

Registered Apprenticeship Navigator Program



Quick Look

Program Team: Tara Toms (Lead), John Paul (Support), Tiffany Unger (Support)

Active: February 2019 - Present

RA Length: 1-Year

Type: Competency-based

Sponsorship Model Type: Group

Support provided by the PA Apprenticeship & Training Office (ATO) through the PAsmart program.

Participants gain first-hand experience as an apprentice, including filling out registration paperwork, participating in RTI, and monitoring the development of their own competencies through a Navigator Job Book.

The Registered Apprenticeship (RA) Navigator Program prepares workforce development intermediaries to assist in starting and managing registered apprenticeship programs.

KDP is now recruiting
for upcoming cohorts of Navigators.

Overview

KDP developed the Registered Apprenticeship (RA) Navigator program for workforce intermediaries to help expand apprenticeship throughout the Commonwealth.

The RA Navigator is an apprenticeship program that trains people to start apprenticeship programs.

RA Navigators help grow the apprenticeship ecosystem through regional partnerships and provide technical assistance to unions, employers, industry associations, community organizations, training providers, and the workforce system. The one-year apprenticeship program includes 2,000 hours of on-the-job training (OJT) plus 144 hours of Related Technical Instruction (RTI). The program also uses online collaboration platforms to support the RTI, facilitate discussions, and provide additional resources.

Current Status

By the first half of 2023, three cohorts of Navigators have completed their training and a fourth cohort is in progress. While the majority of the nearly 6 dozen Navigators supported to date have been state workforce staff, the first four cohorts have also included representatives of community colleges, unions, the PA Office of Vocational Rehabilitation (OVR), and other workforce intermediaries.

Keystone Apprenticeship Alliance (KAA)

Graduates of the Navigator program have become members of the **Keystone Apprenticeship Alliance**, the programmatic capstone and central long-term outcome of the RA Navigator Program. The KAA is envisioned as a network of intermediaries able to assist unions and employers to expand apprenticeship programs into new occupations and industries. It will meet regularly to collaborate on current apprenticeship development projects, share resources and best practices, and network internally to meet the needs of employers and other apprenticeship partners as they stand up new programs. As more Navigator cohorts are completed, more members will join the KAA. Each will bring their own salient perspective on apprenticeship opportunities within their own local networks. By continuing to guide and oversee the activities of the KAA, KDP will maintain an active role in coordinating the expansion of apprenticeship throughout the state.

Upcoming Cohorts

KDP is now recruiting for new statewide Navigator cohorts. RTI will be delivered online via Zoom and other collaboration platforms. Candidates include those who currently serve or aspire to serve as apprenticeship coordinators, business services representatives, job developers, education coordinators, non-profit and community-based organization leaders, and union representatives.

All applicants must be employed fulltime by an employer who will help facilitate the apprentice's OJT. Sponsors will receive a **Job Book** to help them accurately monitor and track the competencies their apprentice will learn through on-the-job training. They will also receive **Mentorship Training** in advance of the cohort starting, and receive ongoing guidance to help them successfully manage their apprenticeship program.

There is no cost to participate and space is limited. For more information or **if you would like to Sponsor an apprentice**, please contact:

Tara Toms, Apprenticeship Manager
ttoms@kdpworks.org
(717) 576-0417

RTI Sessions include:

- Understanding Apprenticeship
- Project Management
- Apprenticeship Stakeholder Engagement
- Mentorship
- PA Apprenticeship & Training Office (ATO)
- Diversity, Equity & Inclusion in Apprenticeship
- Policy and Advocacy
- Building Partnerships with Unions
- Keystone Apprenticeship Alliance Building
- Practitioner's workshops featuring national apprenticeship experts