

# REGISTERED APPRENTICESHIP EMPLOYER GUIDE

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## What is a Registered Apprenticeship?

Registered Apprenticeship is an industry-driven, high-quality career pathway strategy where employers develop their future workforce based on their company's skill needs. Apprenticeships combine on-the-job training with education to improve employees' skills.

During an apprenticeship, individuals obtain paid work experience with a mentor, and receive progressive wage increases; classroom instruction; and a portable, nationally recognized credential. Registered Apprenticeships are industry-vetted, approved and validated by the U.S. Department of Labor or a State Apprenticeship Agency.

## Why offer a Registered Apprenticeship?

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### Hire, train, and retain a highly skilled workforce

**90%**  
of apprentices continue  
employment after an  
apprenticeship



Address skills  
mismatch  
within your  
company



Build a  
loyal  
talent  
pipeline



Improve your  
workforce  
retention

## Employer benefits of hiring apprentices

### Impressive return-on-investment

Studies show return on investment for employers and on-the-job learning lowers the need for external training programs

### Incentives and tax credits

Eligibility for local, state, and federal programs further reduces expenses

### Lower starting wages

Apprentices earn less initially, providing immediate cost savings

### Growing productivity

As skills improve, apprentices contribute more effectively to operations

### A safer workplace

Program's emphasis on safety training reduces worker compensation costs

### Stable and reliable pipeline

Provides qualified workers whenever you need them

# Scaling skills-based hiring and apprenticeships with UnidosUS

Skills-based hiring allows you to recruit candidates based on their knowledge, skills, and abilities over education history; that may not reflect relevant labor market skills.

## Benefits of hiring based on skills

- Widen your talent pool
- Align your businesses' supply and demand
- Cultivate talent with the skills you need
- Champion economic mobility
- Enhanced business performance

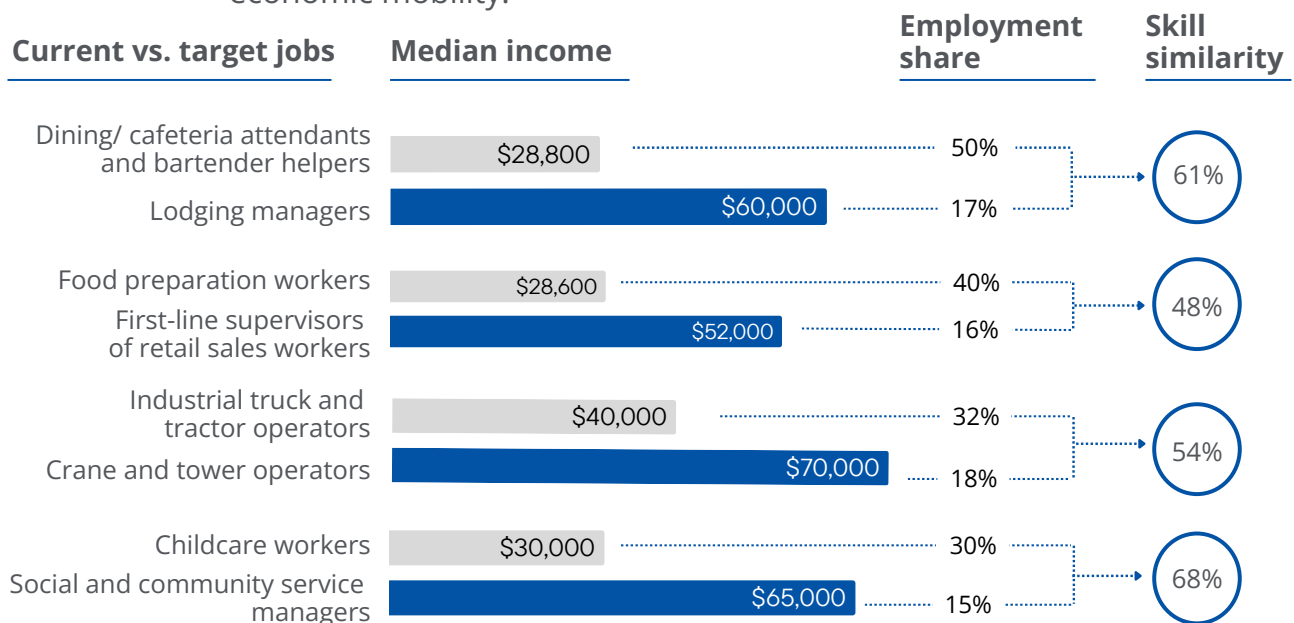
## Why partner with UnidosUS?

The power of partnerships and building equity through apprenticeships

- Extensive network of over 300 affiliates (204 provide workforce services)
- Represent ~4 million workers and learners to recruit talent into apprenticeships
- Connect with experts in data tracking, training, and sector-based employer partnerships
- Leader in skills-based practices
- Approved training provider
- Recipient of U.S. DOL apprenticeship funding (e.g., Apprenticeship Building America 1 and 2 subgrantee)

## Expand your talent pool

Latinos are overrepresented in lower-wage jobs, despite strong skill matches with better-paying roles — reduce disparities and expand economic mobility.



