

10/1/2019

Dear Derby High School Manufacturing Advisory Board partners,

This letter serves as notification recognizing the manufacturing introductory course, offered at Derby High School and facilitated by Housatonic Community College, as a quality pre-apprenticeship program by the Connecticut Department of Labor Office of Apprenticeship Training (CT DOL/OAT).

This letter includes excerpts and explanations regarding quality pre-apprenticeship program approval requested of the CT DOL/OAT by the Derby High School Manufacturing Advisory Board collaborative partners.

Quality pre-apprenticeship programs play a valuable role in preparing qualified entry-level workers for Registered Apprenticeship careers while contributing to the development of a diverse and skilled workforce. Through a variety of unique program designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of diverse populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.

Training and Employment Notice (TEN) 13-12 formally announced the definition and quality framework for pre-apprenticeship. The CT DOL/OAT and local area employers/registered apprenticeship sponsors approve of the curriculum and program content as the following has been demonstrated by the undersigned of the request letter reflective of descriptive language within TEN 13-12.

Pre-apprenticeship Definition and Quality Framework

Pre-apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program and has a documented partnership with at least one, if not more, Registered Apprenticeship program(s). The manufacturing introductory course offered at Derby High School and facilitated by H.C.C. is the strategy and program recognized by the Registered Apprenticeship sponsors of this industry as a whole.

The undersigned of the request letter have also attested that the manufacturing introductory course offered at Derby High School and facilitated by H.C.C. have met the following:

- Approved Training and Curriculum. Training and curriculum based on industry standards⁽¹⁾ and approved by the documented Registered Apprenticeship partner(s) that will prepare individuals with the skills and competencies needed to enter one or more Registered Apprenticeship program(s);
 - Strategies for Long-Term Success. Strategies that increase Registered Apprenticeship opportunities for under-represented⁽²⁾, disadvantaged or low-skilled individuals and youth such that, upon completion, they will meet the entry requirements, gain consideration, and are prepared for success in one or more Registered Apprenticeship program(s) including the following:
 - Strong recruitment strategies focused on outreach to populations under-represented in local, state, and national Registered Apprenticeship programs;
1. Educational and pre-vocational services that prepare individuals to meet the entry requisites of one or more Registered Apprenticeship programs (e.g. specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, Adult Basic Education, financial literacy seminars, math tutoring, etc.); and
 2. Assists in exposing participants to local, state and national Registered Apprenticeship programs and provides direct assistance to participants applying to those programs.

(1) INDUSTRY STANDARDS

Industry Standards in this context refers to the generally accepted practices of an industry, in terms of the knowledge, skills and aptitudes that are demonstrated by members of the industry. Generally accepted practices are represented by the performance of, or instruction in, specific occupational tasks relevant to that industry by employers, journey worker(s), educators, and other subject matter experts. By using the term Industry Standards in this manner, the intent of the definition is to ensure that training and/or curricula used by the pre-apprenticeship program align with the needs of the Registered Apprenticeship partner(s), while still allowing flexibility in pre-apprenticeship program design.

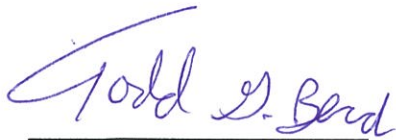
(2) UNDER-REPRESENTED

In the context of this definition, the term under-represented is intentionally broad. Generally, the term "under-represented" means a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship. Broadly, the intent of this term is to encourage pre-apprenticeship programs to be inclusive of all populations that may benefit from Registered Apprenticeship, including those that do not, proportionally participate in Registered Apprenticeship regardless of the reason.

Previously forwarded materials, provided to the Office of Apprenticeship Training and the Derby High School Manufacturing Advisory Board collaborative partners, have been vetted and all parties agree these courses, in part, meet criteria of multiple manufacturing occupation apprenticeships.

Therefore, the apprentice sponsor employer members of the Derby High School Manufacturing Advisory Board collaborative partnership intend to award students that successfully complete the manufacturing introductory course, offered at Derby High School and facilitated by H.C.C., credit hours towards manufacturing apprenticeship requirements an individual may pursue post high school graduation.

Having detailed the collaborative curriculum and on the job training recognized by multiple current apprenticeship sponsors of the Derby High School Manufacturing Advisory Board collaborative partnership in the manufacturing sector as defined within Training and Employment Notice (TEN) 13-12, a student may also earn additional OJT credits if registered with the Connecticut Department of Labor, Office of Apprenticeship Training and employed as a pre-apprentice with participating sponsor employers on a part time basis as a high school student and/or as part of a Work Based Learning release program that may be established by Derby High School and an apprenticeship employer sponsor.

A handwritten signature in blue ink that reads "Todd G. Berch". The signature is written in a cursive style and is positioned above a horizontal line.

Todd G. Berch

Office of Apprenticeship Training - CTDOL