administration (ETA) defines "pre-apprenticeship" as a program or set of strategies that is designed to prepare individuals to enter and succeed in a RAP, and that has a documented partnership with one, if not more, RAPs. TEN No. 13-12² provides a quality framework for pre-apprenticeships and outlines the elements that a "quality pre-apprenticeship program" incorporates. Job Corps notes that it will update this policy with any future guidance ETA issues related to pre-apprenticeship. This Program Instruction Notice (PIN), however, outlines the operational guidelines for how center-operated training programs will fundamentally distinguish between standard training and pre-apprenticeship training opportunities.

¹ <https://www.whitehouse.gov/briefing-room/statements-releases/2021/02/17/fact-sheet-biden-administration-to-take-steps-to-bolster-registered-apprenticeships/>

² Department of Labor, Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources available at http://wdr.doleta.gov/directives/corr_doc.cfm?docn=5842.

Job Corps is continually developing and increasing the academic and technical rigor of its training offerings for students. Therefore, the program is also supportive of developing high-quality pre-apprenticeship programs to better prepare Job Corps graduates for high-skill, quality employment, including into RAPs.

3. Job Corps Pre-Apprenticeship Model. Pre-apprenticeship in Job Corps will incorporate these fundamental components during the student's enrollment at the basic or advanced training level in Job Corps consistent with ETA's TEN 13-12 Quality Pre-Apprenticeship Framework:

- **Approved Training and Curriculum:** Training that is based on industry standards and approved by a RAP sponsor;
- **Meaningful Hands-on Training:** Hands-on training or volunteer opportunities that do not displace paid employees;
- **Facilitated Entry and/or Articulation:** Agreement with at least one RAP sponsor that allow program participants to enter directly into a RAP;
- **Strategies for Long-Term Success that Increase Opportunities for the Underrepresented:** Recruit and prepare underrepresented populations to be successful in a RAP;
- **Access to Appropriate Supportive Services:** Wrap-around services or referrals that help participants complete the program (e.g., childcare, transportation); and
- **Promotes Greater Use of Registered Apprenticeship to Increase Future Opportunities:** Collaboratively promote RAPs to other employers.

Pre-apprenticeship is focused on preparing individuals for successful participation in a formal RAP. Consistent with the efforts of the U.S. Department of Labor, Office of Apprenticeship, Job Corps' will follow the quality standards for pre-apprenticeship established in TEN No.13-12 and any other forthcoming policy regarding pre-apprenticeship. Quality pre-apprenticeship programs in Job Corps will play a valuable role in providing work-based learning to help students prepare for high-quality RAP opportunities.

Registered Apprenticeship, on the other hand, is a job from day one. RAPs are industry-driven high-quality career pathways where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, and a portable, nationally-recognized credential. Registered apprenticeships³ are characterized by the following elements:

- **Paid Job** - Apprentices are paid employees with guaranteed wage increases as they develop new skills and produce high-quality work that enhance their employers' needs;
- **On-the-Job Learning** - Develops skilled workers through structured learning in a work setting;
- **Classroom Learning/Related Technical Instruction** - Improves job-related skills through education in a classroom setting (virtual or in-person);
- **Mentorship** - Provides apprentices with the support of a skilled worker to assist and enhance critical hands-on learning;
- **Credentials** - Offers a portable, nationally-recognized credential to be issued at the completion of the program; and

³ RAPs are governed by the Department's regulations at 29 CFR part 29 (Labor Standards of Apprenticeship) and 29 CFR part 30 (Equal Employment Opportunity in Apprenticeship).

- **Equal Employment Opportunity** – Ensures that all apprentices and applicants for apprenticeship are protected from discrimination and harassment based upon race, color, ethnicity, religion, sex (including pregnancy, sexual orientation, and gender identity), age, disability, and genetic information.

Please note that, consistent with Workforce Innovation and Opportunity Act (WIOA) section 141 (29 U.S.C.3191), which provides that entry into a RAP is an outcome of the Job Corps program, a Job Corps center cannot be recognized as a RAP program sponsor, either by application to the National Office of Apprenticeship nor by recognized State Apprenticeship Agencies.

4. Applying Pre-Apprenticeship Quality Framework in Job Corps: Job Corps has adopted the ETA pre-apprenticeship quality framework to ensure a consistent standard of quality throughout the system. Job Corps strongly encourages all centers that seek to incorporate pre-apprenticeship into student training to use the quality framework in developing their pre-apprenticeship program(s). Pre-apprenticeship programs in Job Corps must follow the Policy and Requirements Handbook (PRH) guidelines in Chapter 3.1 Training Management, R5, and ensure that students can obtain an industry specific credential/certification upon completion of the program. In addition, to support movement toward quality pre-apprenticeship programs in Job Corps and to ensure that the Job Corps National Office maintains visibility of training offerings at all centers, operators must use the current Career Technical Training (CTT) Change process to notify the Job Corps National Office of center-operated trades that are being offered as pre-apprenticeship programs consistent with TEN No.13-12. This will enable official recordkeeping of center operated trades considered to be pre-apprenticeship programming. The National Office will approve or disapprove for purposes of the CTT Change process and will acknowledge receipt of submissions, review and comment on plans for quality assurance, and notate such programs on the Master Profile located on the Job Corps Community Website.

