

# Division of Apprenticeship Programs

# Division of Apprenticeships Playbook

## EDUCATE

- Identify and call on prospective employers
- Explain how TTC partners with employers to start and manage apprenticeships
- Discuss why apprenticeships are a great solution for recruiting and growing talent
- Discuss apprentice occupations.
- Discuss benefits and available tax credits

## DESIGN

- Explain the apprenticeship model
- Suggest and/or identify Job Related Education (JRE)
- Provide sample of On the Job Training (OJT) checklist
- Provide suggested OJT Action Plan
- Discuss scalable wage
- Negotiate proposed JRE & schedule with TTC Division Dean
- Obtain signed MOA

## REGISTER

- Arrange meeting with Apprenticeship Carolina (AC)
- AC develops standards & submits to United States Department of Labor
- AC returns approved standards to employer

## RECRUIT

- Advertise opportunity on TTC webpage, classrooms, events & with workforce development partners
- Accept applications and qualify candidates
- Connect candidates for interviews
- Follow up with employers for placements as needed
- Admit candidates into college

## IMPLEMENT

- Remind employers about RAPIDS enrollment
- Enroll apprentices in TTC JRE
- Notify employers of class schedules
- Coordinate textbooks for apprentices
- Coordinate billing
- Address issues from employers
- Send employer grades as earned

## AWARD

- Submit paperwork to registrar for TTC Certificate/Degree
- Remind employer about RAPIDS completion
- Educate employer on record keeping for closeout
- Coordinate certificate and /or degree distribution