**Workforce Alliance of South Central Kansas**

**Apprenticeship Training Policy**

Apprenticeship is an employer-driven training model that combines on-the-job training with related technical instruction. Apprenticeship training may be available to assist participants in obtaining the requisite skills associated with demand occupations, as determined by the Local Workforce Development Board, in order to obtain permanent, unsubsidized employment in the Local Area IV labor market at a self-sufficient wage.

* Apprenticeship Training may be provided only to participants who are unemployed or unable to obtain or retain permanent employment at self-sufficient wages and have been assessed and found to have the necessary skills to complete training. If employers want to upskill existing workers using apprenticeship or other training options, it must fall within the guidelines of the Work Based Training policy.
* Participants must be determined eligible for applicable programs prior to beginning apprenticeship activities. Participants must have a high school diploma, GED, or meet the employer’s hiring requirements prior to being placed in training.
* Training will not be approved for positions with compensation based upon commission, unless the position includes a permanent base pay that is at or above the self-sufficient wage.
* Training costs for participants shall be the same as charged to any other enrollee.
* Training funds may be used for the first year that an apprentice participates in an apprenticeship and must lead to a recognized credential at the end of the first year of training.
* Participants must make application for other sources of training payment or reimbursement for which they may be eligible; including federal, state and local grants/assistance, scholarships, private grants, gifts, and educational assistance available from Community Based Organizations, before funds are approved.
* A participant’s unmet financial need is determined by calculating the required cost of the apprenticeship, minus other sources of funding, minus financial aid from other sources. The total amount of training assistance the participant may receive may not exceed the participant’s unmet needs.
* Training assistance may be available for out of pocket costs that are required for the apprenticeship. Out of pocket costs may include required cost of tuition, regular student fees, books, supplies, tools, uniforms and other costs required to be paid by the apprentice for the apprenticeship program. The training assistance only applies to the first year an apprentice participates in an apprenticeship program. Training assistance under the WIOA program follows the ITA limits identified in the Adult and Dislocated Worker Training Policy. For other programs the limits are set by program. This shall be dependent on funding availability and if allowed under grant funding.
* Apprenticeships may be combined with other training types if allowable.
* Any exceptions to this policy must be approved by a committee consisting of at least two WA Senior Staff members.
* Priority for training services under the Adult Program shall be given based on the WA Priority of Services Policy.
* ITAs are only available for training programs and training providers approved and appearing on the Eligible Training Provider list or Registered Apprenticeships.