

Business Partners: Frequently Asked Questions

What kind of roles can an apprentice play in my business?

- CareerWise can help your business determine the apprentice occupations that are a best fit for your business based on your workforce needs
- Apprentices can step into a wide range of roles, including but not limited to:
 - Customer support (in varying forms dependent upon business)
 - Project Coordinator (in varying forms dependent upon business)
 - Computer technician (hardware and software)
 - QA tester
 - Quality technician
 - CNC / Machinist
 - Accounting / bookkeeping
 - Underwriting
 - Claims

How many students should my business take?

- Ultimately, the number of apprentices should depend on the workforce needs of your company, which CareerWise can help you assess
- However, we recommend that companies bring apprentices on in cohorts of at least 5 students or more to reduce cost efficiency, increase retention, and promote diversity

Will students stay with the same company for the entirety of the apprenticeship or will they rotate amongst companies?

- Students remain with the same employer for the entirety of the apprenticeship

How much time do apprentices spend at a company?

- Year 1: 2 days (or equivalent time over more days)
- Year 2: 3 days (or equivalent time over more days)
- Year 3: 3-4 days (or equivalent time over more days)

How specialized is the training provided to apprentices?

- Training plans will prepare students with a range of foundational competencies (e.g., soft skills), cross-sector competencies (e.g., skills needed across the industry), and occupation-specific competencies (e.g., skills needed for success in the specific job)
- The combination of all of these skills will make them valuable, flexible apprentices and future employees for your business
- Companies are free to provide as much additional specialized training as they wish, either in the workplace or as part of other training programs

Which schools will the students come from? Will their schedules match our needs?

- We are working with a number of schools within Denver Public Schools, Cherry Creek School District, and Jefferson County Schools as well as a handful of charter schools across the metro area. You will interview and select students.
- We will provide schedule options. You select the schedule(s) that work for your business.

Schools will determine the schedule(s) they can accommodate. Students will then decide where to apply based on both schedule and career interest match.

What does the interview and selection process look like?

- A CareerWise Liaison will work with you to create a job specification / position description, which CareerWise will post on an online Apprenticeship Marketplace
- Students will apply and interview with your company in the spring, and you select the students you would like to invite to become apprentices
- If desired, CareerWise can offer screening and logistical support
- Hosting an “open house” for students and parents is a great way to market your business and increase the number of student applications to your open apprenticeships; CareerWise can help you organize such an event.

Will you “force place” apprentices?

- No. Employers select apprentices they feel are best suited for the career pathway offered as well as consider organizational fit as you would with any other new hire.

Who will be involved in apprentice training in my business?

- We ask businesses to assign the apprentice with a primary supervisor and a coach, who will provide workplace coaching
- Additionally, we ask your business to assign a primary point of contact to manage communication with CareerWise Colorado.

What is the time commitment expected of an apprentice’s supervisor?

- Supervisors will attend a half day training program run by CareerWise Colorado
- Outside of regular supervisory responsibilities, we request that the supervisor conduct a 30-minute check in to discuss feedback & priorities with the apprentice every other week
- Finally, we request supervisors to enter competency tracking information in our learning management system, which should take no more than 5-15 minutes per week

What is the time commitment expected of an apprentice’s coach?

- Coaches will attend a full day training program run by CareerWise Colorado
- The coach should meet with the apprentice 30 minutes every other week to answer questions and provide general coaching

Who pays the wages and training?

- The business establishes an hourly wage it will pay to apprentices; hourly wage should meet or exceed Colorado’s minimum wage
- The business will contribute to training costs and will have the opportunity to contribute to the selection of training providers; it is projected that training costs should not exceed \$5,000 annually, except in cases where businesses opt for higher-cost, higher-touch training programs.

How much is this going to cost?

- Please see our cost calculator and ROI model for precise estimates
- We have designed the program so that it is ROI positive over the course of the apprenticeship, with ROI increasing significantly if an apprentice converts to an ETE

What do you expect the apprenticeship completion rate to be?

- We don't have precise estimates for completion rates because this is a new program. However, students have strong incentives to complete their apprenticeship. Apprentices are 1) getting paid, 2) earning college credit, and 3) earning valuable skills / credentials.
- Data from Switzerland provides a useful benchmark. For a Swiss apprenticeship cohort, 80% of apprentices complete their program with the same occupation and employer that they started with. Overall, 97% of a Swiss apprenticeship cohort will complete an apprenticeship (maybe with a different employer or for a different occupation than when they started). The 20% who are terminated or drop out of their programs tend to do so in the first 3 months, before the employer has invested much in their training.

What should we expect the conversion rate to be from apprentices to FTEs?

- We don't have precise estimates because this is a new program. However, in Switzerland it is 33% on average. For companies that host larger apprentice cohorts, that rate increases to 47%.

What happens if an apprentice just isn't working out? What mechanisms will be in place for a host company to terminate an apprentice for performance issues?

- Companies commit to host apprentices for the duration of the program (typically 3 years)
- However, employers will manage the apprentice's performance just as they would any other employee; businesses may discontinue an apprenticeship if:
 - An apprentice's performance is inconsistent, with expectations and efforts to improve apprentice performance unsuccessful
 - The company eliminates the regional or functional area an apprentice is working in, in which case the company will make every best effort to identify another apprenticeship placement within the company or a similar company

Will apprentices work over the summer, in addition to time spent in training centers?

- Each pathway will differ in terms of required training center time to master competencies
- While the summer working schedule will be up to the company and the apprentice, we believe establishing the employment relationship over the summer is important for both you and the apprentice
- Summer work teaches the apprentice the discipline of working without immediately balancing school at the same time
- Summer work also provide socio-economic equality across the system as some students must work while they are not in school

What is the expectation for background checks / CBI?

- Supervisors and Coaches will be required to pass school district level background checks

Will there be any impact on my workers compensation policies?

- Age information would not be probative for underwriting. Underwriting focuses on the exposures of the business and how the business controls hazard or not. The underwriters do consider hiring practices, training programs and how safety is enforced. The practices are more indicative of profitability than the age of the workforce.
- So if an employer were to add 16-18 year olds to their workforce, it would not impact their



work comp rates.

What about my Employment Practices and Liability Insurance (EPLI)?

- Age information would not be probative for underwriting. Underwriting focuses primarily on the number of salaried employees earning over \$50,000 annually and the historical employment practices, EEOC claims and settlements incurred by the company.
- So if an employer were to add 16-18 year olds to their workforce, it would not impact EPLI rates.