

Apprenticeship Navigator Registered Apprenticeship Request for Proposals



Request for Proposals **Apprenticeship Navigator Registered** **Apprenticeship**

Information Session Questions Due: **Thursday, July 22, 2021, 5:00 PM**

Information Session RSVP Due: **Wednesday, July 28, 2021, 5:00 PM**

Information Session: **Thursday, July 29, 2021, 3:00 PM (details in RFP)**

Questions Due: **Wednesday, August 18, 2021, 5:00 PM**

Deadline for Proposal Submission: **Friday, September 3, 2021, 5:00 PM**

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

TABLE OF CONTENTS

Introduction	3
Background	3
Purpose	4
Scope.....	4
Application Eligibility.....	5
Availability and Awarding of Funding	5
Information Session	6
Where to Submit Questions.....	6
RFP Responses and Submission Requirements	6
Evaluation of Submissions	6
APPRENTICESHIP NAVIGATOR REGISTERED APPRENTICESHIP PROPOSAL CHECKLIST	8
PROPOSAL ATTACHMENT ONE	9
PROPOSAL ATTACHMENT TWO	10
PROPOSAL ATTACHMENT THREE.....	11
PROPOSAL ATTACHMENT FOUR	13
PROPOSAL ATTACHMENT FIVE	14
APPENDIX A.....	15
APPENDIX B.....	30
APPENDIX C.....	41

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

Introduction

Philadelphia Works is a non-profit organization that manages the public workforce system for the city and county of Philadelphia. Philadelphia Works' mission is to develop and manage smart workforce solutions that respond to business needs and increase economic opportunity for all Philadelphia residents.

ApprenticeshipPHL (apprenticeshipphl.org) is a regional public-private collaboration with the overall goal of increasing and aligning Registered Apprenticeship and Registered Pre-Apprenticeship programs for the benefit of the Southeast Pennsylvania's residents and employers. The ApprenticeshipPHL Steering Committee oversees the work of the collaborative and is comprised of local workforce development boards, employers, apprenticeship intermediaries, labor organizations, community-based organizations, training providers, and educational institutions.

Background

Philadelphia Works (on behalf of ApprenticeshipPHL) was awarded a PAsmart Apprenticeship Ambassador grant to establish and oversee the Southeast Pennsylvania Region Registered Apprenticeship Ambassador Network (pasmart.gov). As part of grant activity, Philadelphia Works (on behalf of ApprenticeshipPHL) releases this Request for Proposal (RFP) to apprenticeship intermediary organizations that have an established apprenticeship program or desire to establish an apprenticeship program that focuses on specific populations underrepresented in Registered Apprenticeship (RA) programs in SEPA and/or in a specific industry and occupation. Apprenticeship intermediary organizations, in this context, refers to entities that act as program sponsors and/or assist employers and other program sponsors in establishing and/or managing a Registered Apprenticeship program(s). An apprenticeship intermediary facilitates and supports many of the necessary partnerships, including among employers, apprentices, educational institutions or other related instruction providers, community-based organizations, public agencies (particularly PA Department of Labor and Industry and US Department of Labor), funding providers, program sponsors, and other apprenticeship stakeholders. Apprenticeship intermediaries that also serve as program sponsors take responsibility for the administration of a Registered Apprenticeship program(s). The types of intermediary organizations that serve these underrepresented populations in RAs could be labor organizations, employers, educational institutions, community-based organizations, training providers, chambers of commerce, and other entities, and the underrepresented populations served could be women, minorities, individuals with disabilities, socio-economic disadvantaged individuals, in-school and out-of-school youth, individuals who speak English as a second language, previously incarcerated individuals, veterans, and individuals experiencing multiple barriers to employment.

The Apprenticeship Navigator Registered Apprenticeship program is registered with the PA Department of Labor and Industry and is designed to provide in-depth training both on-the-job and through classroom training. Keystone Development Partnership is the sponsor of this Registered Apprenticeship and has overseen one cohort of Navigator Apprentices to date. Philadelphia Works has partnered with Keystone Development Partnership to support the Apprenticeship Navigator Registered Apprentices from the Southeast Pennsylvania region. More on the apprenticeship is detailed below and in Appendices A and B. Please see Appendix B for an outline of the OJL competencies and RTI courses in the Registered Apprenticeship program.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

Purpose

Through this RFP, ApprenticeshipPHL seeks to build capacity for developing, implementing and supporting registered apprenticeships with a particular focus on building more equitable and inclusive apprenticeship models that open doors to career pathways for underrepresented populations. As we continue to grow the Apprenticeship Navigator in the region, we intend to expand and scale apprenticeships as a critical workforce strategy that benefits our employers and apprentices alike.

Scope

This RFP seeks to solicit proposals from entities that are able and committed to acting as apprenticeship intermediaries and will designate one staff member to become an apprentice in the Apprenticeship Navigator Registered Apprenticeship program designed to train workforce development professionals in all facets of developing, registering, implementing and supporting apprenticeship programs. The selected organizations acting as apprenticeship intermediaries will be required to develop and/or support/operate Registered Apprenticeship and Registered Pre-Apprenticeship programs (where applicable) in partnership with key stakeholders such as employers, educational institutions, sponsors, partner organizations and participants. The work of ApprenticeshipPHL is regional to Southeastern Pennsylvania, so applicants must represent organizations that operate within the following counties: Philadelphia, Delaware, Bucks, Montgomery and Chester.

This RFP is intended to provide funding for salary and fringe benefits for selected staff from awarded entities to participate as apprentices in the Apprenticeship Navigator Registered Apprenticeship program. This program is designed to build organizational capacity for the apprentices to develop and support the operations of apprenticeships with particular focus on serving underrepresented populations.

This RFP will not provide funding for program costs, but as part of the Registered Apprenticeship program, apprentices will receive instruction and support in researching, identifying, and applying for other funding to support Registered Apprenticeship and Registered Pre-Apprenticeship programs serving underrepresented populations.

Staff designated from awarded entities through this RFP and entering the Apprenticeship Navigator Registered Apprenticeship program as apprentices will:

- undergo and commit to a year-long intensive apprenticeship training, beginning in fall 2021 through fall 2022;
- receive support from a mentor that includes guidance on, practice, and mastery of on-the-job learning (OJL) competencies as part of their regular job duties;
- participate in 144 hours of related technical instruction (RTI) courses relevant to the apprenticeship intermediary role;
- work with their employer, Keystone Development Partnership, ApprenticeshipPHL, Philadelphia Works, apprentice mentors and instructors, to develop, register, and/or support/operate at least one Registered Apprenticeship program and Registered Pre-Apprenticeship program (if applicable) that serves underrepresented populations in RA;
- after successful completion of the apprenticeship, apprentices will receive a nationally-recognized certificate of completion from the PA Department of Labor and Industry.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

As part of the apprenticeship, awarded organizations agree to:

- implement at least one wage increase for their apprentice at a designated milestone during the apprenticeship (amount and frequency of wage gains will be agreed upon by the awarded organization and Philadelphia Works);
- designate one staff person as a mentor to guide the apprentice through practice and mastery of the on-the-job learning competencies.

The Apprenticeship Navigator Registered Apprenticeship Standards of Apprenticeship are included in Appendix A and the Work Process Schedule (on-the-job learning competencies and related technical instruction topics) is included in Appendix B.

Application Eligibility

Philadelphia Works (on behalf of ApprenticeshipPHL) intends to award contracts to multiple respondents. For-profit and non-profit organizations or a consortium of organizations that: have the ability and capacity to act as an apprenticeship intermediary; demonstrate a commitment to the apprenticeship model; focus on serving underrepresented populations; and exhibit existing partnerships and experience in apprenticeships and/or other work-based learning programs are encouraged to apply. Specifically, ApprenticeshipPHL seeks entities that are fully dedicated to the apprenticeship model and developing and supporting/operating this model to serve underrepresented populations in RA programs in Southern PA and/or in a specific industry and occupation.

