

# Apprenticeship Virtual Learning Community

July 10, 2024

## Pre-Apprenticeships

# Apprenticeship Workgroup

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**Welcome!  
Please put  
your  
names and  
institution in  
chat.**

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Agenda

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Elgin Community College

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Parkland College

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Questions and Discussion

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Future Learning Communities

1949-2024  
75  
YEARS



Elgin  
Community  
College

# Pre-Apprenticeships at ECC



July 10, 2024

# What is Pre- Apprenticeship at Elgin Community College

Elgin Community College took all three answers and decided on the core elements below.

- Short term
- Leads to a RAP
- Industry-recognized credential
- Career exploration/ better understanding of the pathway
- Employability Skills
- Interviews with apprentice hiring employers

# What Departments are involved in our Pre-Apprenticeship

- Workforce Development Division
  - Continuing Education- Build the class, obtain 1.6 approval, and handle enrollment
  - CTE Divisions- Helped build the curriculum and provide the tours as well as share the program
  - SPEL- Recruit and determine the suitability of the enrollees
  - WIOA- Recruit and provide barrier support to those that need it
  - Marketing- Help us with all aspects of marketing the programs
  - Adult education- Helps with recruiting and outreach
  - SBDC- Tells employers about the program
  - Foundation- Shares the success with employers

**While Pre-Apprenticeship programs have varied designs and approaches, the Department of Labor has outlined the elements of a quality pre-apprenticeship program that can place an individual on the potential career pathway to employability through a RAP**





# 7 Days to Career Success





# 7 Days to Career Success

- Commitment is manageable for most people
- Short-term relevant credentials are obtainable
- Includes exposure to industry and some sample classroom learning
- General communication skills
- Resume writing/job interview prep
- Employer interviews

# Manufacturing

7 Days to Career Success



# Manufacturing – Recruitment

It takes a village to recruit pre-apprentices.

- Sharing flyers with external partners, like LWIBS, unemployment offices, local libraries, chambers, employers
- Connecting with WIOA staff for eligible clients
- Recruiting individuals who have indicated an interest in manufacturing or HVAC apprenticeship
- Social Media – boosted posts
- On-Campus flyers and tables at events

Interested individuals fill out an online form to sign up for an information session. Sessions are held twice a week for 6–8 weeks.

# Manufacturing – Information Session

The first step is attending a mandatory information session covering:

- Apprenticeship Basics
- Industry Overview
- What to expect from Pre-Apprenticeship
- Session outline
- Student responsibilities
- Minimum requirements:
  - Age 18 or older
  - Illinois resident
  - Legally able to work in the US
  - ESL Level 5 recommended
- Continuing Education Registration Form
  - We record these information sessions as a CE class. This gets students an ECC ID to access other services on campus

# Manufacturing – Registration

Step 2 is a mandatory in-person registration – 1:1 meetings with apprenticeship coordinator.

- Conversation about student's goal and career interests to confirm that this is the right fit for them
- Students fill out Barrier Assessment, Voluntary Self-Disclosure of Disability, Photo Release
- Apprenticeship Coordinator helps them complete DCEO eligibility form on Illinois workNet

This 1:1 meeting allows students to ask questions and ensures they understand the commitment of the sessions – 5 days of full-day instruction, no make up dates for missed classes.

# Manufacturing – Orientation

The third step is a mandatory orientation session, held the week before the program starts. Two sessions are offered to ensure students can attend.

Orientation covers:

- Deeper dive into each day's activities
- Reminders about classroom rules
- Reminders about attendance rules
- Dress code
- What to bring to class

At Orientation, students needing transportation for the Forklift Training can sign up for an ECC Shuttle Bus.

# Manufacturing – Training Outline

## Day 1 – Forklift Operator

- Held at ECC's Center for Emergency Services in Burlington
- Taught by an external instructor
- Full-day class covers:
  - Safety
  - Instruction
  - Exam
  - **Earns ECC Forklift Operator Certification**



# Manufacturing – Training Outline

Day 2 & 3 – OSHA Course – taught by external instructor

## Part 1

- Intro to OSHA
- PPE
- Exit Routes
- Walking & Work Surfaces
- Hazmat & SDS

## Part 2

- Electrical
- Ergonomics
- Machine Guarding
- Lockout Tagout
- Material Handling
- Bloodborne Pathogens
- Exam
- **Earns OSHA-10 Certification**

# Manufacturing – Training Outline

## Day 4

- Manufacturing 101 – taught by faculty (not necessarily specific to topic)
  - What is Manufacturing?
  - Jobs & Training
  - Facility Tour
- Workplace Readiness taught by faculty (not specific to topic)
  - Reporting for Work – dress, time mgmt
  - Workplace Communication – verbal/nonverbal – phone/text

Day 5 is an additional forklift class if needed

- Limit is 8 students per class, so a second day is needed for 9+ students

# Manufacturing – Interviews

Day 6 – All individuals who successfully complete their training are invited to a Resume Workshop.