All program operators who currently offer OR plan to offer a pre-apprenticeship program shall complete a **Pre-Apprenticeship CTT Change Request** which will be reviewed by the National Office, much like the formal request process for credentials. This applies to both existing programs that have been labeled “Pre-Apprenticeship” and new Pre-Apprenticeship programs that operators intend to launch.

The Pre-Apprenticeship CTT Change Request captures information regarding pre-apprenticeship activity in the system. While center-operated and National Training Contractor (NTC) programs are expected to adhere to the quality framework for pre-apprenticeship outlined in TEN No. 13-12, the focus of effort and action for this PIN applies to center-operated programs, not NTCs, at this time.

As stated above, Job Corps programs should meet specific criteria in planning and implementing pre-apprenticeship programs, including the following:

- Extensive academic developmental activities, basic or advanced workplace skill building, core technical skill building and participation in a substantive work-based learning component.
- Formal agreements should be in place with at least one RAP sponsor(s) to be able to call a CTT training program “pre-apprenticeship,” and should be negotiated BEFORE the student completes their pre-apprenticeship training, so the transition is seamless for the student.
- If there exists a formal agreement for entry into a RAP, the training and curriculum for the pre-apprenticeship program should be approved by the RAP sponsor – which will not be a Job Corps

Center.

- All Industry Recognized Credentials expected to be earned as part of the pre-apprenticeship experience, must also be submitted for vetting and approval via the Career Technical Training Industry-Recognized Credential Request Electronic Form 311, V11, which can be found on the Job Corps Community Website by selecting Career Technical Training in the left-hand side menu, then selecting CTT Forms.
- Students should earn at least one primary Industry-Recognized Credential and/or required state licensure as a condition of completion of the pre-apprenticeship training program.
- Students should have documented access to supportive services facilitated by the operator's Career Transitional Readiness (CTR) and Services (CTS) teams ensure a seamless transition to RAP placements.
- **Only when Job Corps students have completed the pre-apprenticeship training component, earned their appropriate credentials, and separated from Job Corps should they be enrolled as an apprentice into a RAP.**

Adhering to these criteria will ensure a clarity between the developmental pre-apprenticeship experience, and the Registered Apprenticeship experience that takes place after graduation from Job Corps' basic or advanced training programs. Both components are critical to ensure long-term success for Job Corps students but should not be confused because they each have a different but complementary purpose.

5. Priority Industry Focus Areas. While the intensified emphasis on pre-apprenticeship in Job Corps can be applied to any of the eleven industry sectors in which Job Corps offers career technical training, the National Office has prioritized the following three industries on which to focus effort in PY 21-22: manufacturing; healthcare; and information technology. The National Office is also interested in emphasizing opportunities in wind turbine technology, software development, cyber analyst positions, hospitality, pharmacy technician positions, and 5G wireless technology. This means that, when prioritizing scarce resources, operators may wish to focus pre-apprenticeship efforts in these industry areas and occupations that lead to living wage, good quality jobs.

Several regions have expressed an interest in using pre-apprenticeship as a recruitment tool to boost female enrollment, particularly in industries beyond construction. The additional industry areas of focus can support that effort.

6. Action. All program operators who currently offer OR plan to offer a pre-apprenticeship program must complete a Pre-Apprenticeship CTT Change Request and submit it to the National Office for review and acknowledgement before program implementation. Once submitted the National Office will acknowledge receipt, review and comment for quality assurance, and update the Master Profile accordingly. This applies to both center-operated existing programs that have been labeled "Pre-Apprenticeship" and new Pre-Apprenticeship programs that operators intend to launch.

Complete and submit the Pre-Apprenticeship CTT Change Request to CTTsubmissions@jobcorps.org email. Requests will be accepted and reviewed quarterly beginning: July 1, 2022.

7. Next steps. **Job Corps operators must complete the following:**

- Identify any center-operated CTT program currently titled “Pre-Apprenticeship” **and** any programs proposed to transition to pre-apprenticeship status.
- Describe Pre-Apprenticeship Program by completing a Pre-Apprenticeship CTT Program Change Request for each program **and** submit to CTTsubmissions@jobcorps.org for National Office acknowledgement and review. The request requires documentation that each pre-apprenticeship program satisfies the criteria outlined in this PIN, including a direct link to a formal RAP.
- Once a Request is acknowledged by the National Office, centers may proceed with plans for curricular and programmatic changes necessary to prepare students for successful participation in a formal apprenticeship program after completion at Job Corps.
- After receiving approval from the National Office, implement pre-apprenticeship program that aligns with the elements mentioned in this PIN.

National Office of Job Corps will:

- Acknowledge receipt of the Pre-Apprenticeship CTT Program Change submission(s), review and comment on plans for quality assurance, and document such programs on the Master Profile.
- Review requests for trade transformation to pre-apprenticeship programs and provide feedback as applicable, and update Master Profile to reflect Pre-Apprenticeship status
- Conduct training on the Job Corps Pre-Apprenticeship Request process. Training dates will be forthcoming.
- Launch an awareness campaign for students about the benefits of apprenticeship and what will be expected of them during their pre-apprenticeship program.
- Identify all pre-apprenticeship designations on the Master Profile.
- Identify and share best practices regarding the development and expansion of quality pre-apprenticeship programs.

8. Effective. July 1, 2022. All centers are to ensure this Instruction Notice is distributed to appropriate staff as soon as possible.

9. Expiration Date. Until superseded.

10. Inquiries. Inquiries and submissions should be sent to CTTsubmissions@jobcorps.org