

## **RA NAVIGATOR - APPENDIX A-1**

### **WORK PROCESS SCHEDULE – COMPETENCY-BASED**

**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.

<b>Program Name</b>	Registered Apprenticeship Navigator
<b>Program Sponsor</b>	Keystone Development Partnership

\* JW = journeyworker; APR = apprentice

<b>Competency Group #1: Employer / Partner Engagement</b>				
<b>Competency and Measure</b>	<b>Date</b>	<b>JW</b>	<b>Date</b>	<b>APR</b>
<p><b>1.1 Performance and Safety Expectations</b></p> <p><i>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:</i></p> <ul style="list-style-type: none"> <li>• <i>Workplace violence</i></li> <li>• <i>Sexual harassment</i></li> <li>• <i>Cyber security</i></li> <li>• <i>Confidentiality / Privacy</i></li> </ul> <p><i>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, the Sponsor will provide examples to adopt.</i></p>				
<p><b>1.2 Demonstrate ability to assess area businesses and industry training needs.</b></p> <p><i>Apprentice successfully identified businesses in area where the apprenticeship model will assist in future workforce training and development.</i></p>				
<p><b>1.3 Demonstrate knowledge of the PA Apprenticeship and Training Office, its functions and responsibilities.</b></p> <p><i>Apprentice successfully explained the role of the Pennsylvania ATO in registration, oversight, monitoring, and expanding Registered Apprenticeship in Pennsylvania</i></p>				

<p><b>1.4 Identify potential employer partner and introduce RA concepts</b></p> <p><i>Apprentice identified a potential employer partner and provided Apprenticeship 101 information. Apprentice shared information and written resources to employer partner or sponsor that explain foundational information on apprenticeship structures, value, possible funding sources, dispel misconceptions, etc</i></p>				
<p><b>1.5 Conduct needs assessment, determine capabilities of facility to properly train employees</b></p> <p><i>Apprentice determined potential employer partner’s current training methods and conducted an industry-appropriate needs assessment process/review.</i></p>				
<p><b>1.6 Identify and explain goals of apprenticeship training programs to potential employer partner and how programs are administered.</b></p> <p><i>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.</i></p>				
<p><b>1.7 Explain various types of apprenticeship programs; i.e. joint, non-joint, group, etc.</b></p> <p><i>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.</i></p>				
<p><b>1.8 Explain US DOL Office of Apprenticeship and its governance / role in the RA Process.</b></p> <p><i>Apprentice successfully explained the role of the OA in states to employer partner.</i></p>				
<p><b>1.9 Demonstrate knowledge of the role of training providers in registered apprenticeship and pre-apprenticeship</b></p> <p><i>Apprentice can explain the roles that training providers can play in RA and pre-RA programs and can articulate examples of successful alignments between employers and educators.</i></p>				
<p><b>1.10 Demonstrate knowledge of benefits of registered apprenticeship</b></p> <p><i>Apprentice can name five benefits of registered apprenticeship for employers, job-seekers, and to industry overall</i></p>				

<p><b>1.11 Explain Apprenticeship &amp; Training Committees and Joint Apprenticeship &amp; Training Committees</b></p> <p><i>Apprentice can explain the role of an ATC and JATC in RA and can walk through the steps to gaining buy-in, setting up, coordinating, and moderating an effective committee.</i></p>				
<p><b>1.12 Name and describe the five components of Registered Apprenticeship</b></p> <p><i>Apprentice can articulate the five components of registered apprenticeship programs, and describe what each component means.</i></p>				
<p><b>1.13 Demonstrate knowledge of Registered Pre-Apprenticeship development, registration, and program implementation processes</b></p> <p><i>Apprentice can describe pre-RA to employer partners and other potential stakeholders, according to PA ATO best practices, and can provide examples of effective pre-RA recruitment/pipeline strategies</i></p>				
<p><b>1.14 Demonstrate understanding of the role and structure of the PA Apprenticeship &amp; Training Council</b></p> <p><i>Apprentice can describe the PA ATC’s role and structure for decision-making, in accordance with PA Code Title 34 Part IV.</i></p>				
<p><b>1.15 Explain Navigator program with potential employer partner; obtain agreement to initiate program and work with employer.</b></p> <p><i>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.</i></p>				
<p><b>1.16 Other (Employer Specify):</b></p> <p><i>Examples of employer specific competencies include presentations to employer’s staff, presentations to other employers, conducting an industry or employer needs assessment, and other competencies required for on boarding upon graduation.</i></p>				