The RFP is open to both current apprenticeship intermediaries and apprenticeship program operators, as well as qualified organizations or a consortium of qualified organizations that have not previously acted as an apprenticeship intermediary or operated Registered Apprenticeship or Registered Pre-Apprenticeship programs. This RFP is intended to provide funding for salary and fringe benefits for selected staff at awarded entities to enter and actively participate as apprentices in the Apprenticeship Navigator Registered Apprenticeship program for apprenticeship intermediaries and be committed to developing and/or supporting/operating the apprenticeship model serving underrepresented populations in RA. This RFP will not provide funding for program costs, but as part of the Registered Apprenticeship program, apprentices will receive instruction and support in researching, identifying, and applying for funding to support Registered Apprenticeship and Registered Pre-Apprenticeship programs. This one-time funding is intended to support capacity building within the organization. This funding is not intended to sustain any position, but rather support the investment in training and OJL through this intensive program. Organizations who receive the funding will be expected to have sustained commitment to apprenticeship work beyond the initial year.

Availability and Awarding of Funding

Funding for this project is through a PAsmart Registered Apprenticeship Ambassador Network grant and is contingent upon the availability of these funds. The anticipated length of the contract period is 9 months, starting in October 2021 through June 30, 2022. Philadelphia Works seeks to fund a maximum of 6 Navigator apprentices from multiple organizations. The payment structure for all contracts will be cost reimbursement with the amount for the partial salary reimbursement will be \$12,000 and the partial fringe reimbursement will be \$3,600. Philadelphia Works reserves the right to negotiate the costs of all funding associated with this RFP upon award selection.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

Funding is also contingent upon acceptance into the Apprenticeship Navigator Registered Apprenticeship. If your selected apprentice has not separately applied and been accepted into the Navigator Registered Apprenticeship, see Appendix C for the program application to be submitted to Keystone Development Partnership, the apprenticeship Sponsor, for consideration.

Information Session

An information session will be held on Thursday, July 29, 2021 at 3:00 PM ET via Zoom. To attend this information session, RSVP to cshavney@philaworks.org no later than 5:00 PM ET on Wednesday, July 28, 2021. The information session will not be recorded. Questions to be answered at this session should be submitted to cshavney@philaworks.org no later than 5:00 PM ET on Thursday, July 22, 2021. Additional questions will be fielded during the session as time permits. Answers to questions will be posted online at www.philaworks.org.

Where to Submit Questions

Questions regarding development and submission of this RFP following the Information Session, should be submitted to cshavney@philaworks.org no later than 5:00PM ET on Wednesday, August 18, 2021. Answers to questions will be posted online at www.philaworks.org on a rolling basis until the proposal deadline.

RFP Responses and Submission Requirements

All proposals must be submitted to Philadelphia Works electronically and received no later than 5:00 PM ET on Friday, September 3, 2021. Late proposals will not be considered. If an organization is submitting proposals for more than one Navigator Apprentice, each proposal should be submitted separately.

Proposals submitted electronically must be in one continuous PDF or Word document and submitted via email to cshavney@philaworks.org. Emails must have the subject line "Apprenticeship Navigator Registered Apprenticeship RFP."

All proposals must contain all the content below in the order presented. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the ability and capacity, experience, and commitment to be an apprenticeship intermediary.

Evaluation of Submissions

Completeness

Submissions will be initially reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. If any section of your response is missing or illegible, it will be considered non-responsive and will not be reviewed.

Proposal Narrative Review

All submissions will be evaluated based on the quality of responses being provided in the narrative section of this RFP.

In-person interviews may be scheduled and conducted after proposal submissions with respondents for further discussion on the respondent's proposal.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

Selected respondents will be required to supply evidence of appropriate licenses, insurance, relevant internal procedures, etc., prior to contract execution. The list of required documentation will be provided by Philadelphia Works upon selection through the RFP process.

Fiscal Review

Agencies must be in good standing with local, state, and federal government agencies if they have received government grants over the past 5 years. Agencies that are deemed to be “high-risk” may not be considered for contract award. Financial documentation, including, but not limited to audited financial statements, may be requested and required by Philadelphia Works after proposal submission.

Philadelphia Works, in soliciting RFP proposals, shall not discriminate against any person or organization submitting a response pursuant to this RFP because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

APPRENTICESHIP NAVIGATOR REGISTERED APPRENTICESHIP PROPOSAL CHECKLIST

Submissions with incomplete or missing sections will be deemed non-responsive and will not be considered. Please take the time to complete this checklist to ensure that all the following information is included in your submission package. You may include this checklist with your submission.

- ATTACHMENT ONE (1) – COVER PAGE (must be fully completed)

- ATTACHMENT TWO (2) – ORGANIZATION INFORMATION

- ATTACHMENT THREE (3) – PROPOSAL NARRATIVE (not to exceed 15 pages, single-spaced, using a 1-inch margin and 12pt font)

- ATTACHMENT FOUR (4) – RESPONDENT’S CERTIFICATION

- ATTACHMENT FIVE (5) – LETTERS OF SUPPORT

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

PROPOSAL ATTACHMENT ONE (1) COVER PAGE

NAME OF ORGANIZATION:	
ADDRESS OF ORGANIZATION:	
MAIN CONTACT PERSON NAME:	TITLE:
PHONE:	EMAIL:
DESIGNATED NAVIGATOR APPRENTICE NAME:	TITLE:
PHONE:	EMAIL:
FISCAL CONTACT PERSON NAME:	TITLE:
PHONE:	EMAIL:
Name & Title of Authorized Agency Representative:	
Signature & Date:	

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

PROPOSAL ATTACHMENT TWO (2) ORGANIZATION INFORMATION

<p>What is the organization's Federal Tax ID number or the name and Federal Tax ID number of the legal entity that will act on behalf of the Organization?</p>
<p>Is your organization (or the legal entity identified above) registered with the City of Philadelphia's Office of Economic Opportunity as a minority, women, or disabled-owned business?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Have any of the applicant's Federal, State, or City contracts or grants ever been terminated or suspended (either totally or partially) for any reason?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>
<p>Is applicant in receivership or bankruptcy, or are any such proceedings pending?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>
<p>Has the applicant's organization ever been cited, fined, or reprimanded for any law or code violations or has any business license been suspended or revoked?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>
<p>Has the applicant agency and its staff or director ever been barred from entering contracts with City, Federal or State government agencies?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If yes, please explain on a separate sheet)</i></p>

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

PROPOSAL ATTACHMENT THREE (3) PROPOSAL NARRATIVE

Please provide the following information in clear, concise language not more than fifteen (15) pages (single-spaced using a 1-inch margin and 12pt font) excluding attachments. Assume that the reviewer is unfamiliar with your organization or its previous experience with Philadelphia Works. Organizations are strongly encouraged to provide details with specific descriptions, numbers, citations, etc. that captures your organization's approach and capacity to successfully act as an apprenticeship intermediary serving underrepresented populations in RA.

Organizational Apprenticeship Intermediary Ability and Staff Capacity

1. Provide a description and brief history of your organization, including an up-to-date staff organizational structure.
2. Denote the staff person that would be designated to become an apprentice in the Apprenticeship Navigator Registered Apprenticeship program, including their title, job description, resume, years and type of work experience, and verification of all earned certifications if applicable. Please ensure to highlight if the identified staff person has had any experience in any of the following: program design, program implementation, organizational development, technical assistance, project management or apprenticeship program management.
3. Describe how developing and supporting apprenticeships fits into the selected staff person's job description and the percent of their time that will be designated for apprenticeship intermediary work.
4. Describe how your organization would approach acting as an apprenticeship intermediary and developing and/or operating/supporting Registered Apprenticeship and Registered Pre-Apprenticeship programs, including an employer engagement strategy, participant recruitment plan, educational/training inclusion for credit and/or non-credit courses and certifications, partner development, and program administration, including reporting, record keeping, and participant tracking.
5. Describe your organization's commitment to serving specific populations underrepresented in RA programs in SEPA and/or in a specific industry and occupation. The underrepresented populations served could be women, minorities, individuals with disabilities, socio-economic disadvantaged individuals, in-school and out-of-school youth, individuals who speak English as a second language, previously incarcerated individuals, veterans, and individuals experiencing multiple barriers to employment.

Apprenticeship and Work-Based Learning Experience

1. Provide a description of your organization's experience in Registered Apprenticeship and Registered Pre-Apprenticeship programs, non-registered apprenticeship and pre-apprenticeship programs, and/or work-based learning programs, including program descriptions and outcomes and employer and partner relationships within your selected industry.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

2. Describe how your organization will utilize current and past program experience and employer and partner relationships in acting as an apprenticeship intermediary.
3. Include support letters as attachments from any employers and/or partners that would support your work as an apprenticeship intermediary.

Apprenticeship Model Commitment

1. Describe how the apprenticeship model, including being an apprenticeship intermediary, fits into your organizational plans and programming.
2. Describe the apprenticeship(s) that your identified staff person will be responsible for developing or is currently overseeing/supporting. Provide a rationale for why you have decided to develop this apprenticeship and the role you would like to see your organization to play or the role your organization currently plays in the apprenticeship (i.e. sponsor, employer, educational institution, convener). Identify any key partners you have identified to develop and implement this apprenticeship. Describe how that commitment will continue beyond the year supported by this funding if selected.
3. Include support letters as attachments from your organization's leadership and/or board of directors confirming the organization's commitment to the apprenticeship model and acting as an apprenticeship intermediary.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

PROPOSAL ATTACHMENT FOUR (4) RESPONDENT'S CERTIFICATION

I certify that all the information provided in this proposal is both complete and accurate to the best of my knowledge.

Signature of Authorized Agency Representative

Title

Date

An authorized agency representative must sign the respondent certification form.

Knowingly submitting false information may result in the termination of any contract award.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

PROPOSAL ATTACHMENT FIVE (5) LETTERS OF SUPPORT

Please attach any letters of support from employers, organizations, and/or other partners who support your proposal and ability to act as an apprenticeship intermediary.

Please attach letters of support from your organization's leadership and/or board of directors that confirm your organization's commitment to the apprenticeship model and acting as an apprenticeship intermediary.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

APPENDIX A

PENNSYLVANIA GROUP STANDARDS OF REGISTERED APPRENTICESHIP

DEVELOPED BY



Keystone Development Partnership

FEIN: 20-1116318

Registered Apprenticeship Navigator

NAICS CODE: 813219

O*NET-SOC CODE: 13-1151.00

APPROVED BY THE APPRENTICESHIP AND TRAINING COUNCIL

FOR THE COMMONWEALTH OF PENNSYLVANIA

These standards comply with 34 Pa. Code § 81 and 34 Pa. Code § 83 and are tailored to this program sponsor's registered apprenticeship program. These standards do not create new legal requirements or change current legal requirements. The legal requirements related to registered apprenticeship that apply to registered apprenticeship programs are contained 34 Pa. Code § 81 and 34 Pa. Code § 83.

IN COOPERATION WITH THE NATIONAL APPRENTICESHIP PROGRAM
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP
ESTABLISHED BY THE SECRETARY OF LABOR

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

SECTION 01 – PROGRAM ADMINISTRATION/SKILLED OCCUPATION 34 Pa. Code § 81.11; 34 Pa. Code §§ 81.61-81.64; 34 Pa. Code § 83.5(b)(1)

These Keystone Development Partnership (KDP) registered apprenticeship standards have as their objective the training of workforce development professionals skilled in all aspects of apprenticeship. The program sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning (OJL) combined with related technical instruction (RTI).

This recognition has resulted in the development of these standards of registered apprenticeship. They were developed in accordance with the basic standards recommended by the Pennsylvania Apprenticeship and Training Council (PATC) as a basis from which the program sponsor can work to establish an apprenticeship training program that meets the specific needs of an area.

A one-year initial provisional approval will be issued for newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by PATC, as provided for in 34 Pa. Code §§ 81.61- 81.64.

Program sponsors are responsible for the administration of all aspects of the registered apprenticeship program. Program sponsor means any person, association, committee, or organization operating a registered apprenticeship program and in whose name the program is (or is to be) approved and registered.

For employers with employees represented by a bona fide collective bargaining agent(s), the sponsor will establish as requested a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

For the JATC that is established by the program sponsor, a list of the membership and the areas of expertise they represent must be provided to the Department of Labor & Industry's Apprenticeship and Training Office (ATO).

For employers that do not have a bona fide collective bargaining agent, program sponsors, at their discretion, may establish an Apprenticeship and Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of registered apprenticeship.

If an ATC is established by the program sponsor, a list of the membership and the areas of expertise they represent must be provided to the Department of Labor & Industry's Apprenticeship and Training Office. While ATO recommends that program sponsors that do not have employers with a bona fide collective bargaining agent utilize the services of an ATC, a program sponsor may also elect to administer the program without the services of an ATC.

Responsibilities of the program sponsor:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency and ensuring adherence thereto.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices and journey workers. The rules and requirements shall be in conformity with any Collective Bargaining Agreement (CBA) and with the Apprenticeship Standards. A copy of the standards and the rules and requirements shall be provided to the Registration Agency and the Apprentice. Modifications must also be provided to the Apprentice and the Registration Agency.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- D. Initiating and electronically registering each accepted student in the Registered Apprenticeship Partners Information Data System (RAPIDS). In addition, KDP will notify the Registration Agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to receive the required OJL and RTI that will provide them with the diversity of training delineated in the attached Program of Study.
- F. Monitoring and evaluating the apprentices' progress, including the review of apprentice records to ensure apprentices are fulfilling their responsibilities under the program. Further, KDP will review, approve, and document all apprentice RTI hours, disciplinary actions, evaluations, successful completions, cancellations, competency completion, and any other performance or attendance-related issues.
- G. Hearing and adjusting complaints regarding Apprenticeship Agreement violations.
- H. Where applicable, certifying that the apprentice has completed the requirements for an Interim Credential, and submitted the certification to the Registration Agency with the request for the issuance of the appropriate Interim Credential.
- I. Certifying that the apprentice has completed both the required OJL and RTI and submitting the certification to the Registration Agency with the request for the issuance of a Certificate of Completion.
- J. Annually reviewing and updating or modifying (if deemed necessary) the Affirmative Action Plan, good faith efforts, selection procedures, and the Apprenticeship Standards. Such review will include an analysis of the KDP's success in meeting its goals, the good faith effort made, and the impact each element of the Affirmative Action Plan and Selection Procedures had on meeting the goals.

SECTION 2 - TERM OF APPRENTICESHIP – 34 Pa. Code § 83.5(b)(2)

The Registered Apprenticeship Navigator apprenticeship will be considered a Competency-Based Program and defined by the U.S. Department of Labor (DOL) as follows: "attainment of manual, mechanical, or technical skills and knowledge as specified by an occupational standard." That occupational standard is compared against the employer's submitted work process schedule and curriculum to ensure alignment.

The Registered Apprenticeship Navigator program will prepare individuals to meet the present and future workforce demands of industry. This shall be accomplished through a combination of OJL skills development, whereby the apprentice is placed under the tutelage of a skilled journey worker to acquire manual, mechanical or technical skills and knowledge through observation, participation, and mentoring. Additionally, the students attend RTI, under which the apprentice receives instruction to acquire knowledge of theoretical and technical subjects in their field.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

The term of the apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as prescribed in the OJL schedule found within these standards. In the event the apprentice is required to work overtime, they shall receive credit on their term of apprenticeship for only the actual hours worked. RTI hours shall be counted towards the apprentice's total hour requirements.

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the apprenticeship program may be advanced to the next phase with the formal approval of KDP. The determination of such advancement is outlined in the competencies. It is the responsibility of the apprentice's employer to confirm that all OJL competencies have been satisfactorily met, within the guidelines of these standards.

