



Career Alliance with the State of Michigan as well as the Michigan Alliance for Greater Mobility Advancement (MAGMA).



The WIN consortium of colleges and workforce boards exceeded all performance outcomes for AAI nearly one year early. The number of Participants Served under the AAI grant is at 2,205 against a target of 853, the number of Registered Apprentices is 642 against a target of 600, and New Employers is 414 against a goal of 226.

## **RAPiD = Registered Apprenticeship Program in a Day**

- **Goal:** Bring all partners together in one place, at one time, to complete a new apprenticeship program and have standards signed
- **Two Objectives**
  - Information Session – new employers
  - Completion Workshop – employers with programs in development



The Advance Michigan Center for Apprenticeship Innovation (AMCAI) team supported under AAI, leverages “convening” practices to boost performance outcomes. Understanding that employers are busy, and the process for completing standards paperwork can be lengthy, a Registered Apprenticeship in a Day workshop was developed and successfully conducted with numerous groups of employers. The goal for a RAPiD workshop is to bring all stakeholders together in one place, including representatives from community colleges, workforce agencies with expertise in Registered Apprenticeship, the Department of Labor Office of Apprenticeship, and employers with their Subject Matter Experts. These experts will assist employers on developing Appendix A and conclude the workshop event with a DOL signing ceremony thereby completing and registering their apprenticeship program in a day. RAPiD workshops can be established as an information session with new employers or as a workshop with employers that have already begun preparing standards but still require support and input from the DOL to complete them.

## RAPiD = Registered Apprenticeship Program in a Day



### Structure:

- DOL Presentation
- Workforce Board Presentation
- Work Time
- Signing Ceremony



A Registered Apprenticeship in a Day workshop will begin with a 30 to 40 minute presentation from the Department of Labor to review standards in general but focus on the working part of the standards-Appendix A. The level of detail provided is dependent on the employers knowledge and experience with RA. Remember the goal of RAPID workshop is to “prepare” the employer prior to the workshop, either individually or through group information sessions. The next presentation, of approximately the same length is from the local workforce development board and will provide employers with information about the braided funding opportunities that are available within the State workforce agency network to support an apprenticeship program. A break is provided and following these presentations, employers are expected to “get to work” with an expert and inquire about any remaining questions that they have to finalize their work process schedule and Related Technical Instruction (RTI). Each employer is provided a separate table to work at with their college, workforce agency partner and Registered Apprenticeship expert to address their questions on one or more occupations that they want to have signed. The time to work through Appendix A is determined by how prepared an employer comes to the RAPiD workshop and how many occupations they require assistance with.



This is a photo of the Michigan State Director Office of Apprenticeship Russ Davis signing standards with an employer. It is important to note that this workshop event is intended to conclude with signing standards, therefore, it is important that a person with the decision-making authority, if not the business owner, is in attendance at the workshop. It is important to have the buy-in from top management for any apprenticeship program.

**RAPiD Workshop Participants:**

- Individuals That Work With Apprenticeship Candidates, Employers, Education Providers
- Workforce Development Agencies (e.g. Michigan Works!)
- Encourage Relationship with Business System Representative at Local Workforce Agency
- Educational institutions and RTI providers (e.g. community colleges)
- Employers Interested in Launching a Program
- U.S. DOL
- Other Workforce Development Professionals (State Officials)

The participants required for a successful workshop minimally includes representatives from educational providers, workforce agencies, employers, and the department of labor. Scheduling should be arranged when participation from all of these stakeholder groups is convenient. It can be challenging to find a date that works with all stakeholders. The first step is to obtain meeting options from the DOL and then confirm dates with employers, college and workforce agency partners. Each workshop will have varying degrees of involvement from partners. There are times when the colleges bring in the most employer participation, and times when workforce agencies take a stronger role. Each workshop will be a unique experience for all stakeholders. The WIN network has strong connections with the State of Michigan. Government officials can be a strong stakeholder partner to involve in RAPiD workshops and increase employer participation and awareness. Depending on the time of year, a workshop can be more or less easy to coordinate should it be combined with other key State events, National Apprenticeship Week, and activities from other associations or non-profit organizations.

## RAPiDProcess (Refinement):

- How does it actually work?
- Employers Come Prepared
- Identified Occupations
- Employers Bring a Sample Appendix A
- Employers/SME table with DOL expert to complete and finalize Appendix A
- RTI Provider and Expert at table with employer



Historically, RAPiD workshops began with new employers that were provided apprenticeship standards support by AMCAI workforce agency and college partners. These college and workforce agency partners have Apprenticeship Coordinators on staff that engage with employers -- and the WIN AMCAI experts often assist them by participating in employer meetings, providing sample Appendix A' s and helping with the development of the Work Process Schedule. In this regard, we have developed a new a **new online repository of time-based and competency-based occupational frameworks** that can easily be accessed and modified to address an employer' s needs. Using AAI funding, WIN developed and expects to launch by the end of July 2020 the Rapidskills Generator which can be accessed to customize and auto generate the Work Process Schedule. RapidSkills Generator can be found online at [www.rapidskillsgenerator.org](http://www.rapidskillsgenerator.org). As each employer uses the tool and uploads their own customized work process schedule the more the tool will remain current and useful to all H1-B industry sectors with high demand occupations for apprenticeship.

