In attendance:

Zoë Cartwright, Business Account Manager with CWS

Ben Judy, Regional Manager with VDOL

Carrie Ballou, Youth Training Team Manager with VDoL

Opal Jones, Youth Employment Specialist with VABIR

Nat Piper, Workforce Development Guru with VocRehab

Mary Kay Kasper, Coordinator for United Employment Services at WCMHS

Hugh Bradshaw, Workforce Development Assistant Director with VDOL

Judy Bourbeau, Apprenticeship Program Supervisor with VDOL

John Boyd, Special Educator at U32

Dana MacDonald, Special Educator at Harwood

Martha Tucker, Director at Stone Path school

Ann Hill, Intake Coordinator with WCMHS

Heather Blakey, Case Manager for Bridge Program with WCMHS

Sarah Loveless, Community Based Learning Advisor and Teacher with Montpelier High School

Jen Way, CVABE

Bill Sugarman, Regional Manager with VDOL

Kevin Finnegan, LLC Youth Employment Specialist with VABIR

Emily Shiels, Young Adult Counselor and LLC Career Consultant with VocRehab

**Vermont Department of Labor: Pre-Apprenticeships and Apprenticeships – Hugh Bradshaw and Judy Bourbeau**

Registered Apprenticeships in Vermont (slide)

* Registered Apprenticeships is an industry driven model. Without an employers having a need, we would not have this program. It always includes on the job learning with related job instructed leading to increasing levels of measurable skill attainment and wages. 
  + Registered Apprenticeships *always* has to include an actual wages and pay.
* There are several components of the Registered Apprenticeships (slide)
  + Employer involvement
  + Structured On the Job Training
  + Related Training and Instruction
  + Rewards for Skill Gains
  + National Occupational Credential
* Three Types of Registered Apprenticeships (slide)
  + In Time-based progress
  + Competency based program
  + Hybrid
* State Apprenticeship Team (slide)
  + The team helps each other find out the next industry to develop registered apprenticeships

Questions from the agenda:

Hugh Bradshaw’s input in red

* **What is the pre-apprenticeship and how does a student get connected to one?**
  + Pre-Apprenticeship is exactly the same as Registered Apprenticeship however the Pre-Apprenticeship can happen in a different worksite as long as an Registered Apprenticeship sponsor identifies that the skills in that site can be valued as those in a Registered Apprenticeship.
    - We tend to use “pre-apprenticeship” casually and not as defined by the feds. We should not confuse career exploration and progressive employment activities (informational interviews, job shadows, work experience) as “pre-apprenticeships”.
  + Students can get connected to Pre-Apprenticeship and Registered Apprenticeships through Judy and her associates. Students may work with their school’s Work Based Learning coordinator or teacher to connect to Judy and a willing employer.
  + Resource for educators here:  <https://www.apprenticeship.gov/educators>
  + Pre-Apprenticeships can include attainment of Industry Recognized credentials or certifications, however in all cases they must show a clear path to a Registered Apprenticeship, including articulation of work-based learning credits being accepted toward completion of the Registered Apprenticeship
* **Is there someone at VDOL that is designated to help high school successfully transition their students to apprenticeships?** 
  + Judy Bourbeau is the Apprenticeship Supervisor.  In the field there are also two Apprenticeship Reps, Becky Dansereau ([Rebecca.Dansereau@vermont.gov](mailto:Rebecca.Dansereau@vermont.gov)) in the Southwest and Allison Richards ([Allison.Richards@vermont.gov](mailto:Allison.Richards@vermont.gov)) in the Northwest.  For other areas of the state, you can work directly with VDOL staff, who can assist with connecting to the folks mentioned above.
* **If a high school junior or senior is interested in doing an apprenticeship after high school, what can a school do to help them coordinate?** 
  + Phone call or email works the best to Judy. It works best for students to connect with employers however students might need some support to make this happen.
    - Work Based Learning coordinators would be the ideal individual to start the conversation with Judy and the employer. This would assist the student.
    - Resource for educators here:  <https://www.apprenticeship.gov/educators>
    - This works best when the student is coming from a tech center because, depending on the industry, some school credits can count.
    - Students need to be aware of the level of commitment for an apprenticeship. VDOL advocates for job shadows, identifying passions and core skills, and then address the appropriate apprenticeships.
  + VDOL will create a training for the WBL coordinator to explain this process
* **If someone is interested in participating in an apprenticeship and is ready, what are they responsible for in the enrollment process?**They would need to identify the proposed Registered Apprenticeship Sponsor business and then connect with the VDOL Apprenticeship staff to work on the delivery of related instruction, getting the Sponsor information together and then starting the Apprenticeship.  VDOL also maintains a list of current Apprenticeship Sponsors.  It is available on the website but is not current (being updated this week).  **I’ve attached the latest list above for reference. I’ve also included the most recent list of approved occupations.**  In the case of existing Sponsors, an individual can approach them directly, or the VDOL staff would be happy to make that connection as well. What’s nice about existing Sponsor businesses is they are already familiar with the process and expectations.
* **What is the employer responsible for?**
* Employer responsibilities include:

1. Apprentices are paid throughout the Apprenticeship and receive the same benefits as regular workers
2. Wages for Apprentices must increase incrementally as the Apprenticeship proceeds.  Incremental pay increases for Apprentices are clearly defined at the start.
3. Employer Sponsors must provide supervised work-based learning that can time-based, proficiency-based or a hybrid. The actual arrangement will vary depending on circumstances, the occupation in question and other factors to be considered by VDOL during the approval process
4. Employer Sponsor identifies a Mentor to support Apprentices as they are learning the trade

**What is VDOL responsible for?**

As the Apprenticeship Agency, VDOL is responsible for:

1. Providing technical assistance to develop work processes and training plans
2. Tracking and federal reporting
3. Support to Employer Sponsors
4. Support to Apprentices
5. Identification of classroom training resources (to deliver related instruction)
6. Approval of new Registered Apprenticeship Occupations (via the State Apprenticeship Council)
7. Assist employers in developing new or emerging Registered Apprenticeships
8. Marketing and promotion of the Registered Apprenticeship model

* **How can a student and their team begin the process of contracting employers to see if they are interested in supporting apprenticeships?** 
  + Hugh identified WBL coordinators in schools as the ideal supports for connecting students to employers and VDOL for apprenticeship programs and opportunities.
  + **Is there a standard way?** Not really, because each individual and each business may have distinct needs.  While all Registered Apprenticeships must have the required core elements, there is often room for business-specific elements to be included, particularly during work-based learning.
  + Starting point for most students should be fairly intensive career exploration to determine “fit” before going down the road of a Registered Apprenticeship.  I could easily see where a Progressive Employment experience could be used to determine the “match”, and then transitioning that individual to a full Registered Apprenticeship.
  + For some students, simply starting with the list of current Sponsors might help them think about options.