



Launching a Registered Apprenticeship Program

Jumpstart Guide – tips and considerations

Developing a healthy talent pipeline of skilled labor is essential for any operation. With support and funding available at both federal and state levels, registered apprenticeship programs are once again gaining popularity to help fill critical talent needs.

Steller Insights advisory services can guide your team through the key steps of assessing, building and launching your apprenticeship program, including:

1. Analyze your talent pipeline to determine the need

- What talent segment is critical and undersupply?
- Evaluate the anticipated attrition and hiring for this talent segment in the coming 3-5 years. Does the gap warrant starting a special program?
- What will be the specific goals of such a program?
- Recognize that an apprenticeship program is not a one time event but an ongoing commitment. Are internal stakeholders aligned and committed?

2. Select and engage external partners

- Consider utilizing a regional apprenticeship sponsor organization to help w/ administrative filings and process guidance. (industry association, CEG, Chamber of Commerce, etc)
- Work with the sponsor to engage your local Dept of Labor and other key partners.
- Select an education partner, often a local college, for implementing training and classwork requirements.
- Ensure you check for local, state and federal grant availability (sponsor org can help)
- Set up a regular cadence to stay in sync with the various external partners

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3. Make program design choices

- What will be the length of the program? (usually 18-36 months)
- What will be the basic requirements for the program?
- Compensation considerations: select starting wage, wage increments during the program, and upon graduation.
- How will the apprenticeship fit within your job structure, both during and post program completion? (job leveling, title, compensation, etc)? Be cautious of internal equity issues w/ the introduction of the program.
- What will be the internal training, OJT and classwork requirements?
- Will current internal employees be eligible to apply? If so, how many?
- Who will administer and manage the ongoing program?

4. Launch your apprenticeship program

- Communicate internally about the introduction of the new program.
- Train HR, line managers, and other key stakeholders on program goals, structure and roles & responsibilities
- Market externally to build candidate visibility and enhance your employer brand
- Partner with talent acquisition to build a target hiring goal and a recruiting strategy
- Establish an ongoing management system to monitor the program progress, participant engagement, and desired staffing levels.

Helpful Resources:

[US Dept of Labor Apprenticeship Website](#)

[National Institute of Innovation & Technology \(NIIT\)](#)

[White Paper on GlobalFoundries Registered Apprenticeship Program](#)

