

Apprenticeship Occupation Selection Guide

The primary objective of this worksheet is to help companies work through the talent challenges that face your organization and identify potential occupations for CareerWise youth apprenticeships commencing in June 2019.

In addition to identifying occupations that both fill your talent pipeline and fit our apprentice system, this worksheet provides valuable data on other high-need occupations we can add to our 2019 roadmap.

1. Start with a list of all the positions for which your organization hires.

2. Apply a wage filter.

Rationale: CareerWise is committed to developing apprenticeships that put young adults on a trajectory to a rewarding and financially self-sustaining career. Apprentices whose near future includes a job paying \$35,000 or more are on such a trajectory. Aligning our apprenticeships with relatively high-paying occupations also lowers the perceived risk for students and parents in choosing this novel educational path. With this filter, we can attract a larger candidate pool that is more capable and motivated.

Action: Cross out any occupations for which a fully-trained employee makes under \$17.50 per hour or under \$35,000 per year.

3. Apply a youth labor law & safety filter.

Rationale: CareerWise is committed to keeping our youth apprentices safe and our business partners in compliance with the Department of Labor (DOL) and the Occupational Safety and Health Administration (OSHA).

Action: Cross out any occupations for which there are youth labor law and/or safety concerns for 16 and 17 year olds. See supporting documentation at the end of this worksheet for more information about Colorado and U.S. youth labor law.

4. Identify occupations with high growth or high turnover.

Rationale: CareerWise youth apprenticeships will provide your organization with a reliable talent pipeline for a given occupation or group of occupations. To take full advantage of this talent pipeline, we will align your apprenticeships with occupations that have market growth potential and / or frequent openings.

Action: Of the remaining occupations on your list (those you haven't crossed out), highlight the five occupations for which you have the greatest number of annual job openings.

5. Identify occupations with anticipated hiring needs.

Rationale: Apprenticeships can help you prepare for the future as a proven mechanism for transferring organizational knowledge from your veteran employees to the next generation.

Action: Of the remaining occupations on your list (those you haven't crossed out), highlight any occupations for which your organization has an aging workforce or anticipates retirements in the next 5-7 years.

6. Identify occupations that take a long time to fill.

Rationale: CareerWise apprenticeships are a solution to our business partners' most pressing workforce needs. Positions that take a long time to fill tend to be where the workforce needs are greatest. By implementing the CareerWise apprentice system, you will have in-house talent ready to deploy.

Action: Of the remaining occupations on your list (those you haven't crossed out), circle the five occupations with the highest "time to fill." In other words, the occupations for which the most time expires between the posting of a position and the start date of the new hire.

7. Identify occupations for which the qualified applicant pool is thin.

Rationale: A lack of qualified applicants for a given position is another indicator of workforce needs. Training and building your own talent through the CareerWise apprentice system will help address this challenge.

Action: Of the remaining occupations on your list (those you haven't crossed out), underline the five occupations with the lowest "qualified candidates per hire." In other words, underline the occupations where you tend to have only a few qualified candidates apply.

8. Consider the real education requirement of the identified occupations.

Rationale: CareerWise apprenticeships prepare students to fill "middle skills" roles immediately following program completion. "Middle skills" roles require more than a high school education and less than a 4-year college education. Over the long-term, CareerWise apprenticeships will prepare students for any role as they use this experience as a springboard to continue learning in the workplace and in the classroom. With sustained success, our high-quality apprenticeships may shift your business's thinking and open more roles to candidates who have the right combination of skills and work experience and reduce the need for a Bachelor's degree as a default qualification.

Action: Cross out roles which do not require a high school diploma. Next, evaluate whether a given position *truly* requires a bachelor's degree and cross out occupations where an undergraduate degree is a true prerequisite.

9. Identify the leading contender occupations.

Action: Review your list for occupations that have the most markers (highlights, circles, and underlines). Are there any occupations with all three markers? Are there any occupations with two of the three markers? On the lines on the next page on the left, list the five occupations that have the most markers.

10. Identify your matches.

Action: To find your matches, compare your final occupations on the left and the job families below on the right. The job families on the right are the career pathways we plan to support during the 2017 pilot. If there are multiple compelling matches, you can offer multiple types of apprenticeships, or further narrow your selection by considering qualitative factors such as:

- Where do we have strong supervisors who would enjoy coaching an apprentice and sharing their expertise? Who could effectively train an apprentice?
- Do I have a department with a stronger training and learning culture than others? Are there positions that I believe a young person would enjoy more than others?

Advanced Manufacturing
Production Job Family (Sample occupations: CNC Machinist, Maintenance Technician)

Advanced Manufacturing
Quality Job Family (Sample occupations: Quality Assurance Technician, Product Tester)

Finance
Accounting Job Family (Sample occupations: Auditor, AR / AP Specialist, Bookkeeper)

Finance
Underwriter Job Family (Sample occupations: Commercial Insurance or Loan Underwriter)

Finance
Claims Adjuster Job Family (Sample occupations: Insurance or Medical Claims)

Information Technology
Computer Tech Job Family (Sample occupations: Desktop Support or Software Quality)

Information Technology
Programmer Job Family (Sample occupation: Database Programmer)

Business Operations
Project Coordinator Job Family (Sample occupations: Estimating, Project Manager)