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# Apprenticeship Pathways Demonstration Project

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Webinar: Identification of Program and  
Curriculum Development

September 24, 2024

**Presented by:**

Santiago Canyon College and Foundation for California Community Colleges

# Welcome & Housekeeping

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- Everyone will be muted upon entry into the session.
- We invite you to **use the chat function** to make introductions and comments.
- Please use the **Q&A** function to ask questions.
- This session will be recorded, and notes will be captured and shared in an FAQ document.



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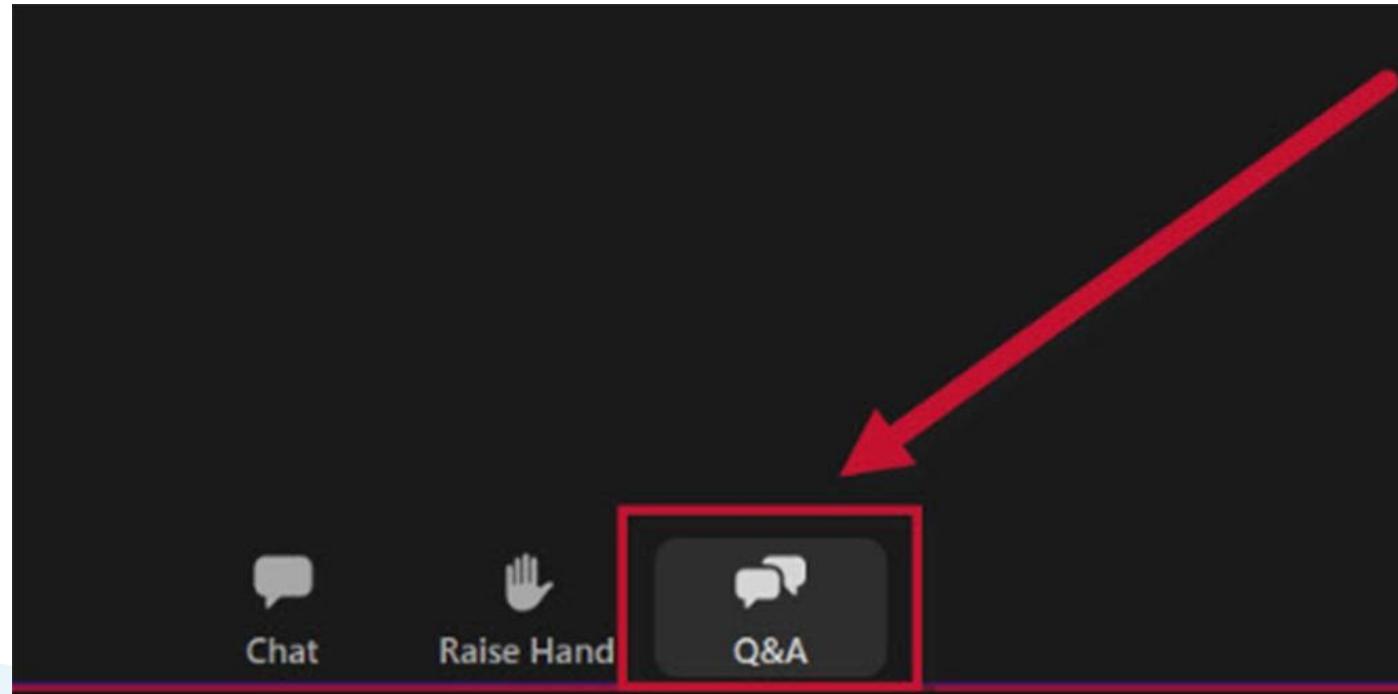
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# Q&A Function

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Please use the **Q&A** function to ask questions.



# Deliverables

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- Prepare, monitor, and report on work plan deliverables and outcomes.
- Finalize the Apprenticeship Pathways Demonstration Project Team and Supporting Cast.
- Attend and participate in project meetings and convenings.
- Work with program partners to design curriculum and submit for local approval by curriculum committee.
- Work with A&R staff to design the Credit for Prior Learning (CPL) infrastructure as needed.
- Submit curriculum, courses, and degrees as needed to satisfy local and state approval requirements.
- Develop local or district policy on how students access CPL credit.
- Offer at least one course and recruit one cohort of students to enroll in new apprenticeship pathways program. (Round 1 Grantees Only)

# Agenda

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- Poll Question
- Introduction of Training Module Sequence
- Walk through Training Module 1: Identification of Program and Curriculum Development
- College Team Breakout Discussions
- Debrief and Questions
- Next Steps and Closing



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# Poll Question

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How familiar are you with the process of developing for-credit apprenticeship curricula and associate degree pathways?

