The U.S. Department of Labor defines apprenticeship is an “earn and learn” training model that combines work-based learning with related classroom instruction using the highest industry standards. It is a means to formalize work-based learning, so workers know exactly how to progress toward their career goals, and companies know who is on the path toward promotion into new positions or to replace retiring workers.

Apprenticeships may be registered or unregistered. Registered Apprenticeships are managed by the U.S. Department of Labor, which publishes nationally approved training models and verifies the credentials of individual learners. The “Earn and Learn” training model of Registered Apprenticeship provides a unique combination of structured learning with on-the-job training from an assigned mentor.

Equally, companies may set up their own unregistered apprenticeships to meet their individual needs. The important elements are a structured learning pathway that documents learning that occurs both on the job and in the classroom. Many companies are developing innovations, such as online learning. In addition, there is a movement toward competency-based apprenticeships that allow for advancement on the basis of demonstrated performance, as opposed to strict minimum times that were more traditional. Industry certifications can be an important measure of these competencies.

Whether your apprenticeship is registered or unregistered, you may set up the training in-house or partner with training centers, technical schools, or community colleges. The goal is to provide workers with advanced skillsets that meet your specific needs.

View the Apprenticeship Toolkit here.