

### **Definitions for Pre-Apprenticeship**

**“Apprenticeship Agreement”** refers to a written agreement between the State Apprenticeship Agency, Registered Apprentice and either his/her Registered Sponsor or an Apprenticeship Committee acting as an agent for the Employer, which contains the terms and conditions of the employment and training of the Registered Apprentice.

**“Apprenticeship Standards”** refers to the document which sets forth the terms for the Registered Sponsor and State Apprenticeship Agency. At a minimum it contains the elements outlined in 29 CFR Part 29.5, Equal Opportunity Pledge found in 29 CFR 30.3, and section 6 of these regulations.

**“Assessment”** refers to a variety of methods or tools that are used to evaluate, measure, and documents academic readiness, learning progress, skills acquisition, interests, service needs, and fit for a particular program.

**“Citizenship or Eligible to Work”** participation in programs and activities financially assisted in whole or part under Delaware Department of Labor, Division of Employment and Training (DET) shall be open to citizens and nationals of the United States, lawfully admitted permanent resident immigrants, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.

**“Comprehensive Guidance and Counseling”** Comprehensive guidance and counseling provides individualized counseling to participants. This includes career and academic counseling, drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

**“Completion”** means the successful achievement of the requirements of training specified in the contract. This is defined as satisfactorily completing 85% of the scheduled course hours. No completion can be obtained after the last day of contract.

**“Cost Reimbursement Contract”** means an agreement that provides for the payment of actual costs incurred to the extent prescribed in the agreement. Instead of paying the contractor to meet all the terms and conditions at a specified price, this type of agreement reimburses the awardee for its best efforts to perform up to the total cost and types of costs authorized in the agreement.

**“Day 1 Outcome”** refers to unsubsidized employment maintained for one (1) day with an anticipated permanent duration of 180 days or more. This includes Military service and Registered Apprenticeship. All outcomes entered in Delaware JobLink for performance must be documented in accordance with DET’s policies/procedures.

**“Day 30 Outcome”** refers to a Day 1 outcome maintained for 30 continuous calendar days.

**“Day 90 Outcome”** refers a Day 1 outcomes that continued until day 90 with no break in employment greater than 15 days.

**“Delaware JobLink (DJL)”** is the case management, data management, reporting system as well as job matching system for jobseekers and employers used by Delaware Department of Labor. It can be located at <https://joblink.delaware.gov>

**“DET” or “Delaware”** refers to the Delaware Department of Labor, Division of Employment and Training.

**“Disadvantaged”** refers to a broad category which embraces all any individual who would be considered to have fewer opportunities than their peers. Some examples include individuals with disabilities, low-income individual/family, an English language learner or socially disadvantaged individuals. Socially disadvantaged are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities.

**“Employer”** refers to any person or organization employing a Registered Apprentice, whether or not such person or organization is a party to an Apprenticeship Agreement with the Registered Apprentice.

**“English Language Learner”** refers to an individual who has limited ability in reading, writing, speaking, or comprehending the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment where a language other than English is the dominant language.

**“Individual Service Strategy (ISS)”** refers to an individual service plan is an ongoing strategy jointly developed by the participant and the case manager that identifies the participant’s employment goals, the appropriate achievement objectives, and the appropriate combination of services for the participant to achieve the employment goals.

**“Industry Standards”** refers to the generally accepted practices of an industry, in terms of the knowledge, skills and aptitudes that are demonstrated by members of the industry. Generally accepted practices are represented by the performance of, or instruction in, specific occupational tasks relevant to that industry by employers, journey person(s), educators, and other subject matter experts. By using the term Industry Standards in this manner, the intent of the definition is to ensure that training and/or curricula used by the pre-apprenticeship program align with the needs of the Registered Apprenticeship partner(s), while still allowing flexibility in pre-apprenticeship program design.

**“Job Shadowing”** refers to an experience that allows participants to follow an employee during a typical day or period of time in order to observe, reflect and ask questions while developing a better understanding of industry expectations.