SECTION 3 - WORK PROCESS – 34 Pa. Code § 83.5(b)(3)

During the apprenticeship, the apprentice will receive OJL in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The OJL will be under the direction and guidance of the apprentice's employer and supervisor. The work process schedule is included in APPENDIX A.

An apprentice who does not complete the required competencies of OJL during a given phase shall be required to continue OJL until all competencies are met.

SECTION 4 – RELATED TECHNICAL INSTRUCTION (RTI) – 34 Pa. Code § 83.5(b)(4)

During each phase of training, every apprentice is required to participate in coursework related to the job as outlined in APPENDIX A. A minimum of 144 hours of RTI is required annually during the term of apprenticeship, unless competency can be proven to the KDP Committee using other means. Apprentices will not be paid for hours spent attending RTI classes, unless an apprentice's employers have agreed to pay them for this time.

Any apprentice who misses RTI classes must satisfactorily complete all missed class work, as well as missed time, before being advanced to the next level of training and wages. Should any apprentice fail to fulfill his/her obligations regarding RTI or OJL, KDP shall take appropriate disciplinary action, including but not limited to providing an opportunity for corrective action consistent with KDP Program Rules. If the problem is not corrected within the deadline set by KDP, the Apprentice may be subject to Suspension, Disciplinary Action or Termination of his Apprenticeship Agreement.

To the extent possible, RTI will be closely correlated with the practical experience and training received on the job. The program sponsor will monitor and document the apprentice's progress in RTI classes.

The program sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The program sponsor may require the instructors to attend instructor training to meet the requirements of 34 Pa. Code § 83.5(b)(4).

SECTION 5 - APPRENTICE WAGE PROGRESSION – 34 Pa. Code §§ 83.5(b)(5)(i-v)

Apprentices will be paid a progressively increasing schedule of wages during their registered apprenticeship based on the acquisition of increased skill and competence on the job and in instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journey worker status, the program sponsor and apprentice employer will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and RTI courses. In determining

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

whether satisfactory progress has been made, the program sponsor will be guided by the work experience and instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the same-craft journey worker wage rate based on each employer's pay scales. In no case, will the starting wages of apprentices be less than that required by any state or federal minimum wage law that may be applicable.

SECTION 6 – PERIODIC REVIEW – 34 Pa. Code § 83.5(b)(6)

The ATO will conduct periodic reviews and evaluations of the program and apprentice's performance on the job and related instruction, and appropriate progress records shall be maintained.

SECTION 7 – RATIO – 34 Pa. Code § 83.5(b)(7)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journey workers shall be consistent with applicable state requirements and the requirements of any governing CBA. At no time shall the number of apprentices exceed the number of same craft journey workers.

The standard PATC ratio shall be one apprentice employed for the first, second, third and fourth journey workers regularly employed; two apprentices for the fifth, sixth, seventh, eighth and ninth journey workers regularly employed; three apprentices for the tenth, eleventh, twelfth, thirteenth and fourteenth journey workers regularly employed, and so on in units of five journey workers regularly employed. Exemptions to the PATC's standard ratios may be granted upon written request and approved of the Council.

The ratio of apprentices to journey workers will be as noted in APPENDIX A.

SECTION 8 - PROBATIONARY PERIOD – 34 Pa. Code § 83.5(b)(8)

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.

During the probationary period, either the apprentice or KDP may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing.

The records for each probationary apprentice shall be reviewed by KDP prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the OJL and RTI and any actions taken during the probationary period. Each probationary apprentice evaluated as satisfactory after such review shall be given full credit for the probationary period and continue in the program.

Prior to the end of the probationary period, KDP must act on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

After the probationary period, the apprenticeship agreement may be canceled at the request of the apprentice or may be suspended or canceled by KDP for reasonable cause. Documented due notice must be given to the apprentice and a reasonable opportunity must be provided for corrective action.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

In such cases, KDP will provide written notice to the apprentice and to the Registration Agency of the final action taken.

The Registration Agency will be notified of all cancellations of Apprenticeship Agreements.

SECTION 9 - SAFETY AND HEALTH TRAINING – 34 Pa. Code § 83.5(b)(9)

A. Equipment and Facilities

Adequate and safe equipment and facilities shall be provided for the training and supervision of apprentices. This requirement includes apprentice activities involving both RTI and OJL. Safety is the responsibility of the employer.

B. Training for Apprentices

All apprentices shall receive instruction in safe and healthful work practices through both OJL and RTI. This training must be in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596 and its current amendments.

SECTION 10 - QUALIFICATIONS FOR APPRENTICESHIP – 34 Pa. Code § 83.5(b)(10)

Applicants of the Keystone Development Partnership Registered Apprenticeship 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 an FTE (Full Time Employee) 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.

SECTION 11 - APPRENTICESHIP AGREEMENT – 34 Pa. Code § 83.5(b)(11); 34 Pa. Code § 83.6

After an applicant for apprenticeship has been selected, but before enrollment in RTI or OJL, the apprentice will be covered by a written Apprenticeship Agreement (APPENDIX B) which will be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration (AER) process by the program sponsor and the apprentice and approved by and registered with PATC. Such agreement will contain a statement making

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

the terms and conditions of these standards a part of the agreement as though expressly written therein. The program sponsor shall provide a copy of the apprenticeship agreement to the apprentice, ATO, the employer and if applicable, the union. An additional copy of the Apprenticeship Agreement can be provided to a Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they may be entitled (upon request).

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the program sponsor's written rules and policies, and the apprenticeship agreement. ATO will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION 12 - CREDIT FOR PREVIOUS EXPERIENCE – 34 Pa. Code § 83.5(b)(12)

The program sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit the request at the time of application and furnish such records, affidavits, and other forms of proof to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the registered apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the program sponsor during the probationary period, when actual on-the-job and instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. ATO will be advised of any credit granted and the wage rate to which the apprentice is advanced. The granting of advanced standing will be uniformly applied to all apprentices.

SECTION 13 - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 34 Pa. Code § 83.5(b)(13)

The transfer of an apprentice between registered apprenticeship programs and within a registered apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of RTI and OJL by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new program sponsor for the training already satisfactorily completed.

SECTION 14 – SUPERVISION OF APPRENTICES – 34 Pa. Code § 83.5(b)(14)

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

The employer shall be responsible for the OJL portion of the apprentice's education. The supervisor of the apprentice(s) as designated by the employer shall, with the advice and assistance of KDP, be responsible for the apprentice's work assignments and ensure that the apprentice is working under the supervision of a skilled journey worker. The supervisor of the apprentice(s) shall also be responsible for the evaluation of work performance, and completion and submittal of written progress or electronic submission reports to KDP.

SECTION 15 - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 34 Pa. Code § 83.5(b)(15)

Upon satisfactory completion of the requirements of the registered apprenticeship program as established in these standards, the program sponsor will so certify to ATO and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using RAPIDS or in writing accompanied by the appropriate documentation for both OJL and the RTI as may be required by ATO.

SECTION 16 – COMPETENCY-BASED APPROACH

This apprenticeship program is competency-based with a regulatory minimum of 2,000 hours / 1 year of OJL plus 144 hours of RTI. Apprentices may achieve competency in all areas in varying time frames. Competency measures have been established (APPENDIX A) to ensure apprentice is completing program in its entirety. Each apprentice must successfully attain the competencies described in these program provisions.

SECTION 17 – REGISTRATION AGENCY – 34 Pa. Code § 83.5(b)(16)

The Registration Agency for these program standards is the Pennsylvania Apprenticeship and Training Council (PATC).

SECTION 18 - REGISTRATION, CANCELLATION, DEREGISTRATION, AMENDMENTS AND MODIFICATIONS – 34 Pa. Code § 83.5(b)(17); 34 Pa. Code § 81.82; 34 Pa. Code § 83.7

KDP shall coordinate development of Standards of Apprenticeship and shall submit to PATC for approval. If the program is approved, PATC will authorize the ATO Director to register the program and issue a Certificate of Registration as evidence of registration.

