

KENTUCKY LABOR CABINET  
APPRENTICESHIP AND TRAINING COUNCIL  
POLICY ON YOUTH PRE-APPRENTICESHIP

**DEFINITIONS**

- (A) “Apprentice” means a worker at least sixteen years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 C.F.R. sec 29.4 under standards of apprenticeship fulfilling the requirements of 29 C.F.R .29.5.
- (B) “Apprenticeable occupation,” means one which:
- (1) Is customarily learned in a practical way through a structured, systematic program of supervised training on the job;
  - (2) Is clearly identified and commonly recognized or accepted throughout an industry;
  - (3) Requires two thousand or more work hours of work experience to learn;
  - (4) Requires related instruction to supplement the on-the-job experience training;
  - (5) Involves manual, mechanical, and/or technical skills applicable in like occupations throughout an industry; and
  - (6) Is recognized by the registrant entity and/or the US Office of Apprenticeship as meeting the foregoing five criteria.
- (C) “Apprenticeship program” means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices, as required under 29 C.F.R. Parts. 29 and 30, including such matter as the requirement for a written apprenticeship agreement.
- (D) “Apprenticeship sponsor” means any person, association, committee, or organization in whose name or title the program is or is to be registered or approved, irrespective of whether such entity is an employer.
- (E) “Council” means the Kentucky Apprenticeship and Training Council, which provides advice and guidance to the Kentucky Labor Cabinet regarding the operation of the Commonwealth’s apprenticeship program.
- (F) “National apprenticeship system” means the combined set of all registered apprenticeship programs nationwide, those organizations that provide service to such programs, and the government agencies at various geographic levels that oversee such programs.
- (G) “Internship” means a system of gaining on-the-job experience by placement in a work environment for a period of over one week. Interns are employed in the production methodology associated with the specific occupations and are supervised at all times by a worker that is considered an expert in the specific occupation. A primary goal of internship is to build both technical and job awareness skills. Internships may be paid or unpaid.
- (H) “Job Shadowing” means a system of gaining on the job knowledge through observation. Those job shadowing are assigned to a work environment where the production methodology associated with the specific occupation is ongoing. Those job shadowing are not employed in the production process, but gain knowledge of the occupation through

observation. Job shadowing experiences will not extend beyond one week for a single site assignment. Job shadowing participants are unpaid.

- (I) “Pre-apprenticeship operating plan” means a written plan describing a pre-apprenticeship program in terms of the requirements for state recognition that are specified by the Kentucky Labor Cabinet Policy on Youth Pre-Apprenticeship.
- (J) “Pre-apprenticeship program” means a program that teaches basic technical and job-readiness skills for a designated apprenticeable occupation or occupational sector, to prepare participants for Registered Apprenticeship training. The term refers particularly to a program that receives recognition under the Kentucky Labor Cabinet Policy on Pre-apprenticeship and must be sponsored and affiliated with a Registered Apprenticeship program registered in the Commonwealth of Kentucky.

Pre-apprenticeship normally features a classroom and/or lab setting, but may also involve work-site visits, job shadowing, on-the-job training, or other activities outside the program facility, to provide exposure to the work environment for the targeted occupation(s). The model for pre-apprenticeship training varies depending on the targeted group recruited for training

- (1) Youth Pre-Apprenticeship – A pre-apprenticeship program that primarily serves trainees under the age of 21. Youth Pre-Apprenticeship can have various institutional frameworks, depending on which segments of youth are served.
  - a. Students, who are still in school, may receive pre-apprenticeship training through collaboration between their school and Registered Apprenticeship sponsors that provide exposure to the work environment, including but not limited to minimal on-the-job training.
  - b. Programs for out-of-school youth are often sponsored by community or faith based organizations in partnership with Registered Apprenticeship sponsors that address the behavioral, economic, and other barriers to employment of youth who do not have a clear career path. These programs provide a work experience for participants through the Registered Apprenticeship sponsor partner.
- (K) “Pre-apprenticeship training provider” means any organization or partnership that operates a pre-apprenticeship program recognized by the Cabinet as meeting its criteria for safety and quality under the Kentucky Labor Cabinet Policy on Youth Pre-Apprenticeship and is recognized by the sponsoring Registered Apprenticeship program as a training provider.

### **COUNCIL RECOGNITION**

The Commonwealth of Kentucky is committed to facilitating its citizens’ access to the proven advantages of Registered Apprenticeship training. Quality pre-apprenticeship programs can provide an important bridge to apprenticeship for Kentuckian who may lack the skills or experience, but not the motivation, to take that step in their career path.

Though pre-apprenticeship training is not subject to laws governing the Registered Apprenticeship system, it has a direct effect on stakeholders in that system. For the benefit of those stakeholders – the workers, employers, and apprenticeship sponsors of Kentucky – the Kentucky Labor Cabinet establishes the following means to identify and publicly recognize quality pre-apprenticeship training.

### **ELIGIBILITY FOR RECOGNITION**

To obtain Kentucky Labor Cabinet recognition for quality training, a pre-apprenticeship provider must receive approval by the Supervisor of Apprenticeship for an operating plan that describes the program’s objectives and practices, and demonstrates conformity with the following criteria.

