



★ *Working Together For Jobs*

ALASKA WORKS PARTNERSHIP

Construction Education & Training

alaskaworks.org

ALASKA WORKS PARTNERSHIP INC.

QUALITY – PRE-APPRENTICESHIP FRAMEWORK

Construction Trade Occupations

Carpenter
Sheet Metal Worker & HVAC Systems Technician
Plumber / Pipefitter
Construction Truck Driver
Heavy Equipment Operator
Ironworker / Structural Welder
Electrical Wireman

Developed in Cooperation with the U.S. Department of Labor
Alaska Office of Apprenticeship

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PRE-APPRENTICESHIP FACILITATOR

ALASKA WORKS PARTNERSHIP INC.

Anchorage Training Center
161 N. Klevin St. Suite 207
Anchorage, Alaska 99508
Phone: 907-569-4711

Fairbanks Training Center
3580 Cartwright Court Bldg. A
Fairbanks, AK 99709
Phone: 907-457-2597

Mat-Su
Contact Phone: 907-569-4734



Apprenticeship Outreach
Construction Academy
Women in the Trades
AK Helmets to Hardhats
WWW.ALASKAWORKS.ORG

SECTION 1 – PROGRAM ADMINISTRATION

Alaska Works Partnership, Inc. is a non-profit organization created by Alaska’s Building and Construction Trades in 1996. Our mission is to increase the number of Alaskans employed in the construction industry and to fill the gaps in an aging workforce. AWP actively reaches out statewide to connect youth and adults with construction career awareness activities and basic skills courses as a pathway to Registered Apprentice and industry employment. The work is accomplished through several well established outreach and training programs; Women in the Trades, Helmets to Hardhats, Apprenticeship Outreach and the Alaska Construction Academies.

AWP has administrative offices and training locations in Anchorage and Fairbanks and employs experienced recruiters /case managers, Apprentice Specialists and industry instructors. In order to provide a broad range of occupational training, AWP also contracts with Alaska’s Joint Administered Apprenticeship and Training Trusts for instructors and training space. All training meets construction industry standards.

The company is led by a Board of Directors consisting of Alaska’s Building and Construction Trades and associated Joint Apprenticeship Training Committees (JATC) representatives and has an elected Executive Board that provides oversight and direction for organization activities. The Board meets regularly to review program results, organizational performance and plan for the future. Day to day operations are managed by an appointed Executive Director assisted by an Administrator and a team of qualified employees.

SECTION 2 – MINIMUM QUALIFICATIONS

Pre-Apprentice applicants will meet the following minimum qualifications:

Age

The minimum age for persons entering the pre-apprenticeship program is not less than sixteen (16) years*.

*Construction Truck Driver Pre-Apprenticeship pre-apprentices and Heavy Equipment Operator Apprenticeship Preparation participants must be no less than 18.

Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

High School students and Transitioning Service Members (TSM) enrolled in a recognized Quality Pre-Apprenticeship Program may waive the Education qualification.

Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be required to pass a physical agility test, fitness test, background check, or screen for the current illegal use of drugs, upon acceptance into the program and prior to being trained or employed.

Additional Qualifications

Some Registered Apprenticeship (RA) partners may require applicants have a valid driver's license and or WorkKeys testing.

SECTION 3 – RECRUITMENT STRATEGY

Alaska Works Partnership (AWP) will recruit through a variety of ways; AWP's website & Facebook Page, through posters at Local Job Centers and at RA sponsor offices. Each year AWP receives over 1,500 applications for service through these methods and outreach has proven very effective over time for reaching and serving underrepresented and underserved populations. For example, in 2018 more than 60% of applicants were minority and low-income, more than 30% of applicants were women, and over 20% were Veterans or active military members including Alaska National Guard and Reservists.

Information about the program will be offered on AWP's website. Potential applicants can learn about pre-apprenticeship, the training program, the advantages of completing pre-apprenticeship, and support services. Quality Pre-Apprentice Training will be three weeks in length and coincide with AWP's ongoing scheduled courses through Women in the Trades, Helmets to Hardhats, and Alaska Construction Academy.

