

NEW MEXICO PRE-APPRENTICESHIP PROGRAM

Agenda

1. Statement, Purpose, Scope
2. Qualifications, Length, Work schedule
3. Expectations
4. Procedure
5. Data collection



The Pre-Apprenticeship Program works with high school students and young adults to help identify and develop career goals with paid work experiences.

We partner with dedicated businesses who will expose them to different career pathways in their industry. We want to show young people that there are exciting, high earning , in-demand employment options in their own communities and keep our younger generation living in New Mexico and contributing to our workforce!

Statement



The NMDWS pre-apprenticeship program helps establish talent pools and career pathways through education and training in marketable occupations.

Offers a gateway to a Registered Apprenticeship Program, employment or other careers.

Local business can produce skilled talent and prepare pre-apprentices for sustainable employment.

Purpose



The goals of pre-apprenticeship are to introduce participants to different career pathways, offer a gateway to a Registered Apprenticeship Program or other career options, and provide them with points of entry to those opportunities while they obtain industry recognized credentials or skillsets to apply as they build their career.

Scope



NMDWS pays wages for pre-apprentices to gain real world, hands-on training with meaningful work experience.

Working with a NMDWS career consultant, pre-apprentices are matched with a business according to their career interests that will also support New Mexico's economic development goals.

Pre-apprentices become a State of New Mexico employee for the duration of the program, and as a result NMDWS covers worker's compensation insurance.

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Qualifications

Length

Work schedule

Qualifications

Pre-apprentice

- ❖ Authorized to work in the United States
- ❖ New Mexico resident
- ❖ Aspire to continue education in the form of training or certifications, if not in school
- ❖ Maintain a 2.0 grade point average if in secondary school

Business

- ❖ Unemployment tax payments are current
- ❖ Provide meaningful and authentic work experience
- ❖ Offer exposure to different career pathways
- ❖ Provide mentorship
- ❖ Offer flexible hours, adhering to child labor laws

Length and Work schedule

Length

- ❖ Up to 400 hours over six months minus any used sick leave
- ❖ Program ends after 400 hours or within six months from the start date, whichever comes first
- ❖ Hours remaining after six months are forfeited

Work schedule

- ❖ Pre-apprentices in secondary school can work up to 20 hours per week while school is in session
- ❖ They cannot work during school hours unless enrolled in a CTE course, or other program allowing them to leave campus for work
- ❖ They can work up to 40 hours per week during fall, winter, spring and summer breaks

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Expectations

Career Consultant

- ❖ Conduct training, workshops, presentation, and other events to develop career planning and career readiness skills, including job searches, resume writing, and interviewing
- ❖ Coordinate with school advisors to help pre-apprentices make career choices based on their academic interests and strengths
- ❖ Work with businesses to facilitate on-the-job training for pre-apprentices
- ❖ Collaborate with the business, school if needed to support the pre-apprentice with performance or disciplinary concerns
- ❖ Remain fair and unbiased when connecting pre-apprentices and businesses
- ❖ Provide advise and career counseling to pre-apprentices regarding next steps after the pre-apprenticeship concludes
- ❖ Mandatory reporters

Pre-apprentice

- ❖ Work with the career consultant to learn about career readiness skills
- ❖ Notify the career consultant when an interview is scheduled
- ❖ If not hired work with the career consultant to develop and build employability skills
- ❖ Adhere to the agreed upon work schedule. Provide adequate notice if this changes
- ❖ Follow and uphold all business policies, procedures, and rules
- ❖ Personal vehicles should not be used to conduct official business
- ❖ Transportation to and from the workplace is the responsibility of the pre-apprentice
- ❖ Legal actions resulting in criminal charges may lead to immediate termination

Business

- ❖ Notify the career consultant of interview results and hiring decision
- ❖ Provide a thorough orientation to the company and position for the pre-apprentice
- ❖ Expose the pre-apprentice to areas in the industry outside of the role they were hired for
- ❖ Notify the career consultant of any absences resulting in leave without pay
- ❖ Allow time to coach and mentor the pre-apprentice for corrective actions. In the event of termination for serious violations, the business must notify the career consultant one day before the dismissal
- ❖ Take responsibility for the actions of its own employees or agents if negligence occurs

Business

- ❖ Comply with all federal laws related to civil rights, employment, and workplace protections
- ❖ Harassment of any kind is prohibited and may be reported to the U.S. Equal Employment Opportunity Commission for further action
- ❖ Adhere to child labor laws for hazardous occupations
- ❖ Failure to comply with terms and conditions may be grounds for termination
- ❖ NMDWS reserves the right to remove a pre-apprentice for any safety, environmental, or business purposes

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Procedure

Procedure

Referrals

- ❖ High schools
- ❖ Community outreach
- ❖ Website
- ❖ [Pre-apprenticeship website](#)
- ❖ Americas Job Centers

Registration

- ❖ New Mexico Jobs website for data collection and program reporting
- ❖ Career Solutions for assessments that support exploration, planning, and job searches

Procedure

Business Connection

- ❖ A business is identified that matches the pre-apprentice's career interest or business needs
- ❖ Business attends the program orientation laying out roles, responsibilities, and expectations
- ❖ Business provides a job description

Interviewing

- ❖ After the orientation, the business will receive a resume
- ❖ Decide to interview and/or hire
- ❖ Agree upon a start date and work schedule
- ❖ If not selected, career consultant will continue to recruit a good match

Procedure

Agreement

- ❖ All parties review and sign acknowledging roles and responsibilities

Hiring

- ❖ Pre-apprentices are hired through the New Mexico State Personnel Office
- ❖ Pre-apprentice completes the NMDWS Human Resources documents
- ❖ Begin working once receipt of documents is acknowledged. Starting work any earlier could result in a federal penalty fine placing the agency at risk for liability if an accident occurs

Procedure

Case management

- ❖ Up to \$300 for uniforms, equipment, tools, or training if required to start working
- ❖ Bi-weekly check ins to determine progress and address concerns
- ❖ Process weekly timesheets
- ❖ Monthly evaluations

End of program

- ❖ Successful completion:
 - Enhanced skills
 - Positive employee evaluation
 - Employment
 - Transition to a Registered Apprenticeship Program
- ❖ The agreement may be terminated prior to 400 hours if the pre-apprenticeship is not a positive experience. A new match may be identified on a case-by-case basis
- ❖ The pre-apprentice is exited from the program and removed from payroll

Data Collection

New Mexico Jobs

- ❖ Collect, track, and report enrollment numbers, outcomes, and demographics

Exit interview and Business survey

- ❖ Collect program satisfaction, experiences, and career goals

Follow up survey

- ❖ Tracks consistency or changes of career goals

Pre-Apprenticeship Numbers

Pre-Apprentice Enrollments

- Total Enrollments 885
- Active 165
- Completed 720

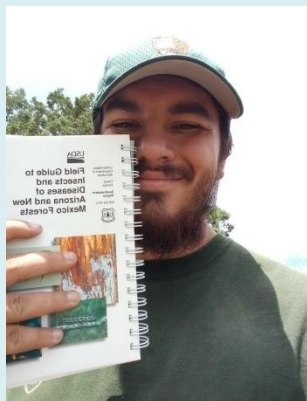
Industries and Occupations

Auto Mechanics	Education
Fitness	Forest Service
Government	Healthcare
Hospitality	Human Resources
Information Technology	Insurance