<b>Competency Group #2: Developing &amp; Registering Apprenticeship Programs</b>				
<b>Competency</b>	<b>Date</b>	<b>JW Initials</b>	<b>Date</b>	<b>APR Initials</b>
<p><b>2.1 Utilize PA ATO resources to develop and register apprenticeship programs</b></p> <p><i>Apprentice demonstrates ability to find and apply guidance from PA ATO to apprenticeship development and registration programs – to include fact sheets, one pagers, and summarized guidelines found on PA ATO website.</i></p>				
<p><b>2.2 Introduce program stakeholders to appropriate PA ATO Representatives</b></p> <p><i>Apprentice explained the role of the ATR, informed employer partner that they would be engaged in the process as it proceeds, provided a summary of the engagement to the ATR and facilitated a warm introduction to the appropriate representative(s)</i></p>				
<p><b>2.3 Identify and verify apprenticeable occupations of employer partner according to PA Code Title 34 section 83.4</b></p> <p><i>Apprentice successfully identified apprenticeable occupation, as approved by DOL, for employer partner.</i></p>				
<p><b>2.4 Identify training approaches: Time-based, Competency based, or Hybrid.</b></p> <p><i>Apprentices successfully, in conjunction with employer partner, identified appropriate RA program basis; hybrid, competency, time-based</i></p>				
<p><b>2.5 Identify vocational education facilities and/or other resources and capabilities for related technical training.</b></p> <p><i>Apprentice successfully identified area educational facilities with the capability to deliver RTL needed in newly developing employer partner apprenticeship program.</i></p>				
<p><b>2.6 Research available work processes or develop training outline that is applicable to program.</b></p> <p><i>Apprentice successfully researched and identified RTI and OJL processes appropriate to employer partner’s program.</i></p>				

<p><b>2.7 Identify Related Technical Instruction needs for RA program and conduct research and outreach to training providers</b></p> <p><i>Apprentice determined possible RTI outlines for an RA program and researched availability and feasibility for local training providers. Apprentice conducted outreach to training providers to secure class offerings information and discuss partnership, as applicable.</i></p>				
<p><b>2.8 Establish an Apprenticeship &amp; Training Committee</b></p> <p><i>Apprentice convened, established or assisted in coordinating an apprenticeship &amp; training committee for an RA program.</i></p>				
<p><b>2.9 Describe Standards of Registered Apprenticeship packet, including all appendix documents.</b></p> <p><i>Apprentice can articulate all the documents and attachments that are required for completion of an RA Standards packet and can describe how to complete the documents, according to best practices and guidance from PA ATO.</i></p>				
<p><b>2.10 Assist ATR in preparation of standards and complete a review of the application documentation.</b></p> <p><i>Apprentice successfully cooperated with PA ATR and assisted employer partner in the creation of apprenticeship standards for program.</i></p>				
<p><b>2.11 Demonstrate understanding of ratio and wage scale compliance requirements in RA Standards</b></p> <p><i>Apprentice can successfully explain the correct ratio for apprentices to journey workers in RA. Apprentice can describe how to structure a wage scale and complete a sample wage scale as an example, using the RA Wage Calculator tool.</i></p>				
<p><b>2.12 Develop pre-apprenticeship program to connect with existing RA</b></p> <p><i>Apprentice drafted and shared with potential sponsor an example model for a pre-apprenticeship program that could connect to an existing RA program.</i></p>				
<p><b>2.13 Describe registration process for new apprenticeships and trade additions from start to finish</b></p>				

