



**GROW  
APPRENTICESHIP  
CALIFORNIA**  
POWERED BY  
FOUNDATION for CALIFORNIA COMMUNITY COLLEGES



**The James Irvine  
Foundation**

# Pathway to Apprenticeship: Employers

**Employers** hire and host apprentices, provide them with on-the-job training (OJT), and assign a mentor who helps guide the apprentice in the workplace. Employers contribute to the design of the apprenticeship program curriculum, select apprentices, and they can also act as a program sponsor (the entity that assumes the responsibility for administering and operating the apprenticeship program).



## 1. Determine the need

- a. Identify occupations needed by your business, skill sets or certifications needed by apprentices, and the amount of supervised training needed for proficiency.
- b. Plan a recruitment timeline for additional apprentices and evaluate how apprenticeships can enhance, diversify, and align with your company's strategic goals<sup>1</sup>



## 2. Identify and connect with partners

- a. Evaluate existing apprenticeship<sup>2</sup> programs for your occupations.<sup>3</sup> If a new program is needed, consider connecting with an established intermediary to help develop it.<sup>4</sup>
- b. Establish a partnership<sup>5</sup> with an educational institution<sup>6</sup> for training resources, including Related and Supplemental Instruction (RSI) facilities and materials, counseling, and testing.
- c. Collaborate with community organizations for diverse recruitment and supportive services,<sup>7</sup> and engage with the Division of Apprenticeship Standards (DAS)<sup>8</sup> for sector-specific guidance.



### Join

Accelerate your program, distribute costs, align with industry standards, and strengthen the industry by joining an existing apprenticeship program.

### Develop

Aggregate demand, support industry networks, ensure current and relevant skill requirements by developing a new program.



## 3. Establish program standards

Set selection criteria, wage scales, advancement procedures, and graduation requirements for apprentices.



## 4. Register

Register your program with DAS.<sup>8</sup>



## 5. Start your program

After your program is approved, select and register your apprentices and start your program!

# Sample Employer Start Up Costs (2022)

Activity	Description	Start Up Low	Start Up High
Apprentice Wages & Benefits	<ul style="list-style-type: none"> <li>Wages are only paid once an apprentice is hired</li> </ul>	\$0	\$0
On-the-Job Training (OJT)	<ul style="list-style-type: none"> <li>Mentor training</li> <li>Equipment acquisition</li> <li>Materials</li> </ul>	\$0	\$20,000
Design & Refine	<ul style="list-style-type: none"> <li>Apprentice recruitment strategy and schedule of hiring</li> <li>Articulating OJT</li> <li>Working with educators to design or refine course</li> <li>Develop or review and revise work process schedules</li> <li>Work with program sponsor to design apprentice support services network</li> <li>Apprenticeship training committee</li> </ul>	\$10,000	\$60,000
Employer Total	—	\$10,00	\$80,000

## Funding Sources to Support Employers During Start-Up

- [LAEP](#)
- [DOL grants](#)
- [California Apprenticeship Initiative, through an LEA partner](#)
- [Strong Workforce Program, through a CCD partner](#)

## Resources

1. [www.dir.ca.gov/smallbusiness/apprenticeship-program.htm](http://www.dir.ca.gov/smallbusiness/apprenticeship-program.htm)
2. [www.apprenticeship.gov/partner-finder](http://www.apprenticeship.gov/partner-finder)
3. [www.dir.ca.gov/databases/das/aigstart.asp](http://www.dir.ca.gov/databases/das/aigstart.asp)
4. [growapprenticeshipca.org/wp-content/uploads/2022/07/Supporting-expansion-apprenticeship-report.pdf](http://growapprenticeshipca.org/wp-content/uploads/2022/07/Supporting-expansion-apprenticeship-report.pdf)
5. [www.cccco.edu/Students/Find-a-College](http://www.cccco.edu/Students/Find-a-College)
6. [caladulted.org/ConsortiumDirectoryMap](http://caladulted.org/ConsortiumDirectoryMap)
7. [www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx](http://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx)
8. [www.dir.ca.gov/das/das.html](http://www.dir.ca.gov/das/das.html)

## Key Stakeholders in CA Apprenticeship

- **The apprentice** is an employee enrolled in an apprenticeship program where they receive both on-the-job training (OJT) under a professional mentor, and related and supplemental instruction (RSI) which culminates in an industry-recognized and nationally portable credential.
- **The employer** selects and hires apprentices, assigns mentors, and provides on-the-job training (OJT). Employers often serve as a program sponsor.
- **The program sponsor** is the entity that assumes the full responsibility for administration and operation of the apprenticeship program.
- **Local Education Agencies (LEAs)** develop curriculum, and administer and supervise related and supplemental instruction (RSI).
- **The intermediary** can serve many functions, including making connections between stakeholders, managing apprentice support service networks, apprentice monitoring, developing occupational standards, and supporting registration.
- **The Division of Apprenticeship Standards (DAS)** administers California apprenticeship law and establishes apprenticeship standards for wages, hours, working conditions and the specific skills required for state certification.