

Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Keystone Development Partnership

**Training and Development Specialists
Registered Apprenticeship Navigator**

O*NET-SOC CODE: 13-1151.00

RAPIDS CODE: 90417

WORK PROCESS SCHEDULE

Training and Development Specialists / Registered Apprenticeship Navigator

O*NET-SOC CODE: 13-1151.00 RAPIDS CODE: 90412

This schedule is attached to and a part of these standards for the above identified occupation.

1. TYPE OF OCCUPATION

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is competency-based with the regulatory minimum of 2000 hours / 1 year OJT attainment supplemented by the minimum required 144 hours of related technical instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio for NON-JOINT EMPLOYERS is:

- 1 apprentice to 1- 4 journeyworkers
- 2 apprentices to 5-9 journeyworkers
- 3 apprentices to 10-14 journeyworkers

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed.

-OR-

The apprentice to journeyworker ratio for JOINT EMPLOYERS shall be consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs. The ratio shall be specified in (APPENDIX E).

4. WORKFORCE NUMBERS

Please use the Employer Acceptance Agreements (APPENDIX E) for the workforce numbers.

5. APPRENTICE WAGE SCHEDULE

Please use the Employer Acceptance Agreements (APPENDIX E) for the wage schedule information.

6. PROBATIONARY PERIOD

Each applicant selected for apprenticeship shall serve a probationary period of no less than ninety (90) calendar days from the commencement of OJL. The probationary period shall not exceed 25 percent of the maximum program, but in no case shall the probationary period exceed one year.

7. QUALIFICATIONS FOR APPRENTICESHIP

Applicants of the Keystone Development Partnership Navigator Program will meet the following minimum qualifications:

A. Age

Applicants must not be less than 18 years of age.

B. Education

A High School diploma or GED equivalency is required. If a diploma is unavailable, applicant must provide an official transcript(s) for high school and or post high school education and training showing proof of graduation. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training experience.

C. Physical

Applicants shall be physically capable of performing the essential functions of the apprenticeship program with reasonable accommodation where appropriate, and without posing a direct threat to the health and safety of the individual or others.

D. Test

Applicant will be required to be referred by employer and mentor, and must be a FTE in a role involving business engagement. KDP reserves the right in the future to introduce an entrance test if applications exceed the number of positions available. KDP may also request a resume and interview the applicant prior to acceptance.

WORK PROCESS INFORMATION

WORK PROCESSES OUTLINE

OCCUPATION: Training and Development Specialists / Registered Apprenticeship Navigator

O*NET-SOC CODE: 13-1151.00 Training and Development Specialists

RAPIDS CODE: 90417

SPONSOR: Keystone Development Partnership (KDP)

PURPOSE: To train workforce development intermediaries to become Registered Apprenticeship (RA) Navigators for the Pennsylvania Apprenticeship and Training Office (PA ATO), RA program sponsors, and other Registered Apprenticeship partners in the local region.

TERM OF APPRENTICESHIP: This apprenticeship program is competency based on program with the regulatory minimum of approximately 2,000 hours of on-the-job (OJT) plus 144 hours of related technical instruction. Apprentices may achieve competency in all areas in varying time frames, so competency measures have been established to ensure apprentice is completing program in its entirety; each apprentice must successfully attain the competencies described in these program provisions.

BACKGROUND: KDP is establishing an apprenticeship program for RA Navigators to support the PA ATO to provide structured, replicable, quality training that is worthy of a nationally recognized credential. This occupation can be used by other intermediary organizations to help expand apprenticeship into new occupations and industries. RA Navigators will assist potential programs in the development of new or revised standards.

These RA navigators will establish relationships leading to partnerships with employers, unions, industry associations, community/faith-based organizations, community colleges, and American Job Centers/Workforce Development Centers. RA Navigators will provide technical advice and assistance to employers and union representatives (either singly or jointly) on the effective maintenance and improvement of new and existing RA and Pre-RA programs, and on the better utilization of workers where particular training problems may be a concern. The RA Navigators will identify, analyze, and prepare training analysis reports and recommendations for further on-the-job learning.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled workforce development intermediary, the apprentice shall have experience and training in the following areas and shall demonstrate competency, as specified herein. This instruction and experience shall include the following competencies but not necessarily in the sequence given. Time spent on specific competencies need not be continuous.