Pennsylvania Standards of Registered Apprenticeship - Appendix A-1

<p><i>Apprentice can describe from start to finish the procedure for registering an apprenticeship program or trade addition with the PA Department of Labor and Industry, according to most current guidance from PA ATO.</i></p>				
<p><b>2.14 Other (Employer Specify):</b> <i>Examples of employer specific competencies include assisting a sponsor with registering an apprenticeship, aligning apprenticeship partners such as training providers, assisting with recruitment, and other competencies required for on boarding upon graduation.</i></p>				

Competency Group #3: Apprenticeship Program Management & Servicing				
Competency	Date	JW Initials	Date	APR Initials
<p><b>3.1 Assist program sponsors in registering apprentices.</b> <i>Apprentice successfully assisted employer partner with registering apprentices of new program.</i></p>				
<p><b>3.2 Consult with employer partners to maintain active programs.</b> <i>Apprentice successfully followed up with employer partner to assist in maintaining program.</i></p>				
<p><b>3.3 Encourage completion ceremonies and presentation of certificates.</b> <i>Apprentice successfully explained and encouraged completion ceremonies for graduating apprentices of new program.</i></p>				
<p><b>3.4 Utilize RAPIDS database</b> <i>Apprentice demonstrates familiarity with RAPIDS database for registering and tracking apprentices.</i></p>				
<p><b>3.5 Become familiar with local, regional and national best practices in recruitment and retention and provide technical assistance in these areas to the apprenticeship program.</b> <i>Apprentice successfully remained current on RA best practices and forward any relevant information to employer partner.</i></p>				

<p><b>3.6 Utilize Project Management tools to complement RA program management</b></p> <p><i>Apprentice demonstrates ability to incorporate Project Management tools introduced during RTI into management for RA and/or pre-RA programs.</i></p>				
<p><b>3.7 Demonstrate ability to set up, align, and coordinate mentorship program within RA</b></p> <p><i>Apprentice utilizes and can “teach back” from RTI sessions a relevant methodology and best practices on setting up, aligning, and coordinating effective mentorship programs within RA.</i></p>				
<p><b>3.8 Explore and enact connectivity with pre-apprenticeship pathways</b></p> <p><i>Apprentice demonstrates ability to connect RA to possible pre-RA stakeholders through outreach, networking, and intentional collaboration with pre-RA sponsors. As applicable, apprentice creates or facilitates a successful connection between RA and pre-RA programs.</i></p>				
<p><b>3.9 Monitor apprentice progress throughout RTI and OJL</b></p> <p><i>Apprentice can explain or demonstrate ability to monitor and track RTI and OJL completion for active apprentices and provide reports as required to stakeholders.</i></p>				
<p><b>3.10 Periodically review and update RA program</b></p> <p><i>Apprentice demonstrates understanding of periodic update and review procedures for RA and pre-RA programs, and conducts updates and review as applicable.</i></p>				
<p><b>3.11 Other (Employer Specify):</b></p> <p><i>Examples of employer specific competencies include assisting a sponsor with maintaining an apprenticeship, aligning apprenticeship partners such as training providers, assisting with recruitment, and other competencies required for on boarding upon graduation.</i></p>				

<b>Competency Group #4: Systems &amp; Policy</b>				
<b>Competency</b>	<b>Date</b>	<b>JW Initials</b>	<b>Date</b>	<b>APR Initials</b>
<p><b>4.1 PA Code Title 34</b></p> <p><i>Apprentice can locate and describe regulations within PA Code Title 34, Part IV, Section 81 and Section 83</i></p>				
<p><b>4.2 US DOL Fitzgerald Act and Labor Standards for the Registration of Apprenticeship Programs (Title 29, CFR Part 29)</b></p> <p><i>Apprentice can locate and describe federal regulations within Fitzgerald Act and Title 29, CFR Part 29 relating to Registered Apprenticeship</i></p>				
<p><b>4.3 Provided services 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.</b></p> <p><i>Apprentice successfully provided EEO information and guidance to employer partner or utilized EEO information and guidance in their own program development</i></p>				
<p><b>4.4 Encourage recruitment and selection of individuals without discrimination for race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability.</b></p> <p><i>Apprentice successfully encouraged employer partner to implement measures to ensure that its outreach and recruitment efforts for apprentices extend to all persons available for apprenticeship within the sponsor's relevant recruitment area as outlined in 29 CFR § 30.3.</i></p>				
<p><b>4.5 Demonstrate understanding and usage of O*Net</b></p> <p><i>Apprentice can locate O*Net portal and articulate effective usage of the associated resources for RA and pre-RA programs.</i></p>				
<p><b>4.6 Demonstrate understanding of Eligible Training Providers List</b></p> <p><i>Apprentice is able to describe the ETPL – what it is, how RA sponsors get added to it, what benefits it can bring, and how to</i></p>				



Pennsylvania Standards of Registered Apprenticeship - Appendix A-1

<i>locate relevant ETPL guidance for RA programs.</i>				
<p><b>4.7 Demonstrate ability to connect to WIOA administrators and/or access WIOA funding</b></p> <p><i>Apprentice can demonstrate ability to directly connect with WIOA processes or facilitate connection through appropriate channels on behalf of employer partners and RA sponsors.</i></p>				
<p><b>4.8 Name possible funding sources for RA and pre-RA programs</b></p> <p><i>Apprentice can name three possible funding sources besides WIOA for apprenticeship and pre-apprenticeship programs to explore.</i></p>				
<p><b>4.9 Demonstrate usage of CWIA resources and connectivity to Local Workforce Development Boards for assistance with labor market data and analytics</b></p> <p><i>Apprentice demonstrates ability to use CWIA resources and conduct outreach to appropriate LWDBs for assistance with collecting and analyzing local labor market data as it relates to regional registered apprenticeship efforts.</i></p>				
<p><b>4.10 Other (Employer Specify):</b></p> <p><i>Examples of employer specific competencies include assisting a sponsor with EEO policies and implementation and other competencies required for on boarding upon graduation.</i></p>				

<b>Competency Group #5: Intermediaries &amp; Network Building</b>				
<b>Competency</b>	<b>Date</b>	<b>JW Initials</b>	<b>Date</b>	<b>APR Initials</b>
<p><b>5.1 Develop knowledge and, if appropriate, relationship with other workforce development organizations including Workforce Development Boards and PA CareerLink® offices.</b></p> <p><i>Apprentice successfully became familiar with one or more workforce development groups and began a relationship.</i></p>				
<p><b>5.2 Present RA information and connect to union RA Programs.</b></p> <p><i>Apprentice successfully connected to various unions and explored new potential apprenticeship programs. Apprentice became familiar with existing union apprenticeship opportunities within</i></p>				

<p><i>the region – provide information on testing dates / application deadlines, requirements for entry into program to relevant stakeholders such as CareerLink Staff that work with job seekers.</i></p>				
<p><b>5.3 Become knowledgeable about program resources and training that labor unions offer.</b></p> <p><i>Apprentice has successfully identified, researched and listed different union programs, Joint Apprenticeship Councils, education programs and funding including Taft Hartley funds, the training methods, and has determined if a new initiative could be started or to enhance existing programs.</i></p>				
<p><b>5.4 Become familiar with Community Based Organizations (CBOs), including Chamber of Commerce, Business &amp; Education Associations, Veterans Affairs (VA), Job Corps, YouthBuild, OVR, Faith-based Organizations, and minority, ESL &amp; underserved population CBOs</b></p> <p><i>Apprentice successfully identified and connected to various Community Based Organizations and familiarized them with the Navigator program, and RA. Apprentice has successfully identified and listed a minimum of 5 CBO programs, researched their training methods, and determined if new initiatives could be started.</i></p>				
<p><b>5.5 Pre-Apprenticeship</b></p> <p><i>Apprentice identified and connected to existing pre-apprenticeship programs in their own region and facilitated additional connections to employer partners as applicable.</i></p>				
<p><b>5.6 Other (Employer Specify):</b></p> <p><i>Examples of employer specific competencies include assisting a sponsor in recruitment, curriculum development, connecting to existing RA, and other competencies required for on boarding upon graduation.</i></p>				