



# ApprenticeshipPHL

ACCELERATOR SERIES

## APPRENTICESHIP ESSENTIALS

# Components of Modern Apprenticeships



## Combined Training Methods

Apprenticeship is an ideal skill development model because it combines technical training and on-the-job mentoring while focusing both forms of learning on the competencies required for success in any given occupation. This combination, when properly coordinated, accounts for different learning styles and taps into both internal and external expertise.

## Wage Increases & Credentials

Wage increases throughout the life of an apprenticeship program are a requirement of a registered program, but are essential for success in any program regardless of its registration status. The construct of wage increase is determined by each company, thus the increase schedule is often compatible with existing wage increase processes already in place.

Third-party credentials and licenses, when applicable, are a highly recommended integration into a program. They provide added incentive to the apprentice, allow existing and/or required credentialing to be incorporated, and are an ideal means of benchmarking competency improvements.

## Facts & Figures



### Registration and Sponsorship

For organizations that choose to register a program, it's vital to first understand the options. Individual states and USDOL may play varying roles depending on the size and location of your organization.

Sponsors oversee registered programs, and the sponsor can be the company or a third-party. The ApprenticeshipPHL network has the expertise to seamlessly guide you through this process.



### The Role of the Company

While there are many potential external components of a program (e.g. sponsors, training providers), the internal steps companies need to take can often be overlooked during initial program development. Understanding how to best develop the necessary processes, implement systems, and define roles and expectations of individuals is key to launching a program built for success and sustainability.



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# On-the-Job Training (OJT) and Mentorship



## What is OJT?

On-the-job training (OJT), also referred to as on-the-job learning (OJL) is a foundational part of apprenticeship. For many, apprenticeships summon images of Medieval craftsmen working with young proteges. This concept, while evolved, is still integral to the apprenticeship programs of today. During OJT, in-house experts teach skills and monitor the apprentice's performance to assure proficiency.

## Understanding Mentorship and Journeyworkers

The Journeyworker label has evolved over time, but is still most recognizable as someone who has successfully completed an apprenticeship program. For modern apprenticeship, many organizations are new to the process and therefore may not have previous completers. As such, subject matter experts in one or more of the skill sets integrated into the programs can be mentors. Otherwise a company's Journeyworkers can become mentors and are the in-house OJT trainers for apprentices throughout the term of the program.

## Facts & Figures



### Time or Competency Based?

Programs can satisfy OJT requirements based on hours tracked, competencies learned, or a combination of the two. The ApprenticeshipPHL network can help you determine which option is best for you.



### Work Processes

For programs that go beyond time tracking for OJT, the skills required to be rated as proficient as performed by each apprentice are called work processes. This checklist provides a consistent guide regarding apprentice skill development.



### Customizing OJT

As with many apprenticeship elements, OJT can and should be customized. Be certain to assure your work process list optimally matches the expectations of your apprentices' role.



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# Understanding Related Technical Instruction (RTI)

## What is RTI?

RTI is an essential element of a quality apprenticeship program. While it's a requirement for programs seeking registration, it's strongly recommended for any robust apprenticeship. Sometimes RTI is referred to as theory or classroom instruction. When paired with on-the-job (OJT), a comprehensive overview of both the "why" and the "how" is combined for optimal skill development.

## How is RTI Structured?

There are many options for RTI. It is often provided by education entities, and may be linked to academic credit. However, RTI can be any combination of training, including third-party, online, OEM, and/or in-house instruction. Quality, availability, logistics, cost, fit with your existing training structure, and alignment to your specific needs, should all be considered. Determining the optimal RTI solution for your company leads to a more rigorous and sustainable apprenticeship program.

## Facts & Figures



### Numerous Delivery Options

It can seem daunting to coordinate the many RTI delivery options, especially since they can be combined. Whether online, in-person, off-site, or in your facility, it's best to understand the pros and cons of every option.



### RTI Time Requirements

A minimum of 144 hours of RTI per year is required for a registered apprenticeship. For non-registered programs, this requirement is flexible, but best-practice programs still adhere to the registration standards.



### Customize Your Program

Customization goes beyond the delivery type. Work with your in-house experts and the ApprenticeshipPHL network to assist you to ensure the most suitable learning and certifications are incorporated.



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## APPRENTICESHIP ESSENTIALS

### Program Registration



### What is Registration?

Registered programs are recognized at the state and/or federal level as meeting set criteria for quality of content and duration. Journeyworker certification is issued by the overseeing government body to completers of a registered program. Registration is the best way to ensure that your program meets the standards recognized by industry and government.

### What to Consider

Programs are not required to be registered. Any company can create a program without following the standards required by state or federal agencies.

However, there are numerous advantages to creating a registered program. The standards of registered programs are widely recognized, Journeyworker status can only be obtained in a registered program, and funding assistance is often conditioned upon a program being registered. These are among the many reasons to create a registered program.

### Types of Registration



#### State Apprenticeship

Many states, including Pennsylvania, oversee the programs within their state. The standards, documentation, and approval process are set by each state but are generally uniform.



#### Federal USDOL Apprenticeship

In states without a recognized oversight agency, the USDOL Office of Apprenticeship (OA) registers and oversees programs. In these cases, the process and documentation are standardized.



#### National Apprenticeship

National Program Standards (NPS) are approved by OA for larger employers or organizations operating in at least five states. This helps create a uniform program and eliminates the need to register on a State-by-State basis.



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