- (A) EEO – The plan must contain language which conforms with the regulations on “Equal Employment Opportunity in Apprenticeship and Training’ set forth in 29 C.F.R. Part 30, as amended, and Kentucky Employment Opportunity in Apprenticeship and Training” set forth in KRS Chapter 344 and must also include provisions for ensuring fairness in recruitment, selection, and treatment of trainees.
- (B) Enrollment – The operating plan must state the criteria for eligibility to enroll in the program, and describe the application, selection, and enrollment procedures. All methods used in, and leading to, the selection of applicants for pre-apprenticeship, shall be applied consistently and fairly, and shall be subject to approval by the Cabinet.
- (C) Instructional Content – The operating plan shall describe the details of training, to include:
  - (1) The apprenticeable occupation(s) or occupational sector(s) for which participants will be trained;
  - (2) A definition of progressive stages of training and criteria for enrollment at any of those stages;
  - (3) A procedure for periodically evaluating each pre-apprentice’s progress in the program, including his/her performance in work activities and related instruction, and for keeping adequate records of this progress.
  - (4) An instructional design that:
    - a. Is aligned with prevailing industry standards for the targeted occupation(s);
    - b. Specifies the competencies that the program will impact, categorized by type (e.g. basic academic, technical, job-readiness, etc.);
    - c. Describes the basic format(s) of instruction, with a general break-down by practical instruction (hands-on, work experience, labs, etc.) and theoretical instruction (classroom, reading, etc.)
    - d. Presents an evaluation methodology detailing the selection and use of skill assessment tools to be used before, during, and at the end of training;
    - e. Describes a formal means of imparting structured work experience to the program participants in the occupations or occupational sectors addressed by the program. This work experience shall be delivered through paid or unpaid internships. In situations where clearly defined safety issues are recognized, and with the permission of the Cabinet, an extensive job-

shadowing experience may be permitted in lieu of internship. This experience will be managed by a Registered Apprenticeship sponsor.

- f. Is developed in collaboration with Registered Apprenticeship sponsors and with curriculum experts of the Kentucky Office for Career and Technical Education (for in school youth) and/or the Kentucky Community and Technical College system or other nationally accredited technical instructional system (for out of school youth).

(D) Participant Status – The operating plan shall provide clear procedures for reporting to the Cabinet regarding pre-apprentices in the program, including:

- (1) Information about each trainee at the point of enrollment, including name, age, education level, and in what stage of training the individual will be placed;
- (2) Notice of each trainee’s exit from the program, along with their training status (completed, suspended, or canceled before completion);
- (3) Documentation of skill attainments in the program, based on the progressive stages outlined in the details of training.

(E) Safety and Welfare –

- (1) The plan shall state specific provisions for training all pre-apprentices in safety practices appropriate to their occupation(s), and for ensuring that all equipment and facilities used in the program are adequate and safe. Further, a student enrolled in a pre-apprenticeship program, must successfully complete a minimum of eight (8) safety modules as chosen by the sponsoring Registered Apprenticeship program and provided online by the Division of Education and Training within the Kentucky Labor Cabinet prior to completion of the program.
- (2) The plan for Youth Pre-Apprenticeship must adhere to the child labor laws of Kentucky as set forth in KRS Chapter 339.

(F) Program administration – The plan shall include:

- (1) The official name and contact information for the provider organization;
- (2) The name, title, and contact information for the person authorized to represent the program provider in matters relating to state recognition.

(G) Linkage – The plan shall include a statement attesting to and describing a process of ongoing collaboration between the program and Registered Apprenticeship sponsors in the relevant occupation(s) for the purpose of:

- (1) Ensuring the relevance of pre-apprenticeship instruction to the skill expectations of current Registered Apprenticeship programs;
- (2) Familiarizing pre-apprentices with the procedures for entering and completing such programs.

This statement shall be signed by the authorized representative of the Registered Apprenticeship sponsor, the Pre-Apprenticeship Training Provider and the Supervisor of Apprenticeship for the Commonwealth of Kentucky.

## **RECOGNITION PROCEDURE**

- (A) An organization seeking program recognition shall provide the Cabinet with copies of its proposed operating plan to assure compliance with the Registered Apprenticeship statutes and regulations and the guidelines of the Kentucky Labor Cabinet policy on pre-apprenticeship.
- (B) The Kentucky Labor Cabinet shall record every program recognition in a database specifically for tracking the program and progress of the pre-apprentice.
- (C) Any proposed modification or change to a recognized program shall be promptly submitted to the Cabinet and, if approved, shall be acknowledged and recorded as an amendment to such program.
- (D) All successful completers of the Pre-Apprenticeship program meeting all of the criteria set forth in the Policy on Youth Pre-Apprenticeship and recommended by the Registered Apprenticeship sponsoring organization, shall earn and be issued a program specific Pre-Apprenticeship Completion Certification from the Kentucky Labor Cabinet on behalf of the sponsoring Registered Apprenticeship program.

Adopted by the Apprenticeship and Training Council on October 22, 2013