- Led by workforce division team members
- Update a current resume with new credentials
- Create a new resume using a template
- Tailor resume to specific industry
- Interview best practices and tips

# Manufacturing – Interview Day

Day 7 – Resume Workshop participants are invited to the Interview Day, where ECC employer partners come to campus for screening interviews.

- Hosted Round-Robin style, with each candidate getting 10–15 minutes to speak with employers
- Candidates are encouraged to speak to all employers, regardless of their career goal
- Employers can then reach out to candidates to schedule more in-depth interviews at their site

# Manufacturing – Experimenting with modalities

- First attempt – classroom week 1, resume/interviews week 2
  - Kept student momentum
- Second attempt – every Monday for a month, resume + interviews following
  - Would not recommend
- Resume/interviews same day vs split days
- Class-in-a-week model moving forward, split resume and interviews on two separate days

# Manufacturing – What Has Worked?

- 5 cohorts to date – range from 6–16 students
- Offer multiple options to maximize availability
- 97% of students stayed engaged through the entire training portion
- 5-star reviews from students about the value of experience
- 10 employers conducted interviews

# Manufacturing – Challenges

- Multiple instructors
  - some internal, some external
  - Pros: flexibility in scheduling
  - Cons: difficulty in scheduling
- Students commit but drop before Day 1
- Not all students show for Interview Day despite passing classroom material
- Everyday student challenges
  - Transportation
  - Accessibility
- Student readiness – ESL or GED status
- Cost – about \$3,000 depending on instructors hired



# Replication – Healthcare

- Debuted Healthcare Pre-Apprenticeship in May 2024
- Replicated core parts of manufacturing, including recruitment, intake, and components
- Earns 5 credentials:
  - Mental Health First Aid from National Council for Mental Wellbeing
  - OSHA Certificate
  - BLS CPR from American Heart Association
  - First Aid from American Heart Association
  - Bloodborne Pathogens Credential from American Heart Association
- Interviews with companies seeking CNA apprentices

# Partnerships, Funding, and The Future



# Partnership Pitch

- We needed to sell our program to appropriate “partners” in a way they understand without the lingo they may not understand.
- Prior to the first launch we went on our “door-to-door” sales tour
- Led with the fact that this was an opportunity to:
  - This program served our unemployed, justice-impacted, low-income, undecided, or populations with many barriers
  - Explore the manufacturing career pathways available to clients/participants
  - Introduce them to the proper industry lingo
  - Taught soft skills
    - Time management
    - Conflict resolutions
    - Respectful response

# Partnership Pitch

- Explained the components of tours, career exploration, hands-on practice, credentials, resume and interview skills, and actual interviews.
  - Partners noted this program checked all of “their boxes”
- Then we revealed that this is a Pre-Apprenticeship program
  - Deep dive into apprenticeship model
  - Exploration of career pathways at ECC that have apprenticeships
  - Interviews with employers who are hiring apprentices or entry-level positions in the industry
  - Additional certificate of completion from ECC for the pre-apprenticeship program

# Team Work Makes the Dream Work

What did we ask of our partners?

- Promote our programs – we send fliers for distribution
- Share our social media
- Direct refer their clients
- Share the program with other agencies or employers

## External Partners:

- Illinois Department of Employment Services
- Illinois Department of Human Services
- Illinois Department of Rehab
- Adult Education's Area Planning Council
- Our local High Schools
- Our EFE
- Two WIBS
- Many CBO's or grant-funded organizations
- Department of Probation

# Funding Plan

While this is a great program, it does with a cost. Developing a sustainable funding plan is key.