All individuals who apply for Apprentice Preparation Training and meet program prerequisites will be interviewed by a Selection Panel consisting of three interviewers. Interviewers will rate applicant responses utilizing a range of 1 (low) – 5 (high) and all interviewer scores will be combined for a *total* score. Applicants will be ranked in order from highest to lowest. Each cohort of "pre-apprentices" will be planned to train ten individuals. Two (2) additional applicants (ranked 11 & 12) will be chosen as alternates. Any applicant that does not attend the first day of training will be dropped from the class and an alternate trainee will take their place. Applicants may request additional Interview Skills training and join a set of future applicants to be interviewed for a future cohort of pre-apprentices.

SECTION 4 – HANDS-ON TRAINING AND INTEGRATED CURRICULUM

All hands-on training will be delivered by qualified industry instructors following structured lesson plans. Hands-on instruction will focus on teaching basic construction occupation skills using the tools of the trade. Trainees will perform entry-level tasks to learn skills relative to the worksite.

The job related tasks and competencies have been determined by the partnering Apprenticeship Sponsors and correspond with competencies for “first year” apprenticeship that are trained to by the JATCs. Instructors will observe and assess each individual’s performance toward obtaining entry level skills.

Instruction will be in a sequence of modules, using workshops, classroom and hands-on training. Apprentice preparation training is divided into three sections. (1) **Trade Prep**, a 40 to 60 hour series of trade related workshops (hours differ by trade) and one on one case management providing apprenticeship career services and education (2) **Trade Basics Skills Training**, a 40 to 72 hour Basic Skills Course (see Pre-Apprenticeship Outlines, hours differ by trade) that teaches entry level skills through classroom instruction and hands-on training. (3) **Trade Ready**, a 20-hour section where trainees complete Occupational Health and Safety Certificate Courses; OSHA 10 for Construction, 1st Aid/CPR/AED, and OSHA Fall Protection. Course descriptions, curriculum sources, course outlines, training objectives and competencies are provided as Appendices of this document.

AWP’s Helmets to Hardhats (**H2H**), Women in the Trades (**WIT**), or Alaska Construction Academy (**ACA**) basic skills training courses offer the same course content and are delivered by the same qualified instructors training individuals participating in the Quality Pre-Apprenticeship Program. Therefore, all pre-apprentices who complete **H2H**, **WIT** or **ACA** basic skills courses satisfy requirements of the **Trade Basics Skills Training** component of this pre-apprenticeship program.

Training will be held at a variety of locations; Anchorage, Fairbanks, Palmer, Wasilla and Juneau at either an AWP training center, a JATC training center, or the Fairbanks Pipeline Training Center. Training will occur during the week, Monday-Friday, from the hours of 8 a.m. to 5 p.m. AWP may offer evening and Saturday training to accommodate holiday closures and or to meet unforeseen demand and needs.

SECTION 5 – INDUSTRY CREDENTIALS AND CERTIFICATIONS

Trainees will earn Occupational Health and Safety Certificates recognized by the USDOL OSHA, the Alaska DOLWD and industry employers. Certificates earned are: OSHA 10 for Construction, OSHA Fall Protection and American Red / Medic First Aid Cross - 1st Aid, CPR, AED. AWP will issue Apprentices Preparation Training - Certificate of Completion to all completers. This certificate will be recognized by QPA - RA partners qualifying successful completers for direct-entry into their programs.

SECTION 6 – SUPPORTIVE SERVICES

Apprentice Specialists (aka Case Managers) will lead workshops that explain aspects of the training, the apprenticeship employment and training system, the requirements for applying to and acceptance into RA programs and support services that may be available to individuals through AWP, Alaska’s Job Centers and Community Based Organizations. Each individual will complete an AWP Individual Employment Plan (IEP) that corresponds with a construction career path.

Each individual will complete a needs assessment to determine the services they need and to determine if they are eligible for public funded support. AWP's service network includes non-profits and community based organizations in partnership with Alaska's Job Centers Network such as Alaska Rural CAP, Alaska Housing Finance Corporations, Regional Alaska Native Employment and Training Entities, Nine-Star the US Army / JBER Service Member Transition Centers, and Local Job Centers. Services include adult basic education (ABE), temporary housing assistance, transportation services for attending training, child care during training, tools and work clothing required for employment and mentoring for transitioning into apprenticeship.

Once an individual is accepted into an RA program they will earn a negotiated hourly wage with health care and retirement benefits and receive incremental wage increases.