- **Very familiar** - I have experience developing them.
- **Somewhat familiar** - I have a basic understanding but need more information.
- **Neutral** - I've heard of it but haven't been involved in the process.
- **Somewhat unfamiliar** - I know very little and need more guidance.
- **Very unfamiliar** - This is a completely new concept for me.

# Module Overview

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- **Module 1:** Employer engagement, program sponsors, apprenticeship standards, course/certificate/degree development
- **Module 2:** Campus support, navigating Curriculum Committee and Academic Senate, Chancellor's Office approval
- **Module 3:** CPL policies and local implementation, MAP project and apprenticeship
- **Module 4:** Pre-Apprenticeship programs, RSI vs. FTES, CAI Grants



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# Module 1

*Identification of Program and Curriculum Development*

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# What is Apprenticeship?

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- An apprenticeship is an “earn and learn” program model that combines classroom instruction with paid, on-the-job training.
- Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce
- CA Registered Apprenticeship Program guideline requires 144 hours of classroom-based learning and 2000 hours of on-the-job training.



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# What is a registered apprentice?

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- An “apprentice” is a person at least 16 years of age who has entered into a written agreement with the employer or program sponsor to engage in learning a specific occupation.
- A registered apprentice is part of approved (by the Division of Apprenticeship Standards) apprenticeship program.



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# Apprenticeship Program Standards

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- Aspects of an apprenticeship program must be submitted, reviewed, and approved by the Division of Apprenticeship Standards to have a fully approved apprenticeship program.
- The standards for an apprenticeship program include:
  - Details of the instruction and the on-the-job training completed by apprentices (how many hours are required to acquire necessary skills)
  - An educational partner to provide the required classroom instruction
  - Criteria for selecting apprentices (apprenticeship programs are not open access)
  - Wages paid to apprentices and wage increases tied to skills improvement
  - How apprentices advance to the next level in their program
  - Program completion requirements



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# Minimum Standards

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- A community college must provide a minimum of 144 hours of classroom instruction as part of an apprenticeship program. As with other instruction at CCCs, courses are developed for these hours of instruction.
- The additional hours of on-the-job training (2000 hours) are usually done on site and do not require the development of courses.



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# Development of Apprenticeship Curriculum

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- Colleges can develop courses for the on-the-job training components of an apprenticeship program and issue college credit.
- Coordination with the employer is vital to determine how to break up the training that students receive and package them in courses. Since the apprenticeship program standards outlines how students progress from one level to the next, colleges should use that as a guide sequence courses by terms/years.



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# Lecture or Lab

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- Lecture courses in the California Community Colleges are 16-18 hours of in class instruction and 36 hours of outside of class work for each unit (semester).
- Courses can also be a combination of lecture, lab, or lab with homework hours, but using lecture or lab with homework hours requires outlining the outside of class work to be completed.
- On-the-job training does not typically require outside of class work and would be considered a laboratory course. For laboratory courses, 1 unit requires 48-54 hours of instruction (semester) and no outside work.
- The instructor must meet the minimum qualifications for apprenticeship outlined in [§53413](#) of the California Code of Regulations



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# Coding of Apprenticeship Courses

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- Courses that are designed for apprentices should have a CB 09 code (SAM Code) of A.
- Colleges can use non-SAM code A courses as part of their apprenticeship program, but the enrollment limitations would not apply.
- Remember that apprentices typically do not pay student fees for apprenticeship courses

# Certificates

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- Colleges are encouraged to create certificate programs (separate from the program completion certificate apprentices receive from DAS) for apprentices.
- Depending on the length of the program (some programs are 5+ years), colleges should consider making multiple certificates that mark the progress from one level to the next in an apprenticeship program.
- The minimum requirements for credit certificates are outlined in Title 5, [§55070](#)
- If the certificate has more than 16 semester units, it **must** be submitted to the Chancellor's Office for approval.
- If the certificate is 8-15.5 semester units, the college **can** submit it for approval but is not required to