- We met with our grant writer, AVP, and VP and explained the success of the program and the costs
- We came to the consensus that this something we would offer at the college and “find the money”
- We write it into grants and sell the program to outside funders.
- Our back up plan is the foundation or institutional funds – but we are not even close to needing this avenue



# Future Expansion Plans

- Offering Pre-Apprenticeships in Spanish
- Offering Pre-Apprenticeships offsite
  - Developing program for Kane County Sheriff's Office to provide individuals about to reenter the workforce with training and employment opportunities
  - Taking program into high schools
- Offering new topics
- Developing additional components to involve employers at the start, like a facility tour



# More questions?

Let's talk!



# Highway Construction Careers Training Program HCCTP

Register for orientation  
[Parkland.edu/HCCTP](http://Parkland.edu/HCCTP)

217-353-2122

Community Education

# Highway Construction Careers Training Program

## Job Readiness Pre-Apprenticeship

Note: Spring Class 12-13 Weeks long and Fall Class is 16-weeks

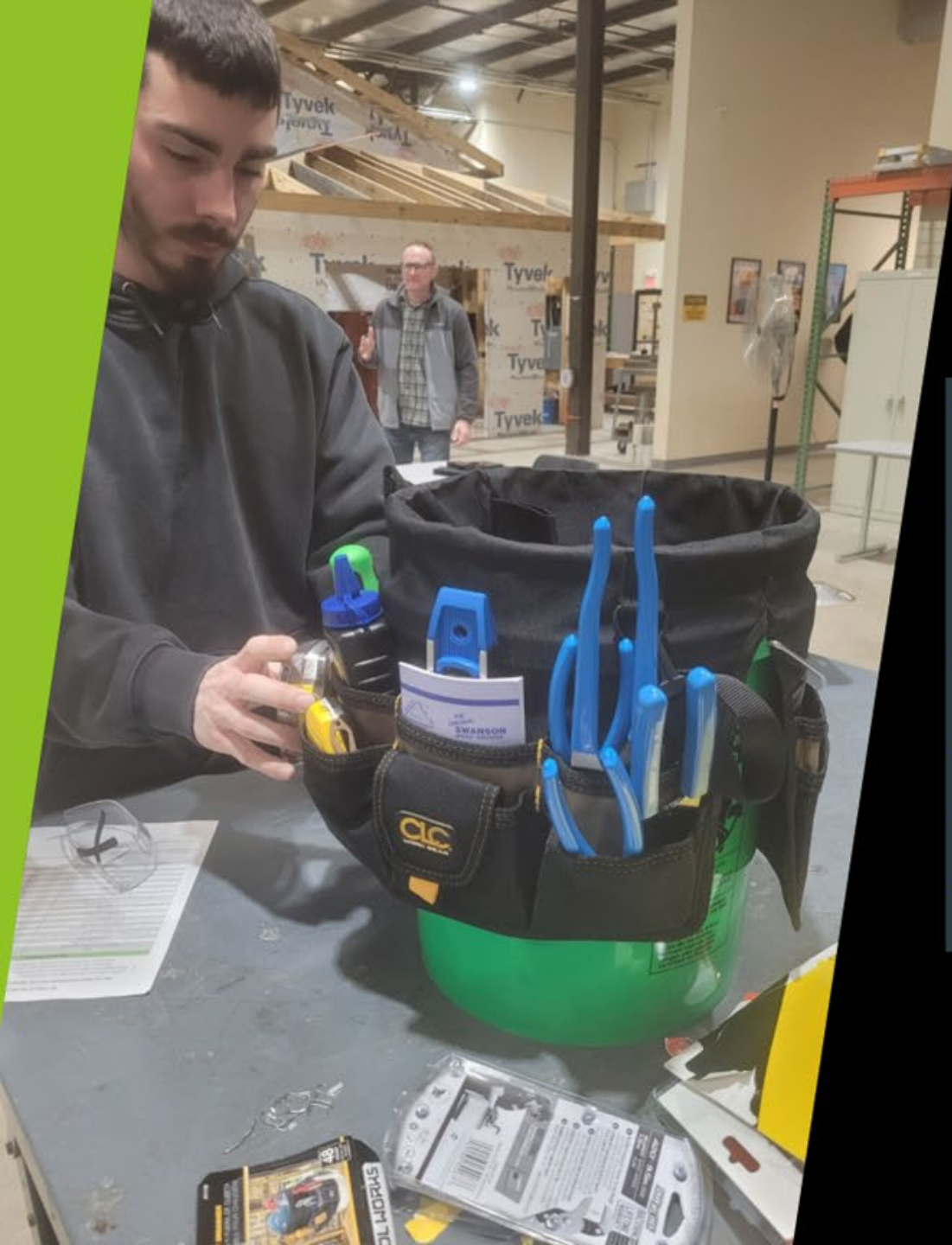
### Basic Entry Requirements:

