

Equity- Centered Access, Implementation, Completion, Retention and Evaluation Components and Best Practices

*EQUITABLE ACCESS TO:

- **Outreach/Education about RAP (Registered Apprenticeship Programs)**
 - Detail Component: Multiple outreach sources drawing on diverse prospective applicants e.g. High Schools, [Adult Education Schools](#), [GED programs](#), Rising Scholars community college programs (justice impacted students in credit programs), Community College noncredit program department chairs or deans ([Home Page - North Orange Continuing Education](#)), Current or former Foster Youth programs ([NextUp | CCCEOPSA](#)) Community-based organizations (e.g. Rainbow Services serving survivors of domestic violence [Rainbow Services - Providing Help & Hope](#); Boys and Girls Clubs), Faith-based organizations, OneStop Career Centers/Workforce Development Boards, Racial/Ethnic affinity organizations/publications, immigrant-support or refugee support organizations ([Services - Refugee Support Center](#)).
 - Best Practices: Community mapping for outreach aligned to employer organizations and needs

- **Program Design**
 - Detail Component: Culturally-responsive curriculum and materials; delivery approaches that are inclusive of diverse lived experiences. Instructor pool reflective of a diverse community of prospective apprentices.
 - Best Practices: Instructor training in culturally-responsive teaching and learning, basic concepts of DEIA including power, privilege, social identities, and intersectionality. Partner with organizations which employ diverse journey person instructors e.g. [Tradeswomen Build Nations - NABTU](#); [California Tradeswomen Inc. - California organization for women in the trades](#); [WINTER 2023](#)

- **Recruitment**
 - Detail Component: [Utilization of job postings on sites such as LinkedIn, Handshake, Job Boards, CalOpps, and entities the State of California may currently grant funds to as support or partner in recruitment efforts.](#)
 - Best Practices: [Prioritize outreach through affinity organizations; creating recruitment videos that highlight diverse participants' experiences; ensuring accessibility in job ads \(e.g., readable formats, ADA-compliant materials, diverse languages with reminders that the primary teaching language and need for understanding and comprehension will be in English\).](#)
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- **Application/ Selection Criteria**
 - Detail Component: Awareness of child care needs for primary caretakers, usually women.
 - Best Practices: Interviewing and assessments during school hours, greater flexibility for interview times for those that may be currently employed, or accommodation for women applicants to bring dependents in order to be interviewed or assessed for RAP consideration.

- **Readiness Supports**
 - Detail Component: PRE-APPRENTICESHIP, mentorship, tutoring, etc.
 - Best Practices: Partner with local schools and community colleges for bridge programs that may already exist. Mentorship and peer networking opportunities, skill-building workshops, and additional financial literacy services

- **Training**
 - Detail Component: Consider onboarding baseline evaluation to help identify apprenticeship participant needs related to industry skills and culture. Additional onboarding should focus on civility, specific industry skills, and workplace culture. Distinguish between “home rules, street rules, and work rules.”
 - Best Practices: Culturally competent and sensitive trainers, position cultural inclusive training methodologies, and additional tutoring or remedial supports for those that may need support

- **Training Supports**
 - Detail Component: Consideration for needs related to access to resources, materials, or technology and even training related to how technology can be used to complement training. Resources such as Khan academy may be interesting partnerships
 - Best Practices: Stipends, access to laptops or tablets and additional self-directed learning supports or supplements

- **Supportive Services**
 - Detail Component: Transportation assistance, maybe housing support as there may be proximity issues for those choosing to be apprenticeships, childcare support or subsidy, financial counseling.
 - Best Practices: Collaborate with local service providers , provide counseling and support services, emergency assistance funds, case support entities.

- **Mentorship**
 - Detail Component: Structured mentorship program to pair apprentices with experienced professionals.

- Best Practices: Regular mentor-mentee check-ins. Define the nature of mentorship, inclusive strategies to address cultural competency, cultural and generational differences that may exist in mentor mentee relationships to ensure respect. In addition, training may be appropriate to highlight the spirit of mutual benefit when it comes to mentorship programs. Consider the need to possibly match underrepresented with mentors that also may be a part of underrepresented groups.
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- **Retention to create and maintain a diverse workforce**
 - Detail Component: Drive belonging and inclusivity
 - Best Practices: Affinity groups at workplaces, Inclusion and belonging campaigns. Culturally represented workforce pictures, language, diversity of leadership, cultural events, recognition, heritage months, and days.
- **Extension**
 - Detail Component: Continuous learning and professional development opportunities post apprenticeships
 - Best Practices: Create cohort groups and contact lists? Alumni networks, continuous access to training resources and/or opportunities, fellowship or scholarship opportunities for additional certifications when employers may not supply or fund additional learning
- **Completion**
 - Detail Component: Support final stages required to complete graduation. Final mentor, tutoring necessary to complete final tests and evaluations
 - Best Practices: Resume-building workshops, mock interview opportunities, celebratory and recognition event to publicize their completion and success
- **Progression**
 - Detail Component: Identify apprentice transitional pathways to advanced training or full-time roles.
 - Best Practices: Partnerships with employers for job placement or career placement counselors. Track placement and employment outcomes. Provide career coaching.
- **Evaluation**
 - Detail Component: Assess program effectiveness through quantitative and qualitative feedback from participants and employers . Conduct focus groups.
 - Best Practices: Audit process for equity, identify where candidates and participants may fall out of the program or applicant process, continuous improvement culture and process
 - **Panelist training and unconscious bias mitigation**

NOTES:

-PLEASE LINK TO ANY RESOURCES USING (web page, footnote, etc.)

-democratize access and success

DATA/MEASUREMENT:

- Stage-by-stage tracking allows you to pinpoint where diversity efforts are succeeding or faltering: Define outreach targets to underrepresented
- If there's a significant drop-off between applicant and hire diversity, explore biases
- Job requirements filtering out qualified diverse applicants.
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ADDITIONAL RESOURCES LINKS: