

## **Best Practices: Preparation for Apprenticeship Training**

The following best practices list is intended to be advisory only.

1. The duration of the program should be between eight to 16 weeks, based on successful models of pre-apprenticeship programs.
2. The program should expose the individual to multiple trades to give the student a chance to see where their desires and aptitudes lie.
3. Methodologies should include hands on learning, visiting construction sites as well as apprenticeship training programs, visits from representatives from the construction industry and classroom lecture.
4. The program should have an active relationship with apprenticeship programs. The apprenticeship programs should advise the preparation programs of their requirements and how best to prepare the potential apprentice for entry into the apprenticeship program. However, it should be clearly understood by the student that entry is not guaranteed.
5. The students should learn:
  - Hard skills of the trade - how to use basic tools, mechanical skills, read a tape measure etc
  - Soft skills for the trade – literacy, math/algebra, ESL
  - Employability skills - work ethic, getting child care in order, transportation, awareness of limitations of convicted felons
  - Life skills – skills to learn to manage your life so you can show up to work, physical fitness, counseling, diversity and sexual harassment training
6. The student should not pay a fee, but may receive a stipend. However, an individual in a preparation for apprenticeship training program should never do productive work for private gain so the individual is not exploited.
7. Drug testing should be a component and a zero-tolerance of drug use as a practice.
8. Participants should be pre-screened to be sure he/she is able to work. Program may help students get all relevant documentation needed to begin work such as a driver's license, GED, etc. Or, they should partner with

community service providers to help students obtain these documents, as well as help with finding child care, etc.

9. There should be placement services and follow-up after 90 days, 6 months and one year to see if students are still employed and if the preparation for apprenticeship program is effective.

10. Specific certifications may be included in the program such as safety training, first aid, CPR and others as appropriate.