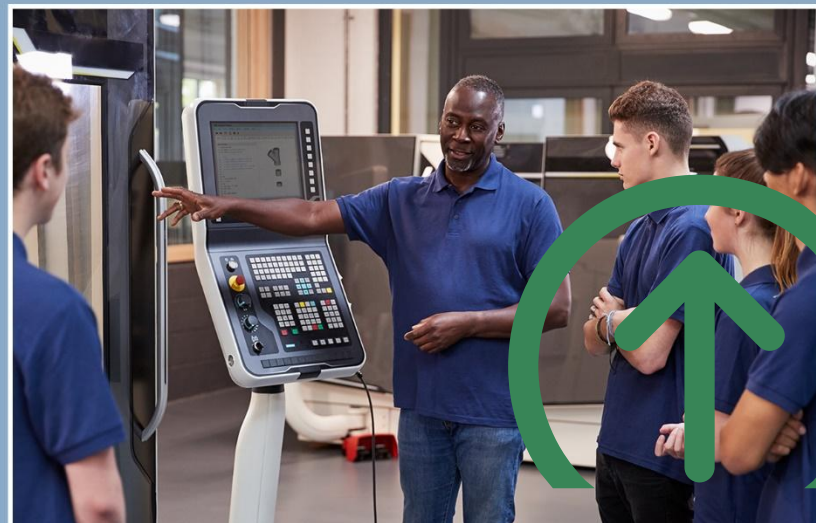


How-To Guide: Using the Apprenticeship Pathways Resources with Students, Job Seekers, and Workers



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT



Welcome

Thank you for your interest in using the Apprenticeship Career Pathways Resources in your education and career advising work with your customers! The Pathways Resources will assist you and your customers explore the exciting array of career opportunities available in a variety of industries through participation in pre-apprenticeship and apprenticeship programs.

Purpose

This guide is designed to help individuals who work with students, job seekers, and workers use the Apprenticeship Career Pathways Resources to better understand and communicate about career entry and advancement opportunities in the construction, healthcare, manufacturing, and technology industries in Massachusetts. As a companion piece to the Pathways Resources, this guide can assist you in providing educational and career guidance, coaching, and development to your customers.

Who should use this guide?

This guide is intended for individuals that provide career and educational information, advising, coaching, and support to students, job seekers, and workers, such as:

- Elementary, secondary, and post-secondary teachers and guidance counselors;
- Career coaches and case managers who work in MassHire Career Centers or in community-based organizations; and
- Others who help individuals explore workforce education and training.

What are the Pathways Resources?

The Apprenticeship Career Pathways Resources are visual tools that provide accessible information about career pathways in a variety of key industries. They feature many occupations that are accessible through participation in pre-apprenticeship and Registered Apprenticeship Programs in Massachusetts. The Pathways Resources:

- Highlight a range of career “ladders” and occupations, entry-level to advanced, in each industry;
- Include information about typical education and training requirements and wage ranges for each occupation;
- Note occupations that are projected to grow; and
- Include links to detailed occupational information available on O*NET OnLine at <https://www.onetonline.org/>.

Why focus on Registered Apprenticeship?

Expanding pre-apprenticeship and Registered Apprenticeship Programs in Massachusetts is a strategic priority at the state and regional levels. Massachusetts has already achieved significant growth in Registered Apprenticeship, with over 1,500 new apprentices in the state since 2018. Apprenticeship is growing because of the value it delivers.

- **Apprenticeship meets employers' workforce needs:** Employers drive the design of apprenticeship on-the-job and related technical instruction, so workers skills are aligned precisely to employers' competency and performance needs.
- **Apprenticeship provides workers the skills they need to succeed:** Because apprenticeship is demand-driven, apprentices are assured that what they learn will make them competitive in the labor market. Registered Apprenticeship Programs combine technical instruction with hands-on learning, on the job – a combination that helps individuals learn quickly, develop proficiency, and apply and enhance their skills over time.
- **Apprenticeship is “earn while you learn”:** Apprentices earn wages while in training, which helps them build financial security without assuming significant student loan debt.
- **Apprenticeship is a proven workforce development tool for diverse industries:** While apprenticeship has long been a successful talent development strategy in the construction industry, leading companies in advanced manufacturing, healthcare, technology, and other industries are increasingly realizing similar workforce results through apprenticeship.
- **Apprenticeship creates opportunity for diverse populations:** Apprenticeship offers traditionally underrepresented individuals pathways into new industries and occupations and helps employers diversify their workforces.
- **Apprenticeship operationalizes meaningful career pathways:** Career pathways development traditionally focuses primarily on high school to college degree progressions. Apprenticeship bridges the gaps in this model by connecting more comprehensive career development opportunities to traditional secondary and post-secondary education. In addition, many apprenticeship programs enable apprentices to earn college credit while in training, which can make it easier for them to later obtain additional post-secondary credentials on top of their apprenticeship completion certificates.