- 18 Years Old
- High School/GED credential
- Valid Driver's License
- Pass a Reading and Math Test
- Pass a Drug Screen



Funded by the Illinois Department of Transportation





## Highway Construction Careers Training Program (HCCTP)

- 425-450 hours of No Cost intensive construction focused job training program
- 24-35 hours per week over 4-5 months
  - October(*Fall Class*) and March(*Spring Class*)start times
- Stipend \$15 per hour (attendance and participation required to receive)
- Only 2 classes held per year
- 15 students per class
- Funded by IDOT (Illinois Department of Transportation)





## ► HCCTP is :

- Multi-trade/ Sampler Platter training
- Provides basic skills and knowledge
- Introduces student to opportunities in the construction industry with a focus on Highway Construction Trades

- Laborers
- Ironworkers
- Carpenters
- Operating Engineers
- Plumbers and Pipefitters
- Electricians



## Champaign County Highway Construction Trade Apprenticeship 2023 hourly wages -updated 7/1/2024

Trade	1 <sup>st</sup> Year Apprentice Hourly Rate	Journeyman Hourly Rate	Length of Apprenticeship
<b>Carpenter</b>	<b>50% = \$20.05</b>	<b>\$40.10</b>	<b>4 years</b>
<b>Electrician (IBEW)</b>	<b>45% = \$21.07</b>	<b>\$46.82</b>	<b>5 years</b>
<b>Iron Worker</b>	<b>65% = \$26.26</b>	<b>\$40.40</b> <i>(\$70.45 total package benefits)</i>	<b>4 years</b>
<b>Laborer HWY</b>	<b>75% = \$24.09</b>	<b>\$32.12</b>	<b>3 years</b>
<b>Operating Engineer</b>	<b>70% = \$30.70</b>	<b>\$46.15-\$48.65*</b>	<b>4 years</b>
<b>Plumber / Pipefitter</b>	<b>45% = \$25.69</b>	<b>\$52.65</b>	<b>5 years</b>
<b>Sheetmetal Worker</b>	<b>50% = \$20.65</b>	<b>\$41.30</b>	<b>4 years</b>
<b>Cement Finisher</b>	<b>70% = \$26.60</b>	<b>\$38.00</b>	<b>4 years</b>

\*Hourly dependent on machines trained to operate



# Some of the benefits of being in the HCCTP pre-apprenticeship:



HCCTP trainees are paid \$15 per hour support stipend to participate.

Based on attendance and work performance



Trainees receive a “starter” tool kit and work boots



Trainees are introduced to a wide variety of opportunities in the East Central Illinois region within the construction industry.



# Method to Enter Apprenticeships via HCCTP Pre-Apprenticeship

**Attend a  
1-Hour  
Orientation**

**Submit  
official  
application**

**Pass  
Math/Reading  
Assessment at  
7th Grade Level  
and interview  
for suitability**

**Pass Drug  
Screening  
including  
Marijuana**

**Get Accepted**

**Intensive training in  
a 4-5 months**



**Apply to  
Apprenticeships**

**Get in  
Prepared**

Who else is running pre-apprenticeship programs? Other models?

What are the conversion rates of pre-apprenticeship to RAPs?

What are some potential challenges?  
How do we address challenges?

**Discussion  
and  
Questions?**

# Future Learning Communities

## Tentative Schedule:

- August: Healthcare
- September: Manufacturing
- October: Information Technology
- November: National Apprenticeship Week (NAW)
- December: Supply Chain, TDL, Forklift, Warehousing
- January: Finance, Business, Insurance, Banking
- February: Education/ECE
- March: EV, Clean Energy, Agriculture
- April: DOL Technical Assistance Call

# Other Discussion Items

Feedback on future learning communities.

Has anyone heard about ABA2 funding in their region?

AFA is hosting a second conference in DC next spring of 2025

A Review of TEN 23-23 on Quality Pre-apprenticeships [Register Now](#) - this afternoon at 1:00 CST

# Thank You

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