



Best Practices - How best to utilize your Apprenticeship Consultant

The DAS Apprenticeship Consultant can...

- Help facilitate quality training, equal opportunity, implementation of policies, and understanding of apprenticeship laws, regulations and legislation, and other matters of State wide concern.
- Re-affirm the responsibility accepted by all parties to the Apprentice Agreement, including Program Sponsors, Employers and Apprentices, and to make sure each understands their responsibilities to the Apprenticeship Programs.
- Clarify and interpret Apprenticeship Laws and Regulation when needed. Regulation 206, approval and registration of apprenticeship agreements, and the 30 day requirement for the DAS-1/apprentice agreements are particularly important.
- Assist in development of standards, work processes, job training analysis and selection procedures.
- Assist in the education of the program sponsor staff not limited to but including administrators, classroom instructors, field coordinators and clerical staff.
- Assist in the expeditious processing of new apprentice agreements, cancellations and requesting of completions certificates.
- Provide assistance in the Annual Self-Assessment Review of Program Improvement and Plan Goals.
- Provide assistance on updating internal program rules and regulations and policies and procedures. Consultants may help committees with meeting agendas, appeal procedures, apprentice complaints, as well as outreach ideas.
- Assist with DAS web site to locate information for Apprentice Certification, Public Work forms and requirements, CAC meeting and agenda postings and the Program Sponsor web page.

- Attend committee meetings to assist in disciplinary actions be it protecting or admonishing an apprentice. Consultants may also meet and counsel individual apprentices that may have a dispute with their employer or a problem complying with the apprenticeship requirements.
- Attend completion ceremonies where Consultants can be a “Guest Speakers” even on short notice.
- Attend apprenticeship program orientations.
- Meet with the program sponsor, contractors/employers to mediate disputes and/or to explain apprenticeship laws and regulations.
- Attend coordinator association meetings to work collaboratively towards the promotion of apprenticeship.
- Help prepare your program for the audit process.
- Make pro-active site visits to provide guidance and recommend procedures on apprentice’ records so that they are in compliance with the law, update standards and wages and reconcile active apprentice list.
- Work as a liaison with other agencies such as Local Educational Agencies (LEA), Employment Development Department (EDD) and promotional career facilities such as construction training programs, career training institutes and high schools.
- Meet with new employers to explain the benefits of apprenticeship and create more apprenticeship opportunities for Californians. Find potential employers through workforce investment boards by promoting the importance of apprenticeship as a valuable talent development resource and the benefits gained by the employer. Reference Employer Benefits and Responsibilities and the Apprenticeship Handout at <http://www.dir/das/forms.html>
- Visit Public Work jobsites to educate the contractor/sub-contractors on public works requirements. Reference Public Works flyer at <http://www.dir/das/forms.html>.
- Bilingual Consultants can be used as interpreters at committee meetings.
- Work with programs to navigate the Department of Veterans Affairs for Apprentices and Trainees eligible for collection of GI Bill/Educational Benefits during their employment training.