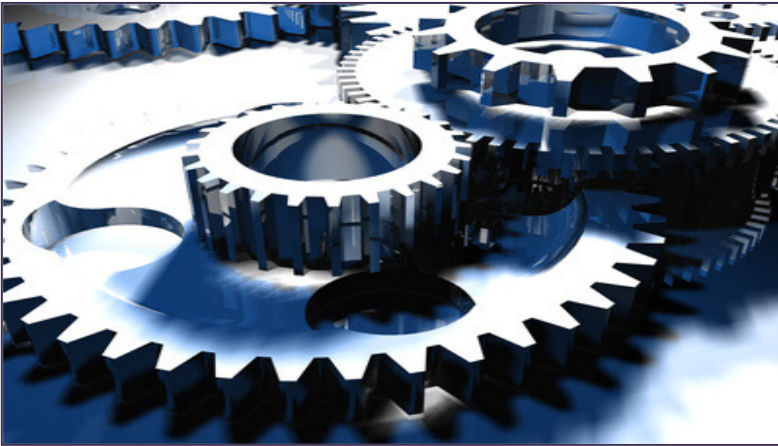


## **Apprenticeship:** *Setting the Gears in Motion*



A skilled workforce is key to a company's ability to remain competitive. An employer run apprenticeship training program provides a more flexible work force because of greater employee skills, instills employee loyalty, and creates upward mobility opportunities and reduces labor turnover.

The employer determines the skills to be mastered and supervises the on-the-job training component of the apprenticeship program – thus customizing the training to each employer's specific needs.

DAS works with employers to establish apprenticeship training programs in a wide variety of industries and occupations. (In fact, there are over 1,000 "apprenticeable occupations!")

Whether in manufacturing, healthcare, IT, transportation, energy, construction or other occupations, DAS has the apprenticeship training program needed to eliminate the "skills gap" between workers seeking employment and the skilled workforce employers need to maintain, replenish and grow their business.

Apprenticeship programs qualify for a wide variety of subsidized training assistance.



## **Contact the Senior Apprenticeship Consultant in a DAS Local Office Near You**

### **District Offices:**

**Fresno** (559) 445-5431  
2550 Mariposa Mall, room 3080  
Fresno, CA 93721

**Los Angeles** (213) 576-7750  
320 West 4th Street, suite 830  
Los Angeles, CA 90013

**Sacramento** (916) 928-6800  
160 Promenade Circle, Suite 320  
Sacramento, CA 95834

**San Diego** (619) 767-2045  
7575 Metropolitan Drive, suite 209  
San Diego, CA 92108

**San Francisco** (415) 703-1128  
455 Golden Gate Avenue, 9th floor  
San Francisco, CA 94102

**San Jose** (408) 277-1273  
100 Paseo de San Antonio, room 125  
San Jose, CA 95113

**DAS@dir.ca.gov**  
**www.dir.ca.gov/DAS**

# 5 Steps

## to Developing and Maintaining a Skilled Workforce:

***DAS Consultants will help you:***



### **Step 1: Determine Your Needs and Program Structure**

Whether you have a large or small business, apprenticeship can work for you. Apprenticeship can be a single employer, an association of employers, or a jointly administered program by labor and management. No matter your business type, we will help you succeed!

### **Step 2: Define Occupation and Determine Essential Job Skills**

Your business defines the occupation that fits your business needs. You analyze the job and detail the essential work processes for mastery of the trade.

What occupation(s) does your business need to fill? What specific “skill sets” and/ or certifications do you want these employees to have? How many hours of supervised on-the-job training is necessary to acquire proficiency/ mastery of those skills?

### **Step 3: Identify Educational Partners and Desired Classroom Component of Training**

Every registered apprenticeship program involves both on-the-job training and related classroom instruction (RSI). Local DAS consultants have relationships with local educational providers in your area who can help you design and approve necessary curriculum and provide the requisite classroom instruction – usually at no cost to the program or individual apprentices.

### **Step 4: Establish Apprenticeship Program Standards**

The “Apprenticeship Standards” are the basic governing and guidance document for your apprenticeship program. The Apprenticeship Standards include such things as selection procedures; wages to be paid at various levels of skill acquisition (so that apprentice wages are commensurate with the skills they possess); procedures for advancing apprentices to the next level; and ultimately, graduation requirements – including academic credit and any desired certifications.

### **Step 5: Submit for Approval**

Through the process, the Division of Apprenticeship Standards will assign your business a consultant to help you with the development of your training program. The apprenticeship consultant helps facilitate program development, designs and organizes its components, facilitates recruitment, and provides guidance with State laws, rules, and regulations. This service is free to all interested and prospective apprenticeship program sponsors.