New Apprentice Orientation
New Apprentice Orientation

- Who we are
- Apprenticeship WORKS
- What is Registered Apprenticeship?
New Apprentice Orientation

What are the benefits of Registered Apprenticeship?

How does Registered Apprenticeship work?

Know your Rights and Responsibilities

Need Help?
Building Futures is a nonprofit organization that connects people to family-sustaining careers through Registered Apprenticeship.

Apprenticeship RI is our initiative with the RI DLT to expand available Registered Apprenticeship programs.

We help employers design, register, and implement Apprenticeship programs in different industries around the state.
CONGRATULATIONS ON YOUR APPRENTICESHIP!

Long Proud History
Apprentices built America

Part of a movement
Apprenticeship is expanding in industries across the country

Apprenticeship WORKS
For Rhode Island

2000+
Apprentices

500+
Employers offer apprenticeships

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www.bfri.org
Apprenticeship Works for Rhode Island

Building & Construction  Landscape & Horticulture
Culinary  Manufacturing
Early Childhood Education  Marine Trades
Healthcare  Pharmacy
Information Technology  Travel & Transportation

Apprentices are building their careers in these and many more industries across Rhode Island.
• Apprenticeship works for Employers by creating a talent development and retention tool crafted to their industry

• Apprenticeship works for Apprentices by creating a structured pathway to career advancement

• Apprenticeship works for Rhode Island by ensuring that everyone benefits from quality registered programs
Every Registered Apprenticeship, in every industry, has five common components

- Employer Designed & Driven
- Structured on-the-job Learning
- Job Related Education
- Wage Progression
- Valued Credentials

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WHAT IS REGISTERED APPRENTICESHIP?

Your Registered Apprenticeship is not just a job, it's the start of a new career

- Apprenticeships typically range from 1 to 5 years
- On-the-job learning is supported by a fully trained worker (mentor or journeyworker)
- Related instruction supports on-the-job learning
• Recognized credentials you can take anywhere
  • When you complete your apprenticeship, you earn a nationally portable credential that you take with you to any employer

• Earn while you learn

• Wages increase as your experience increases
BENEFITS OF APPRENTICESHIP

• Career pathway without the college loans

• Increase your earning power

• People who complete apprenticeships earn up to $300,000 more over the lifetime of their careers.¹

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Your Apprenticeship has three main components

- Your Registered Apprenticeship Sponsor
- Your Job
- Classroom instruction

Each component works together to give you the experience and education you need to advance your career
Registered Apprenticeship

Sponsor

Might be your employer, industry association, or jointly-administered with a labor union.

The Sponsor establishes the terms of an apprenticeship, including:

- On-the-job hours required
- Required classes and who can provide instruction
- Wage progression
HOW DOES APPRENTICESHIP WORK?

Registered Apprenticeship
On-the-Job Learning (OJL)

Your employer & Registered Apprenticeship sponsor work together to:

• Select you as an apprentice & employ you
• Provide structured on-the-job learning
• Supply a fully-trained worker to teach you (a mentor or journeyworker)
• Supervise your performance and provide feedback
Registered Apprenticeship

Instruction

(Known as “Related Instruction” or “RTI” to the DLT)

Instruction related to the occupation is provided outside of the job as well

- Your instruction may be offered:
  - In a classroom
  - Online
  - Through an occupational or industrial course
  - Via self-study approved by the DLT
  - At a community college or private institution
Registered Apprenticeship Instruction

If you are required to pay for apprenticeship instruction, you may be eligible for financial assistance or other instruction options.

Contact Lori Turchetta to learn more.

Lori Turchetta
RIDLT Workforce System Apprenticeship Liaison
Lori.Turchetta@dlt.ri.gov
Apprenticeship Agreement

Is between you and your sponsor

You have the right to a copy of your agreement.