**“Journey person”** refers to a worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training.)

**“Low-Income Individual”** refers to an individual who meets any one of the following:

- A. receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program

established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grant to States for temporary assistance for needy families program under part A of the title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

- B. is in a family with total income that does not exceed the high of
  - a. the poverty line; or
  - b. 70 percent of the lower living standard income level;
- C. is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));
- D. is a foster child on behalf of whom State or local government payments are made;
- E. is an individual with a disability whose own income meets the income requirement of clause (B) but who is a member of a family whose income does not meet this requirement; or
- F. used with respect to an individual, also includes a youth living in a high-poverty area as in accordance with [TEGL 21-16](#).

**“Low-Skilled Populations”** refers to those individuals who possess less than 1 years’ work experience in relevant trade. Typically, these individuals’ educational attainment is not greater than a high school diploma or recognized equivalent.

**“Office of Apprenticeship”** refers to the office designated by the Employment and Training Administration to administer the National Apprenticeship System or its successor organization.

**“OJT”** refers to on-the-job training related to the trade of study.

**“Participant”** refers to an individual who has been determined to be eligible to participate in and who is receiving services under a funded program. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving career services, training, or other services. Enrollments and students may also be used to mean that same as participant.

**“Pre-apprenticeship Program”** refers to a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprentice Program and has a documented partnership with at least one, if not more, Registered Apprenticeship Program(s).

**“Pre-Vocational Services”** refers to services that support the development general work skills and concepts rather than specific work skills for a particular job. This includes the development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training career and industry awareness workshops, job-readiness courses, English for speakers of other language, math tutoring, etc.

**“Registered Apprentice”** refers to a worker at least sixteen years of age who is engaged in learning a recognized occupation through actual work experience under the supervision of a Journeyperson. This person must enter into a written Apprenticeship Agreement with a Registered Sponsor. The training must be supplemented with properly coordinated studies of Related Instruction. All hours worked by a Registered Apprentice, while in the employ of the Registered Sponsor and in the trade of study, shall be considered apprenticeship hours to be counted toward wage progression increments and completion of his/her OJT hours as set forth in the Apprenticeship Agreement.

**“Registered Apprenticeship Program”** refers to an executed Apprenticeship Standards between a Registered Sponsor and State Apprenticeship Agency or USDOL. This includes an apprenticeship plan containing all terms and conditions for the qualifications, recruitment, selection, employment and training of Registered Apprentices, including such matters as the requirement for a written Apprenticeship Agreement.

**“Registered Sponsor”** means any person, association, committee, or organization operating a Registered Apprenticeship Program and in whose name the Apprenticeship Program is (or is to be) registered or approved regardless of whether or not such entity is an employer. To be eligible to be a Registered Sponsor in a Delaware Registered Apprenticeship Program, an employer/business, association, committee or organization must complete the State Apprenticeship Agency’s Sponsor Application, have the training program and an adequate number of Journeypersons to meet the ratio requirements as stated for that particular apprenticeable occupation.

**"Related Instruction"** refers to a formal and systematic form of instruction designed to provide the Registered Apprentice with knowledge of the theoretical and technical subjects related to his/her occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the State Apprenticeship Agency or other Registration Agency. In no event shall the State of Delaware subsidize the instruction of any Registered Apprentice whose employment is not associated with the payment of income taxes to the State of Delaware, which finances such educational subsidies which is determined during registration.

**“Promise Communities”** refers to the following geographic areas/zip codes:

Promise Community	Zip Codes	*Low Income Population
City - Eastside	19801, 19802	19,875
City - Westside	19805	19,052
NCC - Rte 40	19701, 19702	19,389
NCC - Rte 9	19720	20,086
Kent - North	19901,19904,19977	30,238
Kent - South	19934, 19943,19952	11,596
Sussex - West	19933, 19956, 19973	17,659
Sussex - Central	19947, 19966	16,111