KDP reserves the right to discontinue at any time the registered apprenticeship program set forth herein. The program sponsor will notify ATO within 45 days in writing of any decision to cancel the program. PATC and ATO may initiate deregistration of these standards for failure of the program sponsor to abide by the provisions herein. Such deregistration will be in accordance with PATC's regulations and ATO's procedures.

The program sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the registered apprenticeship program is cancelled at the program sponsor's request, the program sponsor will notify the apprentice(s) within 15 days of the date of ATO's acknowledgment of the program sponsor's request. If PATC or ATO orders the deregistration of the registered apprenticeship program, the program sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements 34 Pa. Code § 83.5(b)(17); 34 Pa. Code § 81.82; 34 Pa. Code § 83.7.

These standards may be amended or modified at any time by KDP provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to ATO Director for PATC approval and

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION 19 - NOTICE TO STATE AGENCY – 34 Pa. Code § 83.5(b)(18)

ATO will be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefore.

SECTION 20 – TERMINATION OF APPRENTICESHIP AGREEMENT –34 Pa. Code § 83.5(b)(19)

During the probationary period, either the apprentice or the program sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and RTI, and any disciplinary action taken during the probationary period.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the program sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the program sponsor will provide written notice to the apprentice and to ATO of the final action taken.

SECTION 21 - EQUAL OPPORTUNITY PLEDGE – 34 Pa. Code § 81.11; 34 Pa. Code § 83.5(b)(20); Title 29 CFR 29.5(b)(21) and 30.3

Keystone Development Partnership will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Keystone Development Partnership will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30 and equal employment opportunity regulations of the Commonwealth of Pennsylvania.

SECTION 22 – AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 34 Pa. Code § 81.15; Pa.

Code §§ 81.21-81.26; 34 Pa. Code §§ 81.31 – 81.35; Title 29 CFR 29.5(b)(21) and 30.4-30.19

KDP will adopt an affirmative action plan (APPENDIX C) and selection procedures (APPENDIX D), which will become part of these standards of registered apprenticeship.

SECTION 23 - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 34 Pa. Code § 83.5(b)(21); 34 Pa. Code § 81.71; 34 Pa. Code § 83.10

The program sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the program sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the registered apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

The program sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

15 days of the alleged violations. The program sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with ATO for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is Tara Toms, KDP Apprenticeship Coordinator, 600 N. 2nd St. Harrisburg, PA 17101; ttoms@kdpworks.org.

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability. with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of a registered apprenticeship program may, personally or through an authorized representative, file a complaint with PATC or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to PATC must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by ATO for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the registered apprenticeship program may be filed and processed under 34 Pa. Code § 83.5(b)(21); 34 Pa. Code §81.71; 34 Pa. Code § 83.10 and the procedures set forth above. The program sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION 24 - MAINTENANCE OF RECORDS – 34 Pa. Code § 83.5(b)(22); 34 Pa. Code §§ 81.51-81.54; Title 29 CFR 30.12

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJT;
- RTI reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the program sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify the race, sex and ethnicity (Hispanic or Latino/non-Hispanic or Latino) and when known, disability status of each apprentice and where possible, also identified for each apprenticeship applicant and must include, among other things, the basis for evaluation and for selection or rejection of each applicant.

All such records are the property of the program sponsor and will be maintained for a period of five years from the date of last action. They will be made available to ATO or PATC upon request.

SECTION 25 - HOURS OF WORK

Apprentices shall generally work the same hours as journey workers and insofar as possible, shall work under the supervision of a journey worker at all times.

SECTION 26- RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the program sponsor, agree to all the terms and conditions contained herein and agree to abide by the program sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the program sponsor may deem necessary to become a skilled journey worker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the registered apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in instruction as may be required by the program sponsor.
- B. Develop and practice safe working habits and work in such a manner as to ensure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the program sponsor.

SECTION 27 - TECHNICAL ASSISTANCE

Technical assistance, such as that from ATO, the U.S. Department of Labor's Office of Apprenticeship, and vocational schools, may be requested to advise KDP. KDP will also invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION 28 - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No section of these standards of registered apprenticeship shall be construed as permitting violation of any federal law or regulation.

SECTION 29 - COLLECTIVE BARGAINING AGREEMENTS – FOR JOINT EMPLOYERS ONLY

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- A. Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

- B. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

SECTION 30 – DEFINITIONS

The following definitions supplement the definitions set forth at 29 CFR 29.2.

APPRENTICE: An individual who has met all of the required minimum qualifications described in these Standards of Apprenticeship, has signed an Apprenticeship Agreement, and is registered with the appropriate Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and KDP (acting as agent for the employer), which sets forth the responsibilities and obligations of all parties with respect to the apprentice's employment and training. Each Apprenticeship Agreement must be filed with the Registration Agency.

CERTIFICATE OF COMPLETION: Document issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements for their chosen trade, craft or occupation as established in the Standards of Apprenticeship.

COLLECTIVE BARGAINING AGREEMENT: The agreement negotiated between a Union and signatory Employers that sets forth the terms and conditions of employment.

CONSULTANTS: KDP may request interested agencies or organizations to designate a representative to serve as a consultant. Consultants may be asked to participate without vote in conferences on special problems affecting the agencies or organizations they represent.

EMPLOYER: Any person or organization that employs an apprentice under these Apprenticeship Standards. An employer that participates in an apprenticeship training program is also known as 'Approved Training Agent.'

KEYSTONE DEVELOPMENT PARTNERSHIP (KDP): The sponsoring entity under which all standards shall be named. These Standards are registered by and under the Keystone Development Partnership.

INTERIM CREDENTIAL: Document issued by the Registration Agency, upon request of the appropriate sponsor, as certification of an apprentice's attainment of a competency recognized as a component of an apprenticeable occupation. The requirements for an Interim Credential must establish the process for assessing an individual apprentice's demonstration of competency associated with the particular interim credential. The Office of Apprenticeship, upon request by the program sponsor, may issue interim credentials to apprentices who have successfully met the requirements of an interim credential established in the program standards in those states where the Registration Agency does not issue interim credentials.

JOURNEY WORKER: An individual who has attained a documented level of skills, knowledge and competencies within a trade, craft or occupation, to be recognized as having mastered the skills and competencies required for the occupation. This individual is recognized by the Registration Agency as being fully qualified to perform the work required of the chosen trade, craft or occupation.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

ON-THE-JOB LEARNING: Structured, supervised work experience that leads to the progressive attainment of manual, mechanical or technical skills and knowledge comprising a portion of the apprenticeship training requirements.

PROBATIONARY PERIOD: A defined period of time during which the apprenticeship agreement may be terminated by either party of the agreement upon written notice to the Registration Agency.

PROGRAM SPONSOR: The training entity with which the Standards of Apprenticeship have been registered, having the full responsibility for administration and operation of the apprenticeship program.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATABASE SYSTEM (RAPIDS): The Federal System which provides for the automated collection, retention, updating, retrieval and summarization of information related to Apprenticeship programs.

REGISTRATION AGENCY: A State Apprenticeship Agency recognized by the Office of Apprenticeship, Employment and Training Administration, U. S. Department of Labor; or where there is no such agency, the Office of Apprenticeship, Employment and Training Administration, U.S. Department of Labor.

REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS): The federal system which provides for the automated collection, updating, and retrieval of information related to apprentices and apprenticeship programs.

RELATED TECHNICAL INSTRUCTION (RTI): An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

STANDARDS OF APPRENTICESHIP: The policies, procedures, guidelines, and prescribed curriculum that the FTI Board of Trustees follows to properly conduct the program. Within the Finishing Trades framework, the standards are also filed with and approved by the appropriate Registration Agency.

WORK PROCESSES: Tasks in which the apprentice must demonstrate proficiency before a completion certificate is granted.

