Developing an OSAC Recognized Pre-Apprenticeship

Forming an Ohio State Apprenticeship Council (OSAC) recognized Pre-Apprenticeship consists of only a few necessary components.   Content requirements for your recognized Pre-Apprenticeship programs is found in the OSAC Policy on Pre-Apprenticeship, sections (A) through (G).

Below for you is a suggested order of items to explore while forming up your OSAC recognized Pre-Apprenticeship; it is not necessary that this order be followed, but it will likely result in a more simplified process for the pre-apprenticeship provider.   As always, it is a good idea to consult regularly with your Apprenticeship Service Provider for guidance during the development of your OSAC recognized Pre-Apprenticeship.

Step 1:
Research the employment needs of your area through labor market information (LMI). This will give you an impression of occupations/sectors which will likely welcome opportunities for work-based learning partnerships.

Resources:
Ohio In-Demand Occupations Report
Regional In-Demand Occupations Report
Ohio Business Engagement Report
Ohio Job Posting Trends
Notable Employers of Ohio
O*NET OnLine

Step 2:
Determine the apprenticeable occupation(s) or occupational sector(s) in which your recognized pre-Apprentices will be participating.

Only if an OSAC recognized Pre-Apprenticeship wishes to specifically pre-apprentice an occupation will the name of an apprenticeable occupation be used. A list of apprenticeable occupations can be found at the U.S. DOL Employment and Training Administration website, or may be provided by your Apprenticeship Service Provider when requested.

Commonly, OSAC recognized Pre-Apprenticeships identify "occupational sectors" such as manufacturing, health care, IT, construction, etc. in order to develop their operating plan. This allows a greater degree of flexibility for placing recognized Pre-Apprentices with Registered Apprenticeship sponsors of the same industry.

Step 3:
Now that you have an occupation/occupational sector in mind you will want to begin contemplating what the related coursework will be for your recognized Pre-Apprentices.

A key requirement for all related coursework in a recognized Pre-Apprenticeship be aligned with prevailing industry standards. If you have any questions as to whether or not your program's instructions will be aligned with prevailing industry standards your will want to reach out to your Apprenticeship Service Provider for guidance.

If your recognized pre-apprenticeship is seeking to align with Ohio Department of Education for CTE funding purposes, be sure to find out what they will expect of your program for on-the-job training and related coursework requirements.

Step 4:
Begin seeking Registered Apprenticeship partners to form the critical linkages necessary for your Operating Plan's development. You may elect to have several Registered Apprenticeship Sponsor linkages, even for the same occupation/occupational sector.   This is a way to help interest in your program grow and attempt to ensure adequate opportunity for participation.

Registered Apprenticeship linkages are necessary to form the pathway from OSAC recognized Pre-Apprenticeship to Registered Apprenticeship.   Some information about existing Registered Apprenticeships may be found through the apprenticeship occupation link at the Apprentice.Ohio.Gov website.

It is also recommended to ask your Apprenticeship Service Provider for a list of existing Registered Apprenticeships which may not already be listed on the Apprentice.Ohio.Gov website.

Step 5:
Now that you have potential Registered Apprenticeship partnerships you will want to begin assembling your Operating Plan.   Your operating plan may be created from scratch or by using template offered to you by your Apprenticeship Service Provider.

Use of the template is not a requirement and any aspect of it may be changed or removed as long as the content in the OSAC Policy on Pre-Apprenticeship adheres tom sections (A) through (G). Your Apprenticeship Service Provider is always glad to assist with content development should you have any questions.

A recognized Pre-Apprenticeship Operating Plan should be a direct reflection of a Provider's desired plan to deliver basic technical and job readiness skills to pre-apprentices, therefore a Provider should not let the content of the template limit their ability to design what is needed.

Step 6:
Ask your Registered Apprenticeship Sponsor partner(s) to provide you with a letter of support to link your programs.   An example of one such letter is available in your template; it may be used, or a completely original letter may be formed by the sponsor.   At a minimum it should contain the name of your pre-apprenticeship, their sponsor name, the name of the occupation(s)/sector(s) they are partnering for and if they intend to potentially accept credit for previous work or learning.

At the same time, if you join a participating Registered Apprenticeship Sponsor that is a group model of registered apprenticeship, you will want to gather the names of their participating signatory employers. The names of these employers will not only be useful if you intend to send students there for work-based learning, but you will need to include these employer names on the form you submit for OSAC recognized Pre-Apprenticeship certificates.

Step 7:
Keeping your Operating Plan in the format of Microsoft Word, you will want to provide you Apprenticeship Service Provider with a draft containing everything you intend to include, along with Registered Apprenticeship letters of support linking your programs.

Your service provider will review your program, may make recommendations and will retain a copy of the word document to make rapid and convenient modifications and amendments in the future for you.

Step 8:
Assuming all finishing touches have been completed, your service provider will send you a .pdf version of your draft for a final review.   After completion of the provider's final review, the provider will let the service provider know if it is acceptable to submit the draft of Operating Plan for approval consideration.