**“Soft Skills”** refers to personality traits, aptitudes, and attitudes that direct how a person interacts and works with others on the job. Can include interpersonal communications, cultural awareness, appearance and ability to dress appropriately, time management, and manners. Does not refer to the technical skills (or hard skills) which are unique to each career. Also known as employability skills. To see the most recent “Top 10 Soft Skill” requested by employers, visit the monthly Help Wanted Online Ads summary provided by the Office of Occupational and Labor Market Information and found at <https://lmi.delawareworks.com/Content/Publications/Help%20Wanted%20Online.php>

**"State"** refers to the State of Delaware.

**"State Apprenticeship Agency"** The state agency recognized by USDOL which has the responsibility and accountability for apprenticeship within the State. Only a State Apprenticeship Agency may seek recognition by the Office of Apprenticeship as an agency which has been properly constituted under an acceptable law or Executive Order, and authorized by the Office of Apprenticeship to register and oversee Apprenticeship Programs and agreements for Federal purposes. In Delaware, this is the Delaware Department of Labor.

**"State Apprenticeship Council"** is an entity established to provide advice and guidance to the State Apprenticeship Agency. A State Apprenticeship Council is ineligible for recognition as the State's Registration Agency.

**"State Apprenticeship Agency"** means an agency of a State government that has responsibility and accountability for apprenticeship within the State. Only a State Apprenticeship Agency may seek recognition by the Office of Apprenticeship as an agency which has been properly constituted under an acceptable law or Executive Order, and authorized by the Office of Apprenticeship to register and oversee apprenticeship programs and agreements for Federal purposes.

**"Support Services"** may refer to any service that assists participants to qualify for and maintain participation in a pre-apprenticeship and/or Registered Apprenticeship program. Broadly, support services are those intended to assist individual participants with an assessed or expressed need in order to ensure participants' success in completing the pre-apprenticeship program, gaining employment, acquiring necessary skills, or addressing any other identified barriers. Pre-apprenticeship organizations may directly provide support services or facilitate the provision of support services through referrals. The intent of this term is to ensure support services are available and emphasize the importance of such services being integrated into pre-apprenticeship programs.

**"Training"** refers to a systematic, planned sequence of instruction or other learning experiences on an individual or group basis under competent supervision which is designed to impart skills, knowledge, or abilities to prepare individuals for unsubsidized employment.

**"Under Represented"** the term under-represented is intentionally broad. Generally, the term "under-represented" means a population that does not represent the majority, or a proportional share as indicated by appropriate data, of current participants in Registered Apprenticeship. For example, veterans may be an under-represented population in Registered Apprenticeship. Broadly, the intent of this term is to encourage pre-apprenticeship programs to be inclusive of all populations that may benefit from Registered Apprenticeship, including those that do not, proportionally participate in Registered Apprenticeship regardless of the reason.

**"Work-Based Learning"** has the primary purpose to expose students to future options and provide opportunities for skill development and mastery over time. All work-based learning experiences involve interactions with employers/industry or community professionals. These learning experiences are intentionally designed to help students extend and deepen classroom work and to make progress toward learning outcomes that are difficult to achieve through classroom or standard project-based learning alone. The term "work-based" does not mean the experience must occur at a workplace or during the standard "work day."

**"Work Experience"** refers to a type of work-based learning that is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experiences must be

paid except when the program provides occupational skills training that leads to employment in an occupation that meets the all of the following:

1. A state issued license is required to work in the occupations.
2. That license requires clinical hours.
3. It is common practice that the clinical hours are not paid.

A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists.

For youth programs, Work experiences provide the participant with opportunities for career exploration and skill development. Work experience should be designed to promote the development of good work habits and basic work skills for individuals who have never worked or who have been out of the labor force for an extended period of time. Work experiences must include academic and occupational education. They include experiences known as internships, clinical, and summer employment.

**“Work Readiness”** Refers to the skills, aptitudes, and attitudes employers expect job seekers to have in preparation for the culture and demands of the workplace. Can be obtained through education or job training programs, employer-sponsored events, work-based learning, and other activities that increase transferable skills. Skills may be taught that focus on these work behaviors, not necessarily the occupational or technical skills. These include skills such as problem solving, working with others, communication, etc.