Section 31: Eligible Training Provider List

Your registered apprentices can be eligible for Workforce Innovation and Opportunity Act (WIOA) services which can support costs for the on-the-job training component of apprenticeships programs and pay for the cost of related classroom instruction including tuition, books, supplies, fees, uniforms, tools and other required items.

If you would like to take advantage of this valuable source of funding, your apprenticeship program will be included on PA's WIOA Statewide Eligible Training Provider List (ETPL). It is available to you at no cost, and your apprenticeship program can be supported by available WIOA funding distributed through your local PA CareerLink® offices and Workforce Development Boards.

Registered Apprenticeship programs are automatically included on the ETPL as soon as the Pennsylvania Apprenticeship and Training Council and Apprenticeship and Training Office have approved and registered your program.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

You may indicate your willingness to be included on the statewide ETPL by signing these apprenticeship standards.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

SECTION 32 - OFFICIAL ADOPTION OF REGISTERED APPRENTICESHIP STANDARDS

The Keystone Development Partnership hereby adopts these standards of registered apprenticeship on October 14, 2019.

Program sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf

Signature of Program Sponsor (designee): _____

Printed Name: _____

Signature of Labor (designee): _____

Printed Name: _____

<u>PROGRAM SPONSOR INFORMATION</u>	
<u>Name of Contact:</u>	Tara Toms
<u>Address:</u>	600 N. 2 nd St. Harrisburg, PA 17101
<u>Email:</u>	ttoms@kdpworks.org
<u>Phone:</u>	(717)576-0417
<u>Fax:</u>	

REGISTERED WITH PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL

Chairman: _____

Secretary: _____

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

APPENDIX B

Apprenticeship Navigator Registered Apprenticeship Program Work Process Schedule and Related Technical Instruction Outline

The Apprenticeship Navigator Registered Apprenticeship Program is registered with the PA Department of Labor & Industry. This apprenticeship program is sponsored by the Keystone Development Partnership.



Creating workforce development and labor management programs that serve local communities.

www.kdpworks.org

Keystone Development Partnership Registered Apprenticeship Navigator Work Process Schedule

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

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 learning (OJL) plus 144 hours of related technical instruction (RTI). 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: The Sponsor established 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. The Sponsor designated this occupation for use by 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.

RA Navigators 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 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 identify, analyze, and prepare training analysis reports and recommendations for further on-the-job learning.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

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.

Performance and Safety Objectives:

The employer shall instruct the apprentice in safe and healthful work practices and train the apprentice in its facilities and other environments. Safety training should be in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or Local standards that have been found to be at least as effective as the Federal standards. The Employer has the responsibility to provide the apprentice a safe and healthful workplace, conditions of employment, and work assignments that the apprentice can safely perform while on the jobsite.

The Sponsor of the RA Navigator apprenticeship will ensure that all apprentices complete all safety training required training during the program with a priority for in the first quarter. This may include CPR/First Aid training, use of Personal Protective Equipment, or other industry standards including cyber security. The Sponsor of the RA Navigator apprenticeship shall also ensure that graduates of its program possess current mandated safety credentials as per the industry requirements.

The Navigator apprentice ensures that employers and/or potential RA sponsor have effective safety programs. During the OJL period, the RA Navigator shall become versed in specific industry safety requirements and collaborate with employers to meet those mandates. Employers that enroll apprentices in the RA Navigator program will specify for their apprentices the unique safety procedures required for each work location.

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, the Sponsor 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, 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.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

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 | 6. NEW/REVISED OCCUPATIONS |
| 2. PA ATO POLICIES AND GUIDANCE | 7. REGISTERED APPRENTICESHIP PARTNERS |
| 3. DEVELOPING APPRENTICESHIP PROGRAMS | INFORMATION DATA SYSTEM (<i>RAPIDS</i>) |
| 4. PROGRAM SERVICING | 8. PARTNER ENGAGEMENT |
| 5. Equal Employment Opportunity (EEO) | 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.

On-the-Job Competencies:

Competency and <i>Measure</i>	Approximate Hours
1. Employer/Partner Engagement	
<p>1.1 Performance and Safety Objectives. <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"> • Workplace violence • Sexual harassment • Cyber security • Confidentiality / Privacy <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. Additional RA components will be delivered as part of Module 9 Knowledge of PA Compliance Review and Quality Assessment Process.</i></p>	45
<p>1.2 Demonstrate ability to assess area businesses and industry training needs. <i>Apprentice successfully identified businesses in area where the apprenticeship model will assist in future workforce training and development.</i></p>	55
<p>1.3 Demonstrate knowledge of the PA Apprenticeship and Training Office, its functions, and responsibilities. <i>Apprentice successfully spoke to a potential employer or business about the duties of the Apprenticeship Training Office.</i></p>	10
<p>1.3.1 Explain the role of PA Apprenticeship and Training Office in registration, oversight, and monitoring compliance of programs. <i>Apprentice successfully explained the role of the Pennsylvania ATO in the RA Process.</i></p>	10

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

<p>1.4 Identify potential employer partner, visit facility, and determine capabilities of facility to properly train employees. <i>Apprentice successfully identified and spoke to a potential sponsor and determined their current training methods.</i></p>	100
<p>1.5 Assist potential program employer partner in the determination of his/her additional training needs. <i>Apprentice successfully assisted potential program sponsor / employer with identifying training needs.</i></p>	100
<p>1.6 Identify and explain goals of apprenticeship training programs to potential employer partner and how programs are administered. <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>	80
<p>1.7 Explain various types of apprenticeship programs; i.e. joint, non-joint, group, etc. <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>	10
<p>1.8 Explain Code of Federal Regulations: Title 29, CFR part 29: Apprenticeship Programs, Labor Standards for Registration, Amendment of Regulations Final Rule. <i>Apprentice successfully explained CFR Title 29 and standards to employer partner.</i></p>	10
<p>1.9 Explain Office of Apprenticeship and its governance / role in the RA Process. <i>Apprentice successfully explained the role of the OA in states to employer partner.</i></p>	10
<p>1.10 Explain Navigator program with potential employer partner; obtain agreement to initiate program and work with employer. <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>	10
<p>1.11 Other (Employer Specify): <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>	10
<p>2. Developing Apprenticeship Programs</p>	
<p>2.1 Identify occupations of employer partner. <i>Apprentice successfully identified apprenticeable occupation, as approved by DOL, for employer partner.</i></p>	40
<p>2.2 Identify training approaches: Time-based, Competency-based, or Hybrid. <i>Apprentices successfully, in conjunction with employer partner, identified appropriate RA program basis; hybrid, competency, time-based.</i></p>	10
<p>2.3 Research available work processes or develop training outline that is applicable to program. <i>Apprentice successfully researched and identified RTI and OJL processes appropriate to employer partner's program.</i></p>	40
<p>2.4 Identify vocational education facilities and/or other resources and capabilities for related technical training. <i>Apprentice successfully identified area educational facilities with the capability to deliver RTI</i></p>	40

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

<i>needed in newly developing employer partner apprenticeship program.</i>	
2.5 Present material to program sponsor. <i>Apprentice successfully presented a draft outline of employer partner’s potential program.</i>	40
2.6 Assist in preparation of standards and complete a review of the application documentation. <i>Apprentice successfully assisted employer partner in the creation of apprenticeship standards for program.</i>	120
2.7 Review 24-Point Checklist for Standards to ensure all documents have been checked for spelling, formatting, grammar, and etc. <i>Upon completion of newly developed apprenticeship standards, apprentice successfully reviewed the documents for accuracy; using the 24-point checklist.</i>	100
2.8 Secure signatures of sponsor(s) on official standards. <i>Apprentice successfully secured signatures on all required documents to submit for approval.</i>	100
2.9 Submit for registration. <i>Apprentice successfully submitted application for approval of program to PA ATO.</i>	40
2.10 Present and defend RA application to PATC. <i>In conjunction with employer partner, apprentice successfully attended PATC meeting to explain and defend the newly developed program.</i>	40
2.11 Other (Employer Specify): <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>	20
3. Program Servicing	
3.1 Assist program sponsors in registering apprentices. <i>Apprentice successfully assisted employer partner with registering apprentices of new program.</i>	40
3.2 Consult with employer partners to maintain active programs. <i>Apprentice successfully followed up with employer partner to assist in maintaining program.</i>	40
3.3 Encourage completion ceremonies and presentation of certificates. <i>Apprentice successfully explained and encouraged completion ceremonies for graduating apprentices of new program.</i>	20
3.4 Provide information and training for employer partner personnel, arrange meetings, conferences, and seminars. <i>Apprentices successfully provided general information to employer partner(s) about RA.</i>	40
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. <i>Apprentice successfully remained current on RA best practices and forward any relevant information to employer partner.</i>	40
3.6 Other (Employer Specify): <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>	20
4. Equal Employment Opportunity (EEO)	
4.1 Services provided to program sponsors include guidance to compliance with the requirements of the state and federal laws and regulations; e.g., amending standards,	10