\*Data provided by Burning Glass Institute

Latinos contribute to America's workforce every day: Projections indicate Latinos will represent nearly 8 out of 10 new workers entering the American workforce by 2030 and almost one-third of all U.S. workers by 2060.

- **There are 29 million Latinos in US workforce;** 1 out of 5 U.S. workers will be Hispanic by 2030
- Projected 78% net new workers between 2020 and 2030 will be Latino
- In the last decade, Hispanic business ownership grew 34%, compared to 1% overall

# Ready to explore apprenticeships? Join a growing national movement

Here's what to consider when planning your program

## Assessing business readiness

### Is an apprenticeship the right fit?

Apprenticeships are ideal for improving productivity, retention, skills, and reducing turnover.

### Key considerations

1. Available mentors/trainers
2. Workload alignment with training needs
3. Financial capacity for apprentice wages

## Next steps to plan for, manage and support apprentices:

### Steps to establish a program

1. [Identify the occupation\(s\)](#) for positions needed
2. Determine [registration agency](#): Office of Apprenticeship (OA) or State Apprenticeship Agency (SAA)
3. [Connect](#) with partners
4. Work with [partner\(s\) to build standards](#) (i.e., learning outcomes and job tasks)
  - a. Determine program type: time-based, competency-based, or hybrid
  - b. Build out the standards of apprenticeships
  - c. Identify on-the-job learning (OJL) competencies/metrics
  - d. Develop related technical instruction (RTI)
5. Submit standards to registration agency
6. Monitor program and [submit data](#)

### Partnering with training providers

- Find approved training providers/ colleges
- Establish curriculum alignment
- Coordinate relevant assessment(s)  
*\*You don't have to do this alone—an intermediary can help design the curriculum*

### Managing and supporting apprentices

- Designing onboarding and orientation
- Providing effective mentorship
- Conducting performance reviews and tracking progress
- Handling challenges or underperformance

### Tips for success as an employer

- Make apprenticeships part of your company's workforce strategy
- Choose mentors who embody company values and value knowledge-sharing
- Partner with training providers to help recruit and support apprentices
- Collect apprentices and staff feedback
- Measure success: retention, productivity, employee satisfaction

### Additional considerations

- Evaluate budgeting for apprentices: wages, training costs, supervisor time
- Consider internal team roles: who will manage, train, and support apprentices?

### Understanding apprenticeship models:

#### Time-based vs. competency-based vs. hybrid

- **Time-based:** Measures skill acquisition through completion of a minimum of 2,000 hours on-the-job learning
- **Competency-based:** Measures skill acquisition through successful demonstration of acquired skills and knowledge (verified by sponsors)
- **Hybrid:** Measures skill acquisition through a combination of a specified minimum number of hours for on-the-job learning and the successful demonstration of competencies

# UnidosUS: Expanding career pathways through Registered Apprenticeships

UnidosUS is building tomorrow's workforce through community-based apprenticeships, implementing a dozen programs and initiatives across 128 grants in 21 states, including Puerto Rico and D.C. Our impact has been significant – we've **reached over 6,200 individuals with a 72% retention in training programs, partnering with over 80+ employers and placing nearly 1,000 people in quality jobs.**

With support from the U.S. Department of Commerce and Department of Labor, UnidosUS is expanding its reach:

- **Pre-apprenticeship pathways:** Scaled new training pathways in advanced manufacturing, energy, and service sectors, connecting 700+ job seekers to sustainable careers through Apprenticeship Building America investments in cities such as Phoenix, Chicago, and Atlanta.
- **Innovation Hub:** In partnership with Jobs for the Future, UnidosUS plays a pivotal role in connecting thousands of Latinos to careers across the country through sector specific training and placement pipelines.
- **Good jobs model (worked with Lufthansa apprenticeship as part of Avanzando 2 Good Jobs model):** As a national system lead, UnidosUS connected stakeholders, supported effective programs, communities of practice, and aligned with employer needs to improve outcomes for Latino and BIPOC jobseekers —e.g., sector-specific training in Puerto Rico and Colorado.

Driven by ongoing data evaluation and local partnerships, UnidosUS is scaling proven strategies nationwide — integrating workforce development, economic mobility, and education to create lasting systems change.

## Take the next step

Join the national movement to close the skills gap. Contact UnidosUS to launch or join a Registered Apprenticeship program

## UnidosUS workforce place-based approach

UnidosUS aims to increase access to high-quality jobs by strengthening training pathways, reducing barriers to workforce entry, delivering comprehensive support services, and promoting skills-based hiring practices.

Key components include:

- Labor market analysis  
*(In partnership with Burning Glass Institute)*
- Sector-based partnership model
- Industry focus
- Collaborative approach
- Job training and learning
- Skills-based practices
- Customized curricula

## About UnidosUS

UnidosUS is a nonprofit, nonpartisan organization that serves as the nation's largest Hispanic civil rights and advocacy organization. Since 1968, we have challenged the social, economic, and political barriers that affect Latinos through our unique combination of expert research, advocacy, programs, and an [Affiliate Network](#) of nearly 300 community-based organizations across the United States and Puerto Rico. We believe in an America where economic, political, and social progress is a reality for all Latinos, and we collaborate across communities to achieve it.

For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on [Facebook](#), [Instagram](#), [LinkedIn](#), and [X](#).