On-the-Job Learning (OJL)

1. The apprentice shall make every attempt to meet OJL requirements; Unsuccessful performance of the OJL training by the apprentice within the apprenticeship program cannot result in any adverse action toward the employee.
2. During the apprenticeship, the apprentice shall receive work experience and job-related education in all phases of the occupation. These include safe work practices necessary to develop the skill and proficiency of a skilled professional, including:
 - Workplace violence
 - Sexual harassment
 - Cyber security
 - Confidentiality / Privacy

Employer will have policies on each that each apprentice signs on to and agrees to abide by. If an employer doesn't have specific policy in place, KDP will provide examples to adopt. Additional RA components will be delivered as part of Module 9 *Knowledge of PA Compliance Review and Quality Assessment Process*.

3. The program sponsor, KDP, or its designated apprenticeship committee, must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
4. Such OJL shall be performed under the direction and guidance of a qualified professional.

The following identifies the major work processes in which apprentices will be trained:

1. APPRENTICESHIP ORIENTATION
2. PA ATO POLICIES AND GUIDANCE
3. DEVELOPING APPRENTICESHIP PROGRAMS
4. PROGRAM SERVICING
5. EEO
6. NEW/REVISED OCCUPATIONS
7. REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (*RAPIDS*)
8. PARTNER ENGAGEMENT
9. INTERMEDIARY ROLE

Competency Rubric

Competencies will be tracked as follows:

- **FE – Field Experience**: successfully attempted competency in the field
- **DC – Demonstrates Competence**: apprentice can perform the task with some coaching.
- **P – Proficient**: apprentice performs task properly and consistently.

Competency	Measure	FE	DC	P
PARTNER ENGAGEMENT				
Demonstrate ability to assess area businesses and industry training needs.	Apprentice successfully identified businesses in area where the apprenticeship model will assist in future workforce training and development.			
Demonstrate knowledge of the PA Apprenticeship Training Office, its functions, and responsibilities.	Apprentice successfully spoke to a potential employer or business about the duties of the Apprenticeship Training Office.			
Identify potential employer partner, visit facility, and determine capabilities of facility to properly train employees.	Apprentice successfully identified and spoke to a potential sponsor and determined their current training methods.			
Assist potential program employer partner in the determination of his/her additional training needs.	Apprentice successfully assisted potential program sponsor / employer with identifying training needs.			
Identify and explain goals of apprenticeship training programs to potential employer partner and how programs are administered.	Apprentice successfully explained RA to potential employer partner; including Fitzgerald Act, the PA Apprenticeship and Training Office, relationship between OA and SAA, the components of Registered Apprenticeship, and potential partnerships with training providers and more.			
Explain various types of apprenticeship programs; i.e. joint, non-joint, group, etc.	Apprentice successfully explained the different types of RA structures (joint, non-joint, etc.) to potential employer partner and identified appropriate one for their potential program.			
Explain Code of Federal Regulations: Title 29, CFR part 29: Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations Final Rule.	Apprentice successfully explained CFR Title 29 and standards to employer partner.			
Explain PA Apprentice and Training Office and its role in registering and overseeing a future program for employer partner.	Apprentice successfully explained the role of the Pennsylvania ATO in the RA Process.			

Competency	Measure	FE	DC	P
Explain PA Apprenticeship and Training Council and its governance / role in the RA Process.	Apprentice successfully explained the role of the PA State Apprenticeship & Training Council to employer partner.			
Explain PA Apprenticeship and Training Council and its governance / role in the RA Process.	Apprentice successfully explained the role of the PA State Apprenticeship & Training Council to employer partner.			
Explain Navigator program with potential employer partner; obtain agreement to initiate program and work with employer.	Apprentice successfully explained Navigator Program and how they could be of assistance to potential employer partner; and got employer to agree to work with them.			
DEVELOPING APPRENTICESHIP PROGRAMS				
Identify occupations of employer partner.	Apprentice successfully identified apprenticeable occupation, as approved by DOL, for employer partner.			
Identify training approaches: Time-based, Competency-based, or Hybrid.	Apprentices successfully, in conjunction with employer partner, identified appropriate RA program basis; hybrid, competency, time based.			
Research available work processes or develop training outline that is applicable to program.	Apprentice successfully researched and identified RTL and OJT processes appropriate to employer partners program.			
Identify vocational education facilities and/or other resources and capabilities for related technical training.	Apprentice successfully identified area educational facilities with the capability to deliver RTL needed in newly developing employer partner apprenticeship program.			
Present material to program sponsor.	Apprentice successfully presented a draft outline of employer partners potential program.			
Assist in preparation of standards and complete a review of the application documentation.	Apprentice successfully assisted employer partner in the creation of apprenticeship standards for program.			
Review 24-Point Checklist for Standards to ensure all documents have been checked for spelling, formatting, grammar, and etc.	Upon completion of newly developed apprenticeship standards, apprentice successfully reviewed the documents for accuracy; using the 24-point checklist			

