

U.S. Department of Labor BUREAU OF APPRENTICESHIP AND TRAINING Washington 25 , D.C.	Distribution:  H-1, H-2 F-3	Subject:      Code: 446.2  Development of Pre- Apprenticeship Program

**Purpose** - To promote the development of pre-apprenticeship programs and to suggest ideas to assist the staff to that end.

**Background** - A number of pre-apprenticeship programs have been established, particularly in the trowel trades. The National Joint Apprenticeship Committee for the Carpenter's trade endorsed the objectives of pre-apprenticeship at its Wilmington, Delaware, meeting July 15, 1959.

A pre-apprenticeship program can be helpful in a number of ways. It can help reduce unemployment; it can be very helpful to apprenticeship candidates in deciding on a trade career; it will make apprenticeship more attractive to employers as the newly employed apprentices will be productive immediately; and it should materially increase apprenticeship completions and reduce dropouts.

**Definition of Pre-apprenticeship** - Pre-apprenticeship as used here refers to an organized plan under which apprenticeship candidates will be selected for a short (a few weeks) intensified training period in a school or training center, with the intent to place them into regular apprenticeship upon completion or soon after completion of pre-apprenticeship.

**To Start a Pre-apprenticeship Program** - The case for a pre-apprenticeship program should be made to Joint Apprenticeship Committees if there is an indication of interest. If no such committee exists in a trade or community, it may be possible to bring together representatives of employers and labor to consider such a program. This may result in the organization of a Joint Apprenticeship Committee.

**Points for Discussion** - Points that need to be considered and decided are:

1. Can useful skills and technical knowledge be given to candidates for apprenticeship in this trade in a school or training center?
2. What standards should be established for selection of candidates?  
What use will be made of the employment service in selecting candidates?
3. Can arrangements be made to pay at least a nominal sum to candidates while in pre-apprenticeship?

4. Will the public school be in a position to provide the training?
5. What should be the length of pre-apprenticeship?
6. What should be the training content? What attention should be given to these: care and use of trade tools, materials used in the trade, trade terminology, advantage and disadvantage of the trade and safety measures?
7. What supervision or coordination will be provided by the sponsoring group assure realistic training in terms of later employment as apprentices?
8. What credit on the term of apprenticeship will be given to those candidates who complete the training?
9. What arrangements need to be made for tools, materials, and equipment?

**Action to be Taken** - Discuss this suggested program with Joint Apprenticeship Committees, also with the school people and the employment service.