The process for RAPiD workshops has become more refined with more pre-work completed ahead of the workshops. Those employers that come more prepared to the workshop—or have already had a meeting about Registered Apprenticeship and specifically Appendix A -- will require less time with the DOL than those that are just beginning. The real value to these workshops is that there are enough individuals that are well versed in Registered Apprenticeship in the room to dedicate one on one time to those that need it. Employers will complete paperwork at various times throughout the workshop, which allows everyone plenty of opportunity with the DOL for final signing and photo opportunities.



### **Process (Refinement):**

- Michigan Works! braided funding
- Employer completes Appendix A, and it is provided to a DOL Area Training Representative onsite for review (ROI Calc./Avg. Wage-Genuine ROI)
- DOL State Director reviews and signs
- Employer's Program is Complete
- Photo Opportunity



In the workshop setting, employers will likely have more questions about funding that is available through their regional Workforce Development Board or workforce agency so it is important to have a representative with them providing assistance at

their table. These people also understand the Registered Apprenticeship process and can assist with other questions besides funding. However, employers generally have detailed questions about how to apply or qualify for various funds that can support their apprenticeship needs. This is the ideal time and setting to provide information about the funding and assistance programs that are available and what the requirements are to receive these funds. This is a win-win for the employer and workforce agencies to obtain the financial assistance needed to launch a program, and for workforce agencies to achieve grant outcomes.

At the workshop, questions about wages and wage scale can be easily addressed by accessing our ROI calculator [www.miapprenticeship.org](http://www.miapprenticeship.org) which lists the national median wage information for 52 high demand occupations. Indeed it will even show average starting and ending apprenticeship wages for a one of those occupations. The Return on Investment (ROI) calculator that was developed by the WIN data and research team under the AAI grant is an AAI recognized best practice, which the data team has presented at conferences on a national scale. The ROI Calculator developed under AAI is becoming outdated since labor market wage information is generally lagging, and updating the 52 occupations and expanding the list of occupations is one of the 14 Work Plan Activities in the Apprenticeship Closing the Skills Gap grant through Oakland Community College (OCC) which is a WIN Board member organization.

When the Appendix A requirements are reviewed by a DOL Area Training Representative and verified by the Michigan State Director Office of Apprenticeship, the employer will join the DOL to sign copies of the Appendix D, and photos are taken for posting on social media, press, and quarterly reports.

## Logistics:



- Venue to Support Network (Average Size 5 Employers)
- Printing Capability (Tech Support – Print Standards and Company Copy, DOL Copy, Lot of Printing)
- Internet Access (Wage Information, RapidSkills Generator, Michigan Works! Forms—Apply for Funding!)
- Staff Support (SME for Every Employer)
- Agenda & Coordination (No Selling, They're Sold)
- Press – Build Apprenticeship Awareness



The selection of a venue requires knowing how many employers each college and workforce agency partners will invite to the RAPiD workshop. It is suggested that each employer bring their Subject Matter Expert or shop floor manager type that understands the details of the work and someone with the authority to sign documents. At the event every employer requires at least 2 people from the apprenticeship team. Also note that the “apprenticeship team members” can “float” and assist others when available and as needed. The average and recommended size workshop will accommodate five employers with one or more occupation, however we have done it with up to 15 employers at one time-BUT that can be a logistical challenge since each employer should have separate table to work. The venue must also have reliable WIFI for internet access to obtain wage information and a good printer for document printing. A lot of printing takes place at the event and at least one person should be available to circulate amongst the

employer tables as well as print and run several copies of the standards and Appendix A & D from thumb drives. Just like any other conference or event, it is best to have an agenda prepared ahead of the event, so that the employers know what the day will entail. Once you have conducted the first successful Registered Apprenticeship in a Day event, don't be surprised if your partners begin to take the lead and schedule events and invite you! We are now invited to events that are taking place throughout our network and promote them on [miapprenticeship.org](http://miapprenticeship.org). Please feel welcome to visit [miapprenticeship.org](http://miapprenticeship.org) and [rapidskillsgenerator.org](http://rapidskillsgenerator.org) for more information on the RAPID events, our Apprenticeship Process Guide, ROI Calculator, and the online repository for occupational frameworks.