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

<p>determining underutilization, developing affirmative action plan. <i>Apprentice successfully provided EEO information and guidance to employer partner.</i></p>	
<p>4.2 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. <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>	10
<p>4.3 Identify and attend meetings to coordinate activities with various outreach programs. <i>Apprentice successfully connected to various outreach programs & attended meetings to become familiar with programs.</i></p>	10
<p>4.4 Other (Employer Specify): <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>	10
<p>5. 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></p>	
<p>5.1 Input programs information and occupations. <i>Apprentice successfully navigated RAPIDS system and inputted proper data.</i></p>	10
<p>5.2 Assist programs in registering apprentices. <i>Apprentice successfully navigated RAPIDS system and inputted proper data.</i></p>	10
<p>5.3 Maintenance programs on apprentice (registering, suspending, canceling, and completing). <i>Apprentice successfully navigated RAPIDS system and inputted proper data.</i></p>	10
<p>5.4 Track Overdue apprentices. <i>Apprentice successfully tracked RAPIDS system to track apprentices in newly formed programs to ensure they are progressing timely.</i></p>	10
<p>5.5 RAPIDS User Manual (ATO & Sponsor Guide). <i>Apprentice successfully obtained and became familiar with the RAPIDS Manual.</i></p>	10
<p>5.6 RAPIDS help menu. <i>Apprentice successfully located and became familiar with the RAPIDS help section to answer questions about the system.</i></p>	10
<p>6. Intermediary Partner Engagement</p>	
<p>6.1 Workforce Development Organizations</p>	
<p>6.1.1 Develop knowledge and, if appropriate, relationship with other workforce development organizations including Workforce Development Boards and PA CareerLink® offices. <i>Apprentice successfully became familiar with one or more workforce development groups and began a relationship.</i></p>	30
<p>6.1.2 Collaborate with PA ATO to facilitate relationships with RA Program Sponsors. <i>Apprentice successfully became familiar with the activities of the PA ATO and gathered leads for potential partners.</i></p>	20

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

6.1 Workforce Development Organizations (Continued)	
6.1.3 Other (Employer Specify): <i>Examples of employer specific competencies include assisting a sponsor with submitting proposals or training plans to PA CareerLink® offices and other competencies required for on boarding upon graduation.</i>	10
6.2 Unions – National, State, Local	
6.2.1 Present RA information and connect to RA Programs. <i>Apprentice successfully connected to various unions and explored new potential apprenticeship programs.</i>	20
6.2.2 Support Programs by attending workforce councils, advisory meetings, and other union function. <i>Apprentice successfully attended various union functions to gather information about employer partners and develops an understanding of union protocols, roles of the Local Union, and the AFL-CIO on the national, state, and regional levels.</i>	20
6.2.3 Become knowledgeable about program resources and training that they offer. <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>	20
6.2.4 Other (Employer Specify): <i>Examples of employer specific competencies include assisting a sponsor with union roles, protocols, and other competencies required for on boarding upon graduation.</i>	10
6.3 Community Based Organizations (CBOs), including Chamber of Commerce, Business & Education Associations, Veterans Affairs (VA), Job Corps, YouthBuild, OVR, Faith-based Organizations, and minority, ESL & underserved population CBOs	
6.3.1 Connect to RA Programs. <i>Apprentice successfully identified and connected to various Community Based Organizations and familiarized them with the Navigator program, and RA.</i>	80
6.3.2 Become knowledgeable about program resources and training that they offer. <i>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>	40
6.3.3 Other (Employer Specify): <i>Examples of employer specific competencies include assisting a sponsor with CBO roles, protocols, and other competencies required for on boarding upon graduation.</i>	10
6.4 Women in Apprenticeship and Nontraditional Occupations (WANTO)	
6.4.1 Connect to RA Programs. <i>Apprentice successfully identified and connected to various organizations for women and familiarized them with the Navigator program, and RA.</i>	80
6.4.2 Become knowledgeable about program resources and training that they offer. <i>Apprentice successfully researched, identified, and listed different organizations for women, their mission, and determined if new Navigator initiatives could be started.</i>	40
6.4.3 Other (Employer Specify): <i>Examples of employer specific competencies include assisting a sponsor with recruiting women and other competencies required for on boarding upon graduation.</i>	10

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

6.5 Pre-Apprenticeship	
6.5.1 Connect to RA Programs. <i>Apprentice successfully identified and connected to various Pre-Apprenticeship Programs and familiarized them with the Navigator program, and RA.</i>	200
6.5.2 Become knowledgeable about program resources and training that they offer. <i>Apprentice successfully researched and listed a minimum of 5 Pre-Apprenticeship Programs in their area, and determined if new Navigator initiatives could be started.</i>	60
6.5.3 Other (Employer Specify): <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>	10
Total	2,000

Related Technical Instruction (RTI)

Total: 144 Hours

Approach

The RTI is 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. The Sponsor will post readings and facilitate online discussions.

Competency Measures: Classroom participation, participation in RAPIDS education, and informal classroom quizzes or general questions being answered are required as classroom participation or online discussion. Apprentice will demonstrate informal classroom understanding of materials; demonstrate proof of ability to understand Labor Market Data, how to analyze it, and where to find it; present materials and demonstrate networking with potential RA sponsors and intermediary organization; and meet or exceed grading rubric set forth by training providers for writing and other assignments. Online participation in group discussion is documented and required for apprentice to graduate. Students will be observed by sponsor, and Apprenticeship and Training Office staff or Office of Apprenticeship representatives to determine competencies.

Content

The Registered Apprenticeship Navigator program consists of 13 Modules delivered in 45 online sessions, each three hours in length. Six hours of classroom training will typically occur each month with additional RTI time spent attending council sessions and participating in self-directed reading and essay response assignments.

Module 1: Apprenticeship 101 -9 hours

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, planning outreach and customizing presentations for a variety of audiences.

Module 2: Project Management -24 hours

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

This project management course is customized for apprenticeship ambassadors who work with a variety of stakeholders across multiple organizations. Topics covered include project management 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. RA Navigator apprentices will develop their own project management plan focused on their apprenticeship-related work and will receive ongoing guidance in executing their customized projects.

Module 3: Industry Stakeholder Engagement – 15 hours

This module focuses on approaches to engaging all stakeholders within an apprenticeship ecosystem including employers, unions, workforce and economic development boards, industry associations, chambers of commerce, and educators for apprenticeship sponsorship. Apprentices will learn and practice techniques for engaging employers including setting expectations, providing guidance, facilitating meetings with potential partners and managing program registration. RA Navigator apprentices will explore the relationship between the intermediary and potential sponsors, and provide strategies to support existing programs. An introduction to identifying and leveraging funds to support apprenticeship costs will also be presented.

Customized professional development courses will be delivered on:
Communicating Effectively, Consultative Sales, Critical Thinking.