Competency	Measure	FE	DC	P
Secure signatures of sponsor(s) on official standards.	Apprentice successfully secured signatures on all required documents to submit for approval.			
Submit for registration.	Apprentice successfully submitted application for approval of program; to PA ATO.			
Present and defend RA application to PATC.	In conjunction with employer partner, apprentice successfully attended PATC meeting to explain and defend the newly developed program.			
PROGRAM SERVICING				
Assist program sponsors in registering apprentices.	Apprentice successfully assisted employer partner with registering apprentices of new program.			
Consult with employer partners to maintain active programs	Apprentice successfully followed up with employer partner to assist in maintaining program.			
Encourage completion ceremonies and presentation of certificates	Apprentice successfully explained and encouraged completion ceremonies for graduating apprentices of new program.			
Provide information and training for employer partner personnel, arrange meetings, conferences, and seminars	Apprentices successfully provided general information to employer partner(s) about RA.			
Become familiar with local, regional and national best practices in recruitment and retention and provide technical assistance in these areas to the apprenticeship program.	Apprentice successfully remained current on RA best practices and forward any relevant information to employer partner.			
EQUAL EMPLOYMENT OPPORTUNITY (EEO)				
Services provided to program sponsors include guidance to compliance with the requirements of the state and federal laws and regulations; e.g., amending standards, determining underutilization, developing affirmative action plan	Apprentice successfully provided EEO information and guidance to employer partner.			
Encouraging recruitment and employment of minority and female applicants	Apprentice successfully encouraged employer partner to recruit minorities and females into newly formed programs and provided best practices to do so.			
Identify and attend meetings to coordinate activities with various outreach programs	Apprentice successfully connected to various outreach programs and attended meetings to become familiar with programs.			

Competency	Measure	FE	DC	P
RAPIDS SYSTEM <i>(Apprentices will use RAPIDS in coordination with and under the guidance of PA Apprenticeship and Training Representatives (ATRs). Apprentices will only have RAPIDS access with the permission of employers and sponsors).</i>				
Inputting programs information and occupations	Apprentice successfully navigated RAPIDS system and inputted proper data.			
Assisting programs in registering apprentices	Apprentice successfully navigated RAPIDS system and inputted proper data.			
Maintenance programs on apprentice (registering, suspending, canceling, and completing)	Apprentice successfully navigated RAPIDS system and inputted proper data.			
Tracking Overdue apprentices	Apprentice successfully tracked RAPIDS system to track apprentices in newly formed programs to ensure they are progressing timely.			
RAPIDS User Manual (ATO & Sponsor Guide)	Apprentice successfully obtained and became familiar with the RAPIDS Manual.			
RAPIDS help menu	Apprentice successfully located and became familiar with the RAPIDS help section to answer questions about the system.			
PARTNER ENGAGEMENT				
Workforce Development Organizations				
Develop knowledge and if appropriate relationship with other workforce development organizations including Workforce Development Boards and PA CareerLink® offices.	Apprentice successfully became familiar with one or more workforce development groups and began a relationship.			
Collaborate with PA ATO to facilitate relationships with RA Program Sponsors	Apprentice successfully became familiar with the activities of the PA ATO and gathered leads for potential partners.			
Unions – National, State, Local				
Present RA information and connect to RA Programs	Apprentice successfully connected to various unions and explored new potential apprenticeship programs.			
Support Programs by attending workforce councils and advisory meetings	Apprentice successfully attended various workforce development meetings to gather information for employer partners.			
Become knowledgeable about program resources and training that they offer	Apprentice has successfully identified, researched and listed different union programs, their training methods, and has determined if a new initiative could be started.			