Using the Pathways Resources with Customers

The Apprenticeship Career Pathways Resources can help students, job seekers, and workers identify occupations and careers of interest to them, understand the education and training they need to advance in their careers, and learn how participating in pre-apprenticeship and Registered Apprenticeship Programs can help them meet their career goals.

Here are some ways that the Apprenticeship Career Pathways Resources can be used with different customer groups:

Students:

- The Pathways Resources provide students with a comprehensive view of career opportunities in various industries, and can help build students' awareness of both the traditional academic degree programs and pre-apprenticeships and apprenticeships and that can help them enter and advance in well-compensated careers.
- The Pathways Resources can help students explore the skills, credentials, and experience needed for a variety of occupations, and learn more about what different occupations entail in terms of responsibilities and activities.
- The wage range information can also help students think concretely about the level of education and training they might need to complete in order to meet their financial goals.

Case Example: How Secondary Education Students Could Use the Apprenticeship Career Pathways Resources

Maria is in her first year of high school and has strong technology skills and knows she is interested in a career in the technology industry. She meets with her guidance counselor to discuss the courses and course sequences she should pursue to prepare her for this career.

Together, they look at the Apprenticeship Career Pathways Resources to learn more about pathways in the technology industry. Maria knows that she is most interested in becoming a software developer for applications, so they visit the O*NET OnLine link in the Pathways Resources for that occupation at www.onetonline.org/link/summary/15-1132.00 to learn more about the job and its requirements and activities. They also explore software development occupational and educational information on the MassHire Career Information System [at portal.masscis.intocareers.org](http://portal.masscis.intocareers.org). Next, they visit the Massachusetts Innovation Pathways site at www.doe.mass.edu/ccte/innovation-pathways to learn more about available career and technical education programs and courses in technology to make a course plan for Maria in high school.

Maria's guidance counselor also encourages her to think about ways to get hands-on work experience in the technology field. They visit the Mass.gov apprenticeship link in the Pathway Resource at www.mass.gov/info-details/explore-apprenticeships-in-massachusetts to learn about pre-apprenticeship and apprenticeship opportunities in the technology industry. There, they learn about Apprenti Technology apprenticeships [in Massachusetts \(apprenticareers.org/locations/massachusetts\)](http://apprenticareers.org/locations/massachusetts), and Maria makes a plan to contact Apprenti to learn more.

Job Seekers:

- Job seekers can use the Pathways Resources in similar ways to students. The Pathways Resources can help job seekers see where their existing skills, credentials, and experience
- “fit” in relation to occupations in the pathways, whatever stage they are at in their working lives.
- In addition, the resources can help job seekers move from thinking about individual jobs to thinking more holistically about careers and longer-term career development and advancement. The Pathways Resources can assist job seekers to visualize the range of career advancement opportunities they can access through acquisition of additional education and training, skills, credentials, and experience.

Workers:

- The Pathways Resources are valuable tools for helping incumbent workers, dislocated workers, and career changers, including transitioning military service members, explore their career opportunities. In combination with other available online tools, the Pathways Resources can help individuals better understand their local labor market and economic landscapes, assess their current skills and experiences, compare those to requirements in jobs and careers of interest, identify potential gaps, and develop re-skilling or up-skilling plans to address gaps.
- The Pathways Resources can also help them see the various entry and exit points for education and training and for occupations within pathways, enabling them to plan their ongoing career development from a lifelong learning perspective and at a pace that works best for them.

Resources for Education and Career Advisors and their Customers

There are a range of resources available to help education and career advisors and their customers learn more about pre-apprenticeship and Registered Apprenticeship and plan corresponding educational and career pathways.

