**Washington State Apprenticeship Mapping Project**

**Commonly Used words and phrases**

This is a list of apprenticeship words and phrases commonly used by members of this community. In order to mature our shared understanding of the methods, participants, issues, funding sources, et cetera, we begin by defining terms so that the implied meanings are recognizable. Please take some time to examine the list below and add or subtract your understanding of their meaning.

Apprenticeship

An apprenticeship is a structured program for occupational skill development that combines classroom instruction with paid on-the-job training. Apprentices develop their knowledge and skills to meet industry-recognized standards and achieve journeyworker status in a trade or profession. Apprenticeship programs last 2 to 5 years, depending on the occupation. The model is used can be used is any industry.

Career and Technical Education

Schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation.

Career Connected Learning

A continuum of exploration, preparation, and work experiences developed through strong public, employer, educational, and private partnerships. Participants develop, apply, and are assessed on academic, technical, trade, and entrepreneurial skills through their middle and high school programs

Career Pathways

Education, training, and other services that—are developed through partnerships with education, employers and workforce organizations to provide articulated pathway that align with the skill needs of industries crucial in the economy of the State or region.

Compliance

Procedural and technical requirements of the DOL/LNI apprenticeship system.

Dual Credentials

Dual Federal and State apprenticeship certification for a program.

Full-time Equivalent

FTE means a full time student, equivalent to roughly 12 classroom hours per week.

Good faith Effort

A reasonable and honest effort to meet recruiting, procedural and training program requirements.

Grow-your-own

The action of an employer to up-skill current workers by providing them with pathways into their apprenticeship program.

Incumbent Worker

An individual who with an employment history with the employer for 6 months or more.

Intermediary

An individual, organization, or training trust that provides access to activities that support the successful management of an apprenticeship system.

Joint Apprenticeship Training Committee

JATC is the supervising committee/sponsor for apprenticeship programs that represent equal numbers of labor and management representatives.

Journey-level worker

An employee who has undergone sufficient on-the-job training or completed a formal apprenticeship to be competent to perform the tasks associated with the occupation. The worker's promotion depends on knowledge and expertise. Advancement may require passing a test or evaluation.

Lifelong Learner

A person who seeks opportunity through multiple pathways to grow in their understanding of an industry, system, et cetera.

Living Wage

An income that allows a person working in a regional occupation to earn enough income to afford the basic cost of living.

Mentorship

A formal or informal structure in which a more experienced or more knowledgeable person guides a less experienced or less knowledgeable person, typically hands-on or at the job-site. In apprenticeship, this occurs between the apprentices and the journey-level workers during the on-the-job component of the apprenticeship. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise.

Non-traditional population

Defined groups of people not traditionally prevalent in a particular industry. They comprise less that 25% of the workers in that occupation or that the disparity between the representative composition of the regional population with the composition of the population within a particular industry are inconsistent.

On-the-Job Training

The acquisition of skills within the work environment generally under normal paid working conditions. Through on-the-job training, workers acquire both general skills that they can transfer from one job to another and specific skills that are unique to a particular job. On-the-job training process usually involves an experienced employee passing knowledge and skills on to a novice employee.

Open shop

An open shop is a place of employment where an employee is not required to join or financially support a union (closed shop) as a condition of hiring or continued employment.

Outreach

An activity of providing services to populations who might not otherwise have access to those services.

Placement

The successful indenture of a workforce candidate into an apprenticeship.

Pre-Apprenticeship

A program that teaches basic technical, soft and job-readiness skills for apprenticeable occupations or occupational sector.

Prior Learning Assessment

Evaluation of the college or journey-level knowledge and skills an individual has gained outside of the classroom for college credit or advanced apprenticeship placement. Can also be called experiential learning or credit for prior learning.

Project labor Agreement

Also known as a Community Workforce Agreement, is a pre-hire contract with one or more labor organizations (unions) that establishes the terms and conditions of employment for a specific construction project.

Recruitment

Finding and hiring qualified candidate for a job opening, in a timely and cost effective manner.

Registered Apprenticeship DOL

Registered Apprenticeship is a program of the United States Department of Labor where employers, employer associations, and joint labor-management organizations, as "sponsors", provide apprentices with paid on-the-job learning and academic instruction reflecting industry needs.

Registered Apprenticeship WA State

The Department of Labor and Industries is the Washington State agency with responsibility and accountability for maintaining apprenticeship compliance and standards.

Related Supplemental Instruction

Lab and classroom instruction for apprentices that is approved by the apprenticeship program sponsor and taught by an instructor approved by the program sponsor. Instructors must be competent in their occupation. Related/supplemental instruction is reviewed annually to ensure that it is relevant and current.

Sponsor

Any person, firm, association, committee, or organization operating an apprenticeship and training program and in whose name the program is registered or is to be registered.

Step Progression

The apprenticeship is broken down into steps that marks the apprentice's progression through their apprenticeship. The apprentices' hourly wage is based on a percentage of a journeyman's wages. At each step the apprentice receives an incremental increase in their wage. The number of steps depends upon how many years the program lasts.

Training Agent

Employer of registered apprentices approved by the program sponsor to furnish on-the-job training to satisfy the approved apprenticeship program standards who agrees to employ registered apprentices in that work process. The training agent shall use only registered apprentices to perform the work processes of the approved program standards.

Training Trust Fund

A joint labor management training fund offering opportunities for eligible workers to achieve and maintain the skills, ability, and knowledge necessary to meet the journey-level skill in their industry.

Union

A group of workers joined together in a specific type of organization for the purpose of improving their working conditions and wages, in cooperation with signatory employers.

Utilization

A requirement that a percentage of the work is done by apprentices in order to train the future workforce. This is to ensure equal opportunity for the skills of a variety of underrepresented groups, including women and people of color, are represented in the apprenticeship system

Wage Progression

Apprentices move through increased wages based on time spent on the job and related supplemental instruction (classroom) as they complete their apprenticeship program.

Workforce Development

Economic development work to enhance a region's economic stability and prosperity by focusing on building people skills. It’s a human resource growth strategy includes assessment of the need for more employees in an industry, holistic approaches to participants' entry barriers and the needs of the region.

Includes place-based strategies to address the needs of people neighborhoods, and sector-based strategies that focus on matching workers' skills to needs of industry already present in the region.

Workforce Development System

Washington’s workforce system helps Washington residents find jobs, re-enter the workforce, or move ahead in their careers.