Competency	Measure	FE	DC	P
Community Based Organizations (CBOs) & Programs – Including Chamber of Commerce, Business & Education Associations, Veterans Affairs (VA), Job Corps, YouthBuild, OVR, Faith-based Organizations, and minority, ESL & underserved population-focused CBOs				
Connect to RA Programs	Apprentice successfully identified and connected to various Community Based Organizations and familiarized them with the Navigator program, and RA.			
Become knowledgeable about program resources and training that they offer	Apprentice has successfully identified and listed a minimum of 5 CBO programs, researched their training methods, and determined if new initiatives could be started.			
Women in Apprenticeship and Nontraditional Occupations (WANTO)				
Connect to RA Programs	Apprentice successfully identified and connected to various organizations for women and familiarized them with the Navigator program, and RA.			
Become knowledgeable about program resources and training that they offer	Apprentice successfully researched, identified, and listed different organizations for women, their mission, and determined if new Navigator initiatives could be started.			
Pre-Apprenticeship				
Connect to RA Programs	Apprentice successfully identified and connected to various Pre-Apprenticeship Programs and familiarized them with the Navigator program, and RA.			
Become knowledgeable about program resources and training that they offer	Apprentice successfully researched and listed a minimum of 5 Pre-Apprenticeship Programs in their area, and determined if new Navigator initiatives could be started.			

8. RELATED INSTRUCTION OUTLINE

RELATED INSTRUCTION OUTLINE

Workforce Development Professional/ Registered Apprenticeship Navigator

O*NET-SOC CODE: 13-1151.00 RAPIDS CODE: 90417

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input checked="" type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input type="checkbox"/> Other, please list. _____
Name of Provider:	Keystone Development Partnership
Address of Provider:	600 N. 2nd St. Harrisburg, PA 17101
Provider Contact Name:	Stuart Bass
Provider Contact Email:	sbass@kdpworks.org
Provider Contact Phone:	(215) 284-4218
Total Hours of Instruction:	90
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. <u>Four Year University</u>
Name of Provider:	Penn State University
Address of Provider:	329 Business Building University Park, PA 16801
Provider Contact Name:	Sue Greene
Provider Contact Email:	sag21@psu.edu
Provider Contact Phone:	570-713-7598
Total Hours of Instruction:	39
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. <u>State Government Agency</u>
Name of Provider:	PA Department of Labor & Industry
Address of Provider:	651 Boas Street Harrisburg, PA 17121
Provider Contact Name:	Eric Ramsay
Provider Contact Email:	eramsay@pa.gov
Provider Contact Phone:	717-783-5857
Total Hours of Instruction:	9
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. <u>Research Institute</u>
Name of Provider:	Keystone Research Center
Address of Provider:	412 N 3rd Street Harrisburg, PA 17101
Provider Contact Name:	Stephen Hertzberg
Provider Contact Email:	herzenberg@keystoneresearch.org
Provider Contact Phone:	(717) 255-7181
Total Hours of Instruction:	3
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
<p>-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.</p>	

RELATED INSTRUCTION INFORMATION	
Provider Type:	<input type="checkbox"/> Sponsor <input type="checkbox"/> Community College/Technical School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Other, please list. __Industry Experts ____
Name of Provider:	National Experts on Apprenticeship, e.g. Wisconsin Regional Training Partnership (WRTP) and the Aerospace Joint Apprenticeship Committee (AJAC)
Address of Provider:	600 N. 2nd St. Harrisburg, PA 17101
Provider Contact Name:	Stuart Bass
Provider Contact Email:	sbass@kdpworks.org
Provider Contact Phone:	(215) 284-4218
Total Hours of Instruction:	3
Method of Instruction:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Correspondence/Shop <input type="checkbox"/> Online
-If using a third party vendor for the instruction component of the program, please submit a letter verifying such from the training provider.	

APPROACH

Keystone Development Partnership (KDP) will pilot the Ambassador Apprenticeship RTI to a cohort of up to 20 apprentices in the Southeast Pennsylvania region. The Director of the PA Apprenticeship and Training Office (ATO) provided guidance to KDP in the design of the program content. KDP will take this opportunity to gain experience in delivering the program in order to further refine it. While KDP pilots the program in Southeast PA, recruitment will occur for sessions to be delivered in Central and Western PA. RTI sessions will be recorded and made available to apprentices unable to attend that day's session in person.

The RTI will be a blend of classroom instruction and online discussions. The intent is to host a forum for the apprentices to gather best practices and to share approaches to problem solving. KDP will post readings and facilitate online discussions.

