

2015-2017 Pre-Apprenticeship & Supportive Services (PASS) Grant APPRENTICESHIP PREPARATION PROGRAM GUIDANCE

In order to receive grant funding for pre-Apprenticeship/Apprenticeship training programs, the program must be recognized by the Washington State Apprenticeship and Training Council (WSATC).

Funding for programs that desire recognition, or are in the process of becoming recognized will be considered if the training program shows evidence that it can and will meet the following criteria, and the questions posed can be answered with “yes”:

- **WSATC Criteria** - Does the project proposal provide evidence to suggest it meets the minimum criteria as established by the Washington State Apprenticeship & Training Council (WSATC)?
- **Communication Plan** - Evidence of a communication plan demonstrating the program's working relationship with one or more registered apprenticeship programs in the development of elements such as curriculum, class activities, evaluation methods, and teaching techniques.
- **Safety Training** - The program incorporates safety training. Safety training on all aspects of the job – from tool use, to hazard recognition, fall protection and personal protective equipment – is critical both in the preparatory program and on a jobsite. Most students will need to learn more specific skills once they enter an apprenticeship, but they should be taught the basics of workplace safety and health.
- **Focus on employability** - Incorporate basic workplace skills such as showing up on time, wearing the right clothes, bringing a lunch, working on a team and being responsive to a supervisor. Show evidence of communication with the registered apprenticeship program(s) about expectations and practices on the job site or within a given occupation, and how these practices are incorporated into the preparatory program.
- **Physical fitness** - Incorporate into the preparatory program physical work that will be done in the apprenticeship career path, so students will be physically prepared. May include stretching, strength, flexibility and cardiovascular conditioning to the extent necessary for the trade or occupation the student is pursuing.
- **Math skills** - Evidence of applied mathematical concepts relevant to the level of math the student will need to meet or exceed minimum qualifications and be a successful candidate in the apprenticeship program. Applied math concepts should identify common scenarios involving math for the trade or occupation to use in the classroom.

- **Program participant population** - detailed description of the tools and activities used to recruit and retain students, and how underrepresented populations are encouraged to enroll in the program.
- **Formal agreement with Registered Apprenticeship Program(s)** - Also referred to as an Articulation Agreement. Such an agreement, between the authorized preparatory program representative and one or more local apprenticeship sponsors, is required as part of this application. The agreement details how the student will be prepared to meet/exceed minimum qualifications and compete for or receive direct entry into the registered apprenticeship program.
- **WSTAC Recognition** - Has the sponsor of such an apprenticeship preparation program start up initiated WSATC recognition request procedures?