



## Building and Construction Trades:

# Leveraging Support from the Workforce System for Apprenticeship Programs

### What is the Workforce System?

The public workforce system receives federal funds to help individuals prepare for and find jobs and to help employers find qualified workers. Career centers, often called one-stop centers or American Job Centers, are located in each state and provide the access point for employers and job seekers to receive workforce development services. The public workforce system has also developed a suite of online services for individuals and employers, available on state and local workforce websites.

Public workforce funds are used to train eligible individuals for occupations in-demand in the community. This may involve paying a community or technical college or other post-secondary school for the cost of an individual's training program, or may entail reimbursing an employer for a portion of the costs related to on-the-job training.

The public workforce system has local boards in each community, which guide the career centers in strategies to help area employers and job seekers. They are comprised of area employers, elected officials, and education, public assistance and other community partners, **including a representative of the apprenticeship system**. Local workforce boards routinely obtain input from businesses and other industry stakeholders in the community, and apprenticeship sponsors that develop partnerships with local workforce boards may gain support – in a variety of ways – for their apprenticeship programs. Each local workforce board sets guidelines for how their funds will be spent.

### Partnership Opportunities with the Workforce System

#### Related Instruction

**Public workforce funds may cover all or part of the cost associated with related instruction for an individual apprentice or a group of apprentices.** In addition to covering tuition for related instruction, workforce funds may also be used for books, supplies, uniforms, and tools for eligible individuals in approved training programs.

### Ready to connect to the workforce system?

Visit these webpages to find contacts in your state and local area.

- ▶ **The apprenticeship representative in your state** – [www.doleta.gov/oa/contactlist.cfm](http://www.doleta.gov/oa/contactlist.cfm)
- ▶ **A career center near you** – [www.careeronestop.org/businesscenter/findjobcenters/American-job-center-finder.aspx](http://www.careeronestop.org/businesscenter/findjobcenters/American-job-center-finder.aspx)
- ▶ **The local workforce board in your area** – [www.servicelocator.org/WorkforceContacts.asp](http://www.servicelocator.org/WorkforceContacts.asp)

Some basic rules apply:

- ▶ The apprentice must be eligible for the workforce program and enrolled in services.
- ▶ The sponsor must be included as an approved training provider with the workforce system, and be added to the state Eligible Training Provider (ETP) list. **Registered Apprenticeship program sponsors are automatically eligible to join the ETP list, and this is a simple process that your state apprenticeship contact can help you navigate.**
- ▶ The related instruction program must be for an occupation in demand in the community. Construction and building trades are more likely to be growing and in demand in some areas than in others.

## On-the-Job Training

**Most workforce systems assist local employers by reimbursing a large portion of on-the-job training (OJT) costs, and apprenticeship sponsors may be eligible for this support.** While OJT is most likely to be used with new hires in apprenticeships, some workforce systems provide OJT reimbursement to upgrade the skills of current workers. Similar to related instruction, workforce systems focus their resources on occupations identified as in demand in the community.

## Apprentice Preparation and Support

Workforce systems also prepare individuals – both youth and adults – for new jobs. **Career centers provide new workers with support services and the basic skills they need to be successful on the job.** These services can include:

- ▶ Ensuring that job seekers have the basic reading and math skills needed for career success.
- ▶ Providing individuals enrolled in workforce programs with financial support for transportation (to training and job sites), child care assistance, and/or uniforms, tools, and other essential items.
- ▶ Teaching job readiness and “soft skills” all workers need on the job, such as team work, punctuality, workplace communication, and other vital skills.
- ▶ Providing financial support for pre-apprenticeship programs, which provide youth and other new workers with the skills necessary to enter and succeed in an apprenticeship.

## Apprentice Recruitment

**Since a key function of workforce systems is to recruit, screen, and refer qualified job candidates, apprenticeship sponsors are encouraged to explore this method of recruiting apprentices.**

Sponsors are welcome to specify detailed criteria for candidate screening, to ensure they receive apprentices that best meet their needs. This service is available – at no charge – to all employers and other Registered Apprenticeship program sponsors.

### Looking for more information?

Check out these resources.

- ▶ **Guide on the Use of Public Workforce Funds** – [www.dol.gov/apprenticeship/toolkit/docs/Desk-Aid-Use-of-Funds.pdf](http://www.dol.gov/apprenticeship/toolkit/docs/Desk-Aid-Use-of-Funds.pdf)
- ▶ **Federal Resources Playbook** – [www.doleta.gov/oa/federalresources/playbook.pdf](http://www.doleta.gov/oa/federalresources/playbook.pdf)
- ▶ **Information on the Eligible Training Provider list** – [www.dol.gov/apprenticeship/toolkit/implement.htm](http://www.dol.gov/apprenticeship/toolkit/implement.htm) (Scroll down to the bottom of the page)