Learn More about Pre-Apprenticeship and Registered Apprenticeship

- Learn more about apprenticeship opportunities in Massachusetts at <https://www.mass.gov/info-details/explore-apprenticeships-in-massachusetts>.
- Help students and job seekers find open apprenticeships at <https://www.apprenticeship.gov/apprenticeship-finder>.
- Visit the U.S. Department of Labor’s (US DOL) Apprenticeship site at <https://www.apprenticeship.gov/>.
- Access the US DOL’s Apprenticeship Toolkit for workforce and education partners at <https://www.dol.gov/apprenticeship/toolkit/learn.htm>.

- Explore a central repository of information on topics related to youth apprenticeship at <https://www.newamerica.org/education-policy/partnership-advance-youth-apprenticeship/about/our-resources/>.
- Visit the following pages that offer apprenticeship tools, program examples, outreach materials, and other resources for these target populations:
 - Veterans: <https://apprenticeshipusa.workforcegps.org/resources/2017/02/28/12/45/Expanding-Apprenticeship-for-Veterans>
 - Ex-Offenders: <https://apprenticeshipusa.workforcegps.org/resources/2017/03/10/14/07/Expanding-Apprenticeship-for-Ex-Offenders>
 - Minorities: <https://apprenticeshipusa.workforcegps.org/resources/2017/03/10/15/45/Expanding-Apprenticeship-for-Minorities>
 - Individuals with Disabilities: <https://apprenticeshipusa.workforcegps.org/resources/2017/03/10/16/09/Expanding-Apprenticeship-for-Individuals-with-Disabilities>
 - Women: <https://apprenticeshipusa.workforcegps.org/resources/2017/03/13/10/10/Expanding-Apprenticeship-for-Women>
 - Youth: <https://apprenticeshipusa.workforcegps.org/resources/2017/02/02/10/56/Apprenticeship-Youth>

Access Massachusetts Resources

- Access the Massachusetts Regional Labor Market Blueprints, which provide a wealth of regional workforce, labor market, and economic information, at <https://www.mass.gov/service-details/view-your-regions-blueprint>. Data updated in 2019 for each region is available at <https://www.mass.gov/service-details/2019-data-package-update>.
- Visit Massachusetts Department of Elementary and Secondary Education's site on Innovation Pathways at <http://www.doe.mass.edu/ccte/innovation-pathways/>.
- Get state and local labor market information at <https://www.mass.gov/orgs/labor-market-information>.
- Explore occupational and educational information on the MassHire Career Information System at <https://portal.masscis.intocareers.org/>.
- Explore open jobs on the MassHire JobQuest system at <https://jobquest.dcs.eol.mass.gov/jobquest/>.
- Find a MassHire Career Center location at <https://www.mass.gov/masshire-career-centers>.
- Learn about specific programs and services for veterans at <https://www.mass.gov/veterans-job-programs-and-services>.
- Locate providers on Massachusetts's Eligible Training Provider list at <https://jobquest.dcs.eol.ma.ss.gov/jobquest/Training.aspx>. Search on the keyword "apprenticeship" to find pre-apprenticeship and Registered Apprenticeship training providers.

Find Career Guidance and Coaching Resources

- Explore in-depth occupational information on O*NET OnLine at <https://www.onetonline.org/>.
- Explore competency models in a variety of industries on the Competency Model Clearinghouse site at <https://www.careeronestop.org/CompetencyModel/>.
- Visit the US DOL CareerOneStop site for a wide variety of career information, exploration, and planning tools and resources at <https://www.careeronestop.org/>. Examples of CareerOneStop tools and resources include:
 - Skills Matcher to help identify skills: <https://www.careeronestop.org/toolkit/Skills/skills-matcher.aspx>.
 - mySkills myFuture to help with skills transferability assessment and job and career transitions: <https://www.myskillsmyfuture.org/>.
 - My Next Move for individuals that are new to the workforce: <https://www.mynextmove.org/> (see also My Next Move for Veterans at <https://www.mynextmove.org/vets/> for veterans transitioning to civilian employment).
 - Credentials Center to explore training and credentials, including apprenticeship: <https://www.careeronestop.org/Credentials/default.aspx>.
- Learn more about successful career advising and coaching models and strategies related to career pathways and work-based learning at <https://dcworks.dc.gov/node/1359041> and http://app.dc.gov/eom/Career%20Coaching/index.html#.