The agreement outlines the terms of your apprenticeship:

- Wages and wage increases
- Related Instruction (RTI) requirements
- On-the-Job Learning (OJL)
- Length of your apprenticeship
Know Your Rights & Responsibilities

Your Responsibilities

Hours, Learning, & Instruction

- Track your hours on the job
- Track your hours in the classroom
- Track your progress in both
You have rights

On-the-Job Learning (OJL)

• You have the right to "proper or adequate supervision"

• This means a fully-trained worker (Journeyworker) who is providing supervision, and who:
  • Knows your work assignment
  • Is providing on-the-job learning
  • Is ensuring your safety
Know Your Rights & Responsibilities

You have rights

During your Probationary Period

- Your apprenticeship agreement can be cancelled by you or your employer for any reason

This period cannot be longer than 25% of the length of your apprenticeship or 1 year, whichever is shorter
Know Your Rights & Responsibilities

You have rights

After your Probationary Period

• You can still cancel your agreement at any time

• Your employer/sponsor can cancel your agreement with cause

• Your employer/sponsor must give you the chance to correct any problems before cancelling
Know Your Rights & Responsibilities

You have rights

Wages

- Your wages can never be less than minimum wage
- Your Apprenticeship Agreement has a wage schedule
  - The schedule tells you when & how much your wage increases should be
  - You must complete the requirements for each raise before receiving it
Know Your Rights & Responsibilities

You have rights

Coursework

• Every apprenticeship requires related coursework

Check your apprenticeship agreement:

• Are you paid for class time?

• Are you or your sponsor responsible for cost of coursework?

• Are you responsible for paying for books & supplies?

• Can you earn college credit?
Know Your Rights & Responsibilities

Your Responsibilities

Coursework

• You are responsible for attending class and completing assignments

• If your employer/sponsor finds that you aren’t doing the coursework, they can terminate your apprenticeship agreement.
You have rights

Health & Safety

• You have the right to health and safety instruction in compliance with federal Occupational Safety and Health Administration (OSHA) standards

Your Responsibilities

• Learn on-the-job safety procedures
• Protect yourself & your fellow workers by practicing safety procedures at all times
Know Your Rights & Responsibilities

You have rights

Equal Opportunity & Discrimination

• You have the right to a workplace free of intimidation, harassment, and retaliation

• Your employer/sponsor must provide anti-discrimination training for you and for everyone who works with apprentices
Know Your Rights & Responsibilities

You have rights

Equal Opportunity & Discrimination

It is against the law for a sponsor of an apprenticeship program to discriminate against an apprenticeship applicant or apprentice based on:

- race
- color
- religion
- national origin
- sex (including pregnancy)
- sexual orientation
- age (40 years or older)
- genetic information
- disability
You have rights

Progress

If your employer/sponsor decides that your **progress at work or in the classroom** is unsatisfactory, they might decide:

- That you return to a probationary status
- That you need to repeat a work segment or class before advancing to the next wage increase
You have rights

Termination

Prior to termination your employer/sponsor must:

- Document any performance problems at work or in the classroom
- Provide you adequate assistance and opportunity to correct the problem
- Document the reasons for termination
You have rights

Completion

• Every Apprentice who completes their program earns a nationally-recognized credential

• You can take this credential to any employer in your field

• Your employer/sponsor certifies that you have completed all the requirements

• The RI Apprenticeship Office then issues a certificate of completion.
Know Your Rights & Responsibilities

Your Responsibilities

Summary

✓ Know your agreement

✓ Attend required instruction & do the work

✓ Follow Safety Rules

✓ Track your hours on the job
Check Your Email!

Read Emails from the RI Department of Labor and Training & Building Futures

- Stay up-to-date on your apprenticeship progress
- Participate in opportunities to improve your apprenticeship experience

Check your junk folder and move us to your inbox
But First!
Connect with your Employer/Sponsor about your program and progress.

DLT Office of Apprenticeship
RI Dept. of Labor and Training
1511 Pontiac Ave Bldg.70-2
Cranston, RI 02920
dlt.apprenticeship@dlt.ri.gov
www.dlt.ri.gov/apprenticeship

Need Help?
DLT Office of Apprenticeship
RI Dept. of Labor and Training
1511 Pontiac Ave Bldg.70-2
Cranston, RI 02920
dlt.apprenticeship@dlt.ri.gov
www.dlt.ri.gov/apprenticeship

Trades and Construction Questions
dlt.apprenticeship@dlt.ri.gov

Non-Trade Apprenticeship Questions
Beth Ashman
(401) 919-5919 x 208
bashman@bfri.org

Financial Assistance Questions
Lori Turchetta
Lori.Turchetta@dlt.ri.gov

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www.bfri.org
Good Luck!

As an apprentice, you are at the starting point of a rewarding career. Best of luck!

Learn more at bfri.org