Module 4: Mentorship – 12 hours

In this apprenticeship-specific mentorship training, RA Navigators will learn fundamental aspects of developing and guiding a successful mentorship program in partnership with an employer. Strong mentors are critical to successful apprenticeships – this module helps the apprenticeship ambassador understand both the value of mentorship within an apprenticeship model and practical tools and best practices for gaining organizational consensus around promoting and utilizing mentors. This module also includes an introduction to learning styles, the roles of the journeyworker as mentor, the importance of structured OJT sessions, communication, and problem solving.

Module 5: Group Dynamics & Organizational Development – 6 hours

As essential professionals and program builders, RA Navigator apprentices must engage with and balance the priorities of multiple stakeholders. Navigators must develop collaboration with regional program partners and maintain productive, positive relationships across organizational levels both internally and among external partners and program participants. This module will enhance and refine skills around managing conflict, building work relationships, and demonstrating effective leadership.

Customized professional development courses will be delivered on:
Resolving Conflict, Building Work Relationships

Module 6: PA Apprenticeship and Training Office (ATO) – 9 hours

RA Navigators will have several opportunities throughout their apprenticeship experience to interact directly with the PA Apprenticeship and Training Office, the organization that oversees apprenticeship programs in Pennsylvania. RA Navigators will receive direct guidance on how to collaborate effectively with ATO representatives throughout the apprenticeship development and registration process. An overview of the resources available through the Center for Workforce Information Analysis and an exploration of the federal RAPIDS apprenticeship database will be provided.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

Module 7: Diversity Equity & Inclusion – 6 hours

Leaders at the state and national level will present innovative approaches to addressing diversity, equity, and inclusion within apprenticeship program design. RA Navigators will explore accessibility considerations around race, gender, disability, and intersectional challenges when developing apprenticeship programs.

Module 8: Building Partnerships with Unions – 9 hours

Unions, in partnership with their represented employers and vast membership, have for many years been leaders and designers of the apprenticeship experience. RA Navigators will learn the history of union apprenticeship and gain exposure to several models for joint cooperation between employers and labor leaders. Program sustainability in the union environment and related to collective bargaining agreements will be discussed, as well as labor-management relations and best practices for following union protocols for communication and decision making.

Module 9: Practitioners Workshops – 12 hours

The RA Navigator Apprenticeship relies heavily on the expertise and institutional knowledge of regional, statewide, and national workforce experts. Apprentices will receive the unique and valuable opportunity throughout the program to hear directly from apprenticeship leaders and innovators about their legacies of innovation on a national scale that has lifted the apprenticeship training model to its current visibility and success. In these customized workshops, expert apprenticeship practitioners from the Aerospace Joint Apprenticeship Committee and the Wisconsin Regional Training Partnership will share lessons learned and tips for institutionalized program success.

Module 10: Policy and Advocacy – 6 hours

Though much of the day-to-day work of the RA Navigator is programmatic and operational, there is still a need for workforce professionals at all stages of their career to see and understand the relevance of significant apprenticeship policy and legislative processes. In this module, the Keystone Research Center will share guidance on updating key agencies and local representatives about developments and considerations related to RA and Pre-RA programs. RA Navigators will also learn where and how to access and remain informed on key legislative decisions related to apprenticeship and strategies for applying current state and federal policy to local program development.

Module 11: PA Apprenticeship & Training Council – 9 hours

RA Navigator apprentices are required to attend three PATC sessions of their choice, one in each quarter. Exposure to council processes and successful registration of new programs will provide apprentices with valuable insights as they guide their own employer partners through customized apprenticeship program development.

Module 12: Keystone Apprenticeship Alliance Building – 6 hours

The Keystone Apprenticeship Alliance (KAA) is a community of practice for journeyworker-level RA Navigators who have successfully completed the apprenticeship program. The KAA meets regularly and collaborates directly with the PA Apprenticeship and Training Office to discuss, promote, and establish registered apprenticeships and pre-apprenticeships, conduct strategic planning, implement qualified candidate pipeline projects, and communicate efficiently on the state of apprenticeship expansion within the Commonwealth. Toward the end of the apprenticeship program, RA Navigators will be invited to envision and explore their own role within and contribution to the KAA.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

The KAA Building sessions will bring to a conclusion the classroom and on-the-job learning portion of the Navigator Apprenticeship and define concrete next steps for each RA Navigator to take their skill set back to their own community to serve as ongoing ambassadors for strong apprenticeship programs. Discussions on effective networking, strengthening relationships, and developing long-term strategies will be facilitated during this module. Each organization that employs an RA Navigator journeyworker will be represented within the Keystone Apprenticeship Alliance and will receive ongoing access to support, guidance, and continuing education from the PA ATO, KDP, and our surrounding network of workforce partners and thought leaders.

Module 13: Quarterly Check-ins & Report-outs – 12 hours

RA Navigators will have regular opportunities to bring their work and processes to the rest of the team for brainstorming, troubleshooting, and technical assistance. The quarterly check-in and report-out sessions will be focused on assuring each apprentice has the tools and support they need from the program sponsor to successfully implement their new skills and training within the context of their own workplace role and responsibilities. KDP will also track engagements and program development milestones for use in reports, case studies, media coverage, and various other promotional and information sharing efforts.

The 135 hours of classroom training identified above will be complemented by at least 9 hours of required reading (*Connecting People to Work*) and homework facilitated through an online collaboration platform. In addition, all mentors of RA Navigator apprentices will meet monthly to discuss the progress of the apprentices and receive any needed guidance or support to ensure each learner has a successful and meaningful experience in the RA Navigator Apprenticeship program.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

APPENDIX C

RA Navigator Apprenticeship Program Application

Thank you for your interest in joining a future cohort of the Registered Apprenticeship (RA) Navigator apprenticeship program! Prior to completing this application, both the employer and employee should review the program's Standards, Work Process and Related Technical Instruction (RTI) to become familiar with the competencies that will be taught both in the classroom and on-the-job, and the expectations that come with enrolling as a Navigator apprentice. More information is available at kdpworks.org/navigator-program

Apprentices should complete the questions in Section A, and then sign and date the application. Employers should read and 'check' each expectation outlined in Section B, and then also sign and date the form. Space in each cohort is limited, and applying for a seat does not guarantee a seat. Please submit your application and any questions to Tara Toms, ttoms@kdpworks.org

Employer Name: Click or tap here to enter text.

Apprentice Name: Click or tap here to enter text.

SECTION A: APPRENTICE

The trained RA Navigator is an ambassador for apprenticeship strategies to their local businesses and other partner organizations. Our apprentices will use the knowledge they gain during classroom time in their day-to-day jobs. Describe how your current role intersects with business engagement and apprenticeship development.

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

What previous experience do you have with apprenticeship programs? Have you ever before been an apprentice or participated in the development and/or implementation of an apprenticeship program?

If you receive the training and credential of RA Navigator, how do you envision your role evolving within your organization? How do you see your organization's work around apprenticeships changing to support the future of work in your region?

Apprentice Name and Date

Apprenticeship Navigator Registered Apprenticeship Request for Proposals

SECTION B: EMPLOYER

The Employer is responsible for overseeing and guiding the successful completion of the apprentice's on-the-job learning. The Employer should 'check' each box below, acknowledging the expectations that come with enrolling an apprentice in the RA Navigator program.

- The Standards of Registered Apprenticeship for the RA Navigator have been reviewed and are accepted.
- The RA Navigator apprentice at my organization will be assigned a qualified mentor who will regularly meet with the apprentice to oversee their on-the-job learning using the provided Job Book materials.
- A representative of our organization will regularly communicate about the RA Navigator apprentice's progress and will promptly reach out to the program sponsor (KDP) with any issues or concerns regarding OJL or RTI progression.
- A wage increase will be provided to the RA Navigator apprentice, in accordance with the required wage progression.
- Space and time will be made available for the RA Navigator Apprentice to attend RTI, receive mentorship, and participate in the Keystone Apprenticeship Alliance.
- I understand that the apprentice will receive a credential from the Commonwealth of Pennsylvania in "Training & Development Specialist, Registered Apprenticeship Navigator."

Employer Name and Date