This toolkit intends to inform America’s Promise Grantees about strategies to develop and implement an apprenticeship program.

Employ Milwaukee is working with their partners to implement an apprenticeship program in manufacturing. Their program, the Industrial Manufacturing Technician Registered Apprenticeship Program is a hybrid program that provides 3,000 hours of on-the-job training (OJT) and classroom instruction.

The U.S. Department of Labor marks November 12 through 18 as National Apprenticeship Week. The occasion highlights apprenticeship programs, employer partnerships, and how apprenticeships benefit the workforce system. Several America’s Promise grantees are currently implementing apprenticeship programs. The resources in this toolkit provide helpful tips on every stage of the process.

Resources

1. Apprenticeship.gov to Connect Job Seekers and Employers

This website contains links to everything apprenticeship, including resources to learn, build, and implement robust apprenticeship programs in a community. The website is a robust one-stop platform to connect job seekers, job creators, training providers, parents, teachers, and federal and local workforce agencies with information and resources to learn more about apprenticeships, how to establish apprenticeship programs, and how to access open apprenticeship opportunities.

2. Federal Resources Playbook for Registered Apprenticeship

Federal workforce and education funds can help businesses undertake new investments in apprenticeship, encourage more employers to provide training opportunities for apprentices, and help educators and intermediaries. This guide provides information for companies, employers, labor, apprenticeship sponsors, educators, workforce professionals, and intermediaries on using federal funds and resources to support Registered Apprenticeship Programs.

3. A Quick-Start Toolkit: Building Registered Apprenticeship Programs

This toolkit provides steps and resources to start and register an apprenticeship program.

4. Paid Work Experiences Toolkit

The Job-Driven Vocational Rehabilitation Technical Assistance Center, a technical assistance center for vocational rehabilitation agencies, developed a toolkit that explains internships, pre-apprenticeships, and apprenticeships and includes case studies that highlight models across the U.S.
5. **Example Apprenticeship Standards and Work Processes**

These resources provide collections of work process schedules that support Registered Apprenticeship Program development.

6. **Apprenticeship Business Engagement Tools**

The tools on this page provide an understanding of business terminology, ways to refine business engagement techniques to get better results, and information on how to create and maintain successful collaborations with employers. [This business engagement webinar](#) provides an overview of these tools and a discussion on how business services staff can use them to overcome challenges they encounter.

7. **Marketing Outreach for Apprenticeship**

Intermediary organizations, state agencies, the U.S. Department of Labor’s Office of Apprenticeship, and others have created marketing and outreach materials to expand the understanding of apprenticeship and promote apprenticeship to businesses and workers. Use the links on this page to assist with marketing and outreach to businesses, apprentices, and young adults.

8. **Apprenticeship Showcase Now Featured on SkillCommons**

The Apprenticeship Showcase offers a collection of free and open educational resources supporting work-based learning and apprenticeship programs.

9. **Expanding Apprenticeship: Return on Investment**

This webpage offers tools, resources, and reports from the U.S. and other countries on the return on investment (ROI) that businesses are receiving on apprenticeship.

- **Special Reports**

  **The State of Apprenticeship Among Workforce Boards**

  This report presents results from a national survey on the current strategies and existing needs of workforce boards working to expand apprenticeship programs and recommends eight investments to help workforce boards support and advance apprenticeship activities in their local region.

  **How States are Expanding Apprenticeship**

  The Center American Progress has issued a brief detailing the successful strategies being used by several States to expand apprenticeship through State funding, strategic partnerships, the use of pre-apprenticeship, and integration of apprenticeships in broader State training plans and initiatives.
Innovations in Apprenticeship: Five Case Studies that Illustrate the Promise of Apprenticeship

This report profiles five distinct apprenticeship programs that span multiple sectors and identifies common features that facilitate their implementation and subsequent success.

Additional Resources

- The Role of Community Colleges in Registered Apprenticeship
  This webpage provides examples of how community colleges support Registered Apprenticeship as training partners, state apprenticeship leads, and Registered Apprenticeship sponsors.

- Apprenticeship Promising Practices: Aligning State Systems and Partnerships
  This webpage showcases innovative strategies from Florida, Maryland, and Montana that build integrated state systems and partnerships to advance apprenticeship as a talent development solution. Three brief case studies and a five-minute video tell their stories. A similar page for Alaska, Iowa, and Ohio is available.

- Apprenticeship: Industry-Specific Resource Pages
  These Resource Pages offer industry-specific tools, successful program examples, and other resources to help start and expand Registered Apprenticeship programs in various sectors.