



## Intermediary Role

1. Apprentice registration, compliance, reporting
2. Identification of Apprenticeship funding, and completion of funders' required reporting
3. Identification of partners and partner contracting, payment, oversight and data collection
4. Apprentice candidate recruitment, candidate application and transcript review, finalization of candidate's Apprenticeship Agreements, and Apprentice retention
5. Employer recruitment and retention; negotiation of employer wage steps, release time, and mentoring implementation; development and execution of employer acceptance agreements
6. Apprentice career counseling and tutoring, study groups, and (some) college advising

7. Delivery of Apprentice's initial academic assessment and 40-60 hours of Bridge/refresher course content
8. Monitoring of Apprentice progress in the program, and providing additional ancillary supports for Apprentices as necessary
9. Documentation of work process hours, Apprentice milestones, and wage step advancement
10. Establishes, builds, and supports regional apprenticeship partners
11. Facilitates role definition of partners and the articulation of the regional pre-apprenticeship and apprenticeship career pathway
12. Coordinates closely with statewide sponsor, District 1199C Training Fund in:
13. Recruiting/on-boarding/support of employers, coaches, apprentices
14. Recruiting IHE partners
15. Establishing mentor partner to support onsite coaches
16. Coordinates with the statewide sponsor in providing data required for RAPIDS, documentation, and reporting
17. Facilitates coordination of tuition and wrap around supports for apprentices with the IHE support for coaches and employer engagement and support

18. Convenes and facilitates regional Apprenticeship Committee

19. Leads regional fundraising efforts

20. Participates in statewide steering committee

21. Provides feedback to the statewide sponsor related to apprenticeship  
implementation

