

Apprenticeship Program Sample Checklist

Set your deadlines - Absolute Dates

	Institutional documentation (job descriptions, pay grades, job postings, hiring matrixes, etc) finalized
	All DOL program documentation drafted, approved and submitted
	Communication plan reviewed, approved, rolled out
	Apprentice programs posted and advertised
	Selection process conducted
	All offers out for apprentices
	Apprentices register for coursework

Alliances - Identify campus and community members that will be part of your program and communication strategy

	Apprenticeship committee
	Funding source
	Human Resources
	Office of Institutional Equity
	Office of the General Counsel
	Department of Labor
	Local Apprenticeship Programs
	High School Trades Programs
	Job Relocation Services
	Military

Create and Route Program Plan

	Succinct, easy to read case that illustrates the problem and the proposed solution
	Route draft plan to supporters, contributors, and funding sources

Budget

	Estimate costs and identify funding options
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Apprenticeship Documentation

	Plan to review all official documentation with legal and main HR
	Job Descriptions
	Does the apprenticeship program fit into an existing employment classification, or does a new one need to be created?
	Apprenticeship Standards - finalize
	Apprenticeship Standards - who will sign in agreement for the institution
	Create and finalize Work Process Schedule for each apprenticeship trade (needs to be approved by apprenticeship committee and mentors)
	Draft summary of compensation plans and recommendations for Main HR approval
	Draft offer letters (these will likely differ from template letters available through HR.) Review with HR and legal
	Work with HR to format job descriptions, get job codes set up, and place new job title in HRIS for recruiting purposes
	Create job posting
	Time cards, performance assessments, and schedule for tracking and retention

Apprenticeship Program Sample Checklist

Educational Course Work	
	Determine who will offer educational component (vendor, local college, own department)
	If creating internal training program
	Who are the instructors
	What, if any, are FERPA requirements
	Who will track time in class and grades
	What is the certification process for instructors
	How will you compensate instructor time
	Classroom and technology location determined
	How do you create/purchase course materials
	If through a vendor or college
	Who will track time in class and grades
	What, if any, are FERPA requirements
	How will courses be paid for
	What is the course schedule
	What is the registration process
	Are there pre-requisites
	What are the instructors like
	Does the curriculum work or does it need to be supplemented
	Is the course work in class or online
Communication Plan	
	Determine internal communication plan
	Develop FAQ
	Educate Leadership Team - What do we want our leaders to know about the apprentice program and what information can they have to share with their employees
	Develop the presentation for entire department - General Overview
	Create article for newsletter to all of FM or an email from AVP to all
	Develop training plan for interested internal candidates to educate on plan, expectations, requirements, and review FAQs
	Internal to Institution
	Campus newspaper article
	Host an open house/information night for interested University applicants or interested family members of University applicants
	Communication to Stakeholders (Alliances)
	Start sending planned updates with good information on program progress
	Host an open house/information night for local HS trades teachers
	Main HR - Communication for Applicants - Provide them with FAQs, FMHR call line for applicants with questions, and overall summary of selection process
	Advertising Plan
	FM Website (see example: http://www.fm.arizona.edu/fm-emp-resources/ApprenticeshipProgram.html)
	Main HR
	Newspapers and Job Boards

Apprenticeship Program Sample Checklist

Develop an Apprenticeship Committee	
	Who will be on committee
	How often will the committee meet
	What responsibilities will the committee have
	Identify Program Coordinator
Identify Internal Mentors	
	Who will you pair the apprentices with? (Ensure good attitude, training for the culture you want)
	Identify training needed and provide for mentors
Finalize Selection Process and Criteria	
	Create interview plan timeline
	Will you do an assessment test?
	Create matrix
	Determine who is on the selection committee
	Determine what level involvement management would like in selection process
	Determine the interview process
	Prepare interview questions
	Are there questions that can be asked on the application to help in the selection?
	Require a letter of recommendation into program
Implementation	
	Regular communication with apprentices and mentors
	Ensure open communication
	Regular evaluation of apprentices success
	Communicate back to "Alliances" on apprentices success
	Ensure tasks are aligning with plan and deadlines for completion are being upheld