# Certificate of Achievement vs Local Certificate

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- A Certificate of Achievement is any certificate program that has been approved by the Chancellor's Office.
- Completion of Certificates of Achievement count towards the performance metrics in the Student Centered Funding Formula (SCFF)
- Complete apprenticeship program will normally be more than 16 semester units, so a Certificate of Completion would be the only option
- Colleges can choose whether they create multiple stacking certificates that lead to the full certificate, but the students only get certificate credit in SCFF once per year and only for Certificates of Achievement



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# Associate of Science Degrees

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- Colleges can develop Associate of Science degrees for their apprenticeship programs.
- The degree must include 60 semester units, a minimum of 18 semester units in the major (likely the same courses as the Certificate of Achievement for the complete program), and a minimum of 21 semester units of general education.
- The requirements for associate degrees are outlined in [§55061](#) of Title 5
- Associate degree completion also counts for the SCFF, but only the highest point total for degrees and certificates is used for each student

# Employer Engagement

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- Getting employer onboard: Employers will inevitably need to rethink their talent recruitment and staff development strategies. A way to do this is through apprenticeship programs, which enable employers to play a more active role in shaping the talent they need while also building a culture of ongoing learning and innovation.
- Benefits for employers: Apprenticeships can increase productivity and job quality. An apprenticeship *system*, rather than a one-off program, offers employers the ability to host apprentices while not having to bear the full costs of starting and maintaining the program themselves.



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# Employer Engagement

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- Benefits for apprentices: Apprenticeships can provide a smooth transition from school to work, and they can enable practitioners to gain a license to practice in a regulated occupation.
- Collaboration: Successful apprenticeships are based on high levels of trust and close collaboration and communication between the college, employer, and the apprentice.



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# Program Sponsor

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Sponsor: Means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

## Responsibilities:

- Registered Apprenticeship Partners Information Data System (RAPIDS)
- The sponsor must advise the Registration Agency within 45 days of the execution of each new apprenticeship agreement.

# Program Sponsor

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- If the apprentice is a Veteran, the sponsor must provide an additional copy to a veterans state approving agency, for any veteran apprentice desiring access to benefits to which they are entitled.
- Recordkeeping: Program Sponsors are responsible for maintaining summary of qualifications of each applicant; basis for evaluation and for selection or rejection of each applicant, including applications, test, and test results; records pertaining to interviews, apprentice's on-the-job assignments, components of the occupation; promotion, demotion, transfer, layoff, termination, rates of pay, compensation, condition of work hours, hours of training provided, outreach, recruitment.



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# Padlet Overview

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1. Access the **Padlet**:
  - Click on the Padlet link or scan the QR code
2. Find Your College and Add a Post:
  - Click the “+” button to create a new post.
3. Share Your **Thoughts**:
  - Type in your ideas, questions, or responses in the text box.



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# Breakout Session

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- What are your takeaways from the Training Module 1 overview?
- What are your immediate next steps?
- What questions do you still have and/or what additional support do you need?
- What is your college's curriculum approval cycle?



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# Debrief and Questions

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- What next steps were identified for your project team?
- What questions do you have?



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# APDP Upcoming Events

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Date	Title	Details
October 16th 2:00 - 3:00 PM	Office Hour	Optional opportunity for college project teams to ask questions of Santiago Canyon College SMEs
October 22nd 1:00 - 3:00 PM	CCCAOE Pre-Conference Session	<b>Required</b> in-person session to collaborate and review Module 2 in the series on approval of for-credit apprenticeship curricula and programs
November 5th 2:00 - 3:00 PM	Office Hour	Optional opportunity for college project teams to ask questions of Santiago Canyon SMEs
November 19th 10:00 - 11:00 AM	Webinar	<b>Required</b> session on Module 3 related to Credit for Prior Learning



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# Thank you!



## APDP Support Team

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*Apprenticeship Questions? Email [apprenticeship@cccco.edu](mailto:apprenticeship@cccco.edu)*

*Questions about Upcoming Events? Email Kaley Martin at [kmartin@foundationccc.org](mailto:kmartin@foundationccc.org)*