SECTION 7 – REGISTERED APPRENTICESHIP PLACEMENT

All QPA Registered Apprentice Sponsors (JATCs) are members of AWP and have agreed to acknowledge completers as individuals who are prepared to become apprentices. Most RA partners have in place language in their approved Selection Procedures and Affirmative Action Plans, to direct-enter individuals who have completed an AWP Women in the Trades (WIT), Helmets to Hardhats (H2H), or Construction Academy course.

This Apprentice Preparation Training Program is a new program available to all the AWP partners that sponsor apprentices. Selection Procedures will include pathways for candidates who complete Quality Pre-Apprenticeship programs with the following statement:

Pre-Apprenticeship Preparatory Programs Beneficial to Apprenticeship

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program.

The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

The Quality Pre-Apprenticeship Framework will be approved by the Sponsor as part of their approved Selection Procedures. The Sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship.

Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, sex, sexual orientation, or disability. (Note: This is a method of direct entry into the apprenticeship program.)

AWP will ensure that partnering apprentice sponsors who do not have this language in their Selection Procedures, will adopt this language recognizing QAP completers for advanced credit and

directly entering RA programs. (See the attached appendix of the Quality Pre-Apprenticeship Frameworks for Joint Apprenticeship Training Committee -Selection Procedure Language.)

At this time no RA program sponsor will place a pre-apprentice on a job site or provide employment. This condition may change depending upon industry market conditions. AWP will correspond with the Office of Apprenticeship should pre-apprentice employment become available. Pre-apprentices will not displace paid employees or registered apprentices. Work they may perform will be entry level tasks for general construction or the specific occupation they were trained in.

SECTION 8 – PARTNERSHIPS AND COLLABORATIONS

Alaska Works Partnership Quality Pre-Apprenticeship Registered Apprenticeship Sponsor partners:

Alaska Ironworkers Local 751 JATC
Alaska Teamster Employer Service Training Trust
Anchorage Alaska Area Pipe Trades Local 367 JATC
Alaska Joint Electrical Apprenticeship & Training Trust – NECA/IBEW
Alaska Operating Engineers/Employers Training Trust
Alaska Carpenters Training Trust
Alaska Southcentral - Southeastern Sheet Metal Workers Local 23 JATC

SECTION 9 – ADOPTION OF QUALITY PRE-APPRENTICESHIP FRAMEWORK

Alaska Works Partnership, Inc. hereby adopts this Quality Pre-Apprenticeship Framework.

Signature

Date

Alexis Cowell, Executive Director

This Quality Pre-Apprenticeship Framework follows the guidelines and intent set forth in Training and Employment Notice 13-12.

John P. Hakala, Alaska State Director
U.S. Department of Labor
Office of Apprenticeship

Date

APPENDICES AND ATTACHMENTS

Quality Pre-Apprenticeship Training Application
 Quality Pre-Apprenticeship interview Questions
 Student Evaluation- Skill Competency & Soft Skills

REGISTERED APPRENTICESHIP PARTNERS

Registered Apprenticeship Partners	Name	Title	Phone	E-Mail
Alaska Carpenters Training Trust	Frank Mucci	Training Director	907-344-1541	director@ubctrainingak.net
Alaska Ironworkers Local 751 JATC	Robert Rodeheaver	Apprenticeship Coordinator	907-522-8230	iwlu751trainingcoordinator@outlook.com
Alaska Operating Engineers / Employers Training Trust	Mike Holcomb	Administrator	907-746-3117	mholcomb@aoeett.org
Alaska Joint Electrical Apprenticeship & Training Trust NECA/ IBEW	Deborah Kelly	Training Director	907-337-9508	dkelly@ajeatt.org
Alaska Southcentral - Southeastern Sheet Metal Workers Local 23 JATC	Bruce Bold	Training Coordinator	907-277-5367	smwjatc@alaska.net
Anchorage Alaska Area Pipe Trades Local 367 JATC	Jason Fernandes	Training Coordinator	907-562-2890	fernandes@ualocal367.org
Alaska Teamster Employer Service Training Trust	Cheri Lipps / John Lovdahl	Apprenticeship Coordinator / Director	907-571-9785	c.lipps@acsalaska.net



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**