CONTENT

RTI sessions will vary in length, each lasting one or more days. In-class instruction will be scheduled to allow for ample travel time, and lunch will be provided. Each module will typically include a combination of apprenticeship-specific knowledge provided by KDP, the PA Office of Apprenticeship and Training (ATO) and outside experts, as well as related classroom instruction provided by Penn State University. The latter will result in apprentices receiving a Certificate of Completion for **Project Management** and for **Workforce Intermediary Program**, a new certificate developed by Penn State that includes 7 professional training modules relevant to apprenticeship program development. Graduates will also receive an ATO journey workers certificate.

KDP will utilize the online collaboration platform Basecamp to support each RTI session. The site will host:

- Questions and Answers to facilitate discussion of topics before and after the RTI sessions, with a requirement for the apprentice to respond to at least two other posted responses
- Homework assignments (e.g. required reading, research/writing assignments, "take home" or "open book" quizzes, presentation development, etc.)

Apprentices will spend at least 2 hours engaging the resources on Basecamp for each day of classroom instruction, including required readings and group discussions. This time will be facilitated by KDP and count towards the 144 hours of RTI. Over the Winter 'Break', apprentices will also be assigned readings from the RTI's textbook: *Connecting People to Work: Workforce Intermediaries and Sector Strategies*. Apprentices must complete the first six modules in order to qualify to participate in the 4-day Project Management course (Module 7).

RELATED TECHNICAL INSTRUCTION OUTLINE

Module 1: Apprenticeship 101

Overview of registered apprenticeship (RA) and pre-apprenticeship (Pre-RA) including the history of apprenticeship, components including RTI and work process, its value as a workforce strategy and return on investment (ROI), introduction to the RA registration process including how to customize the registration packet, developing standards (Appendix A and Employer Acceptance Agreement, training provider letter), review, presenting to the PA Apprenticeship and Training Council (PATC), intro to Pre-RA, planning outreach and customizing presentations for a variety of audiences, plus RAPIDS 101.

Hours per Module: 16

RTI Providers: KDP – 12 hours; L&I – 4 hours

Competency Measure: Classroom participation, participation in RAPIDS education, and informal classroom quizzes or general questions being answered.

Module 2: Leveraging Funds

Identifying funding sources for RA and Pre-RA programs including the Workforce Innovation and Opportunity Act (WIOA), US Department of Labor, PA Department of Labor & Industry (including PAsmart), Department of Community Economic Development, Sector Partnerships, and Local Workforce Development Boards (LWDBs). Session includes an introduction to grant proposal writing, grant fiscal and program monitoring, Labor Market Information (LMI), and the Center for Workforce Information and Analysis (CWIA). Penn State will provide sessions on Business Writing Styles/Email Etiquette and Business Grammar.

Hours per Module: 12

RTI Providers: Penn State University – 4 hours; KDP – 5 hours; L&I - 3 hours

Competency Measure: Classroom participation, proof of ability to understand Labor Market Data, how to analyze it, and where to find it, complete and pass PSU's grading rubric for writing assignments.

Module 3: Industry Stakeholder Engagement

Engaging employers, unions, workforce and economic development boards, industry associations, chambers of commerce, and educators for apprenticeship sponsorship and to build the apprenticeship ecosystem. Session includes best practices for outreach to industry stakeholders, collaborating with LWDB for employer forums, and strategies for presenting to each organization to promote collaboration. This session will also consider strategies for engaging employers including setting expectations, providing guidance, facilitating meetings and conference calls with potential partners and stakeholders and managing program registration. The apprentices will explore the relationship between the intermediary and potential sponsors, and provides strategies to support existing programs. Penn State will provide sessions on Communicating Effectively and Building Work Relationships, and KDP will lead a Myers-Briggs Type Indicator (MBTI) component.

Hours per Module: 16

RTI Providers: KDP – 12 hours; Penn State University – 4 hours

Competency Measure: Classroom participation, informal classroom understanding of materials, and student will meet or exceed grading rubric set forth by PSU educational and curriculum staff..

Winter "Break": Connecting People to Work

Apprentices will be assigned select reading from the textbook *Connecting People to Work: Workforce Intermediaries and Sector Strategies*. Discussions on the content will be facilitated by KDP using Basecamp.

Hours per Module: 12

RTI Providers: KDP – 12 hours

Competency Measure: Online participation in group discussion and informal understanding of materials.

Module 4: Group Dynamics and Organizational Development

Session focuses on engaging unions, labor relations, and joint apprenticeship programs (when appropriate); developing collaboration with the regional program partners; and managing conflict. Penn State will provide a session on Resolving Conflict.

Hours per Module: 8

RTI Provider: KDP – 5 hours; Penn State University – 3 hours

Competency Measure: Classroom participation, informal classroom understanding of materials, and student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Module 5: Customer Sales & Service

Session provides an introduction to marketing apprenticeship programs to stakeholders and helping to facilitate their creation. Topics include: consultative sales; customizing curriculum for RTI; how to work with subject matter experts (SME) designated by employers and unions; designing a structured on the job training (OJT) program; identifying regional training providers, and identifying existing work processes as models for new sponsors or trade additions. Penn State will provide sessions on Consultative Sales and Critical Thinking.

Hours per Module: 8

RTI Providers: Penn State University – 4 hours; KDP – 4 hours

Competency Measure: Classroom participation, informal classroom understanding of materials and student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Module 6: Mentoring for RA Success

Mentorship is critical for the apprentice to succeed during the on the job training (OJT). This train the trainer session targets mentors for the OJT or On the Job Learning component of the apprenticeship work process. This includes an introduction to learning styles, the roles of the journeyworker as mentor, the importance of structured OJT sessions, and communication and problem solving. The Navigator apprentices will learn how to lead the session and conduct role playing exercises targetting adult learners.

Hours per Module: 8

RTI Provider: KDP – 8 hours

Competency Measure: Classroom participation and demonstration of full understanding of KDP Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 7: Project Management

This 4-day Penn State course emphasizes: project processes, knowledge areas, terms, tools, formulas, and how to facilitate planning and documentation of accomplishments and program goals, as well as soft skills such as team development, leadership and decision-making.

Hours per Module: 32

RTI Provider: Penn State University – 24 hours; KDP – 8 hours

Competency Measure: Student will meet or exceed grading rubric set forth by PSU educational and curriculum staff.

Module 8: Technical Assistance for Apprentice Recruitment

An introduction to developing the pipeline for RA including developing Pre-RA programs, models

for the selection process, and an introduction to Equal Employee Opportunity (EEO) guidelines for new hires and incumbent workers. Diversity Equity & Inclusion (DEI) strategies, and understanding the role of community outreach with Community Based Organizations (CBO), Faith Based Organizations (FBO), PA CareerLink® offices, school districts, Intermediate Units, CTE programs, and 2 & 4 year education institutions.

Hours per Module: 8

RTI Providers: KDP – 5 hours; AJAC – 1.5 hours; WRTP – 1.5 hours

Competency Measure: Classroom participation and demonstration of full understanding of ATO Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 9: Knowledge of PA Compliance Review and Quality Assessment Process

Content includes the requirements for RA and Pre-RA programs, including meeting grant requirements.

Hours per Module: 4

RTI Providers: L&I – 2 hours; KDP – 2 hours

Competency Measure: Classroom participation and demonstration of full understanding of ATO Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 10: Policy Advocacy and Coordinating with Government Agencies and Elected Officials

Strategies for updating key agencies and local representatives about RA and Pre-RA programs. Session will be led by the Keystone Research Center (KRC).

Hours per Module: 4

RTI Providers: KRC – 3 hours; KDP – 1 hour

Competency Measure: Classroom participation and demonstration of full understanding of KRC Curriculum; classroom demonstration of understanding; no formal quizzes will be issued.

Module 11: Keystone Apprenticeship Alliance Building

Establishing RA; Strategic Planning, Project Implementation, and RA initiatives; The Role of the Intermediary: This capstone project documents the apprentices' experiences as a workforce development professional in the field promoting RA as an effective workforce strategy.

Hours per Module: 8

RTI Provider: KDP – 8 hours

Competency Measure: Web based curriculum with built in measurements of competency throughout lesson plans.

Module 12: Keystone RA Navigator Statewide Workshop & Networking Event

Workshop will focus on effective networking, strengthening relationships, and develop strategy and next steps for coming year(s).

Hours per Module: 8

RTI Provider: KDP – 8 hours

Competency Measure: Apprentices presenting materials and networking with potential RA users. Students will be observed by KDP, ATO, PSU, and KRC Staff members to determine competency.