



## Best Practices: Preparation for PreApprenticeship Training

The following best practices list is intended to be advisory only.

1. The duration of the program should be between four (4) to sixteen (16) weeks, based on successful models of pre-apprenticeship programs.
2. The program should provide the individual with sufficient exposure to the targeted occupation or multiple occupations/trades in order to give the student a chance to see where their desires and aptitudes lie.
3. Methodologies should include hands-on learning, visiting work sites, visiting apprenticeship-training programs, visits from industry representatives and classroom lecture.
4. The program should have an active relationship with registered apprenticeship programs. The apprenticeship programs should advise the preparation programs of their requirements and how best to prepare the potential apprentice for entry into the apprenticeship program. However, it should be clearly understood by the student, that entry is not guaranteed.
5. The students should learn:
  - Hard skills of the trade - how to use basic tools, mechanical skills, read a tape measure, etc.
  - Soft skills for the trade - literacy, math/algebra, ESL
  - Employability skills - work ethic, getting child care in order, transportation, awareness of limitations of convicted felons
  - Life skills – how to manage your life so you can show up to work, physical fitness, counseling, diversity and sexual harassment training
6. The student should not pay a fee, but may receive a stipend. However, an individual in a preparation for an apprenticeship training program, should never do production work for private gain so the individual is not exploited.
7. Drug testing should be a component and a zero-tolerance of drug use as a practice.
8. Participants should be pre-screened to be sure he/she is able to work. Program may help students get all relevant documentation needed to begin work such as a driver's license, GED, etc. or, they should partner with community service providers to help students obtain these documents, as well as help with finding child care, etc.
9. There should be placement services and follow-up after 90 days, 6 months and one year to see if students are still employed and if the preparation for apprenticeship program is effective.
10. Specific certifications may be included in the program such as safety training, first aid, CPR and others as appropriate.

To start the registration process, please send your contact information to [Preapprenticeship@dir.ca.gov](mailto:Preapprenticeship@dir.ca.gov)