

Mass Workforce Issuance

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☐ Policy

☒ Information

To: Chief Elected Officials
Workforce Development Board Chairs
Workforce Development Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: January 24, 2017

Subject: **Framework on Registered Apprenticeship for High School Students**

Purpose: To notify Local Workforce Development Boards, One-Stop Career Center Operators and other local workforce partners of the Department of Labor (DOL), Employment and Training Administration (ETA) Training and Employment Notice [\(TEN\) No. 31-16](#), *Framework on Registered Apprenticeship for High School Students*, released January 18, 2017. The Framework on Registered Apprenticeship (RA) for High School Students provides guidance from the U.S. Departments of Labor (DOL) and Education (ED) to the public workforce and education systems on the components of a high-quality RA program for high school students.

The purpose of this framework is to provide recommendations on key elements of RA programs for high school students and to encourage greater use of RA and pre-apprenticeship programs for in-school youth at least 16 years old, enrolled in secondary schools. This framework provides an important opportunity for youth to finish high school and continue on a pathway toward multiple career and educational opportunities, such as entering an RA program, earning an associate's and/or a bachelor's degree, and obtaining sustainable employment. The framework seeks to enhance the competitiveness of businesses by connecting youth to work-based learning and developing in-demand skills and competencies.

Background: There is growing federal and state support for the expansion of youth and training programs to meet the demands of businesses that want to recruit workers into their companies. WIOA places increased emphasis on improving youths' access to employment in high quality jobs and careers in part by making it mandatory to allocate at least 20% of WIOA youth formula funds to provide youth with paid and unpaid work experiences, including pre-apprenticeship and other types of on-the-job training.

In response to requests for more guidance on RA programs for high school students, the USDOL engaged the Secretary's Advisory Committee on Apprenticeship (ACA), as well as ED, Office of Career, Technical and Adult Education (OCTAE), to develop a framework on RA for high school students. The resultant framework identified the following Principles and RA Program Elements:

Framework Principles:

- HS students enrolled in secondary school who meet the minimum legal age of 16 can be employed as apprentices.
- Programs for HS students should combine academic and technical classroom instruction with work experience, allowing youth to explore a career and develop industry-specific workplace competencies, skills and knowledge, while still enrolled in high school.
- Programs should align academic and technical standards in secondary and postsecondary educations, CTE, and industry recognized credentials and certifications.
- Programs should incorporate stackable credentials of value for multiple pathways.
- Employer involvement is critical in developing and sustaining the program.

Program Elements for Pre-Apprenticeship Programs/School to RA (abbreviated):

- Programs are designed to prepare individuals to enter into and success in RA programs, and should have strong linkages to RA.
- Pre-apprenticeship courses should be approved by an RA program and count toward HS graduation.
- Students participate in OJL activities beginning at age 16 and can count toward entry into an RA program.
- Opportunities to earn industry recognized credentials and certifications.
- Application for RA can take place leading up to or upon HS graduation.
- Post-secondary credits are awarded based on signed articulation agreements.

Program Elements for RA Programs that begin in HS (abbreviated):

- Students begin their RA program in HS and are registered in the RA System.
- RA agreements are signed by the student, parent/guardian, and RA sponsor.
- Students take courses at their HS +/-or community/technical colleges that are part of an RA approved program, are in addition to their HS courses, and count toward HS graduation.
- Postsecondary credits are awarded based on signed articulation agreements.
- Students may start OJL activities at age 16, provided the activities are permissible under the FLSA/Child Labor Laws.
- Students are employed by a participating signatory partner to the Registered Apprenticeship Guideline Standards or program and are under supervision of a skilled mentor during OJL.
- Enrolment in a RA program may begin in HS and continue after graduation.
- Students can earn industry-recognized credentials and certifications.

Requested: Please share with managers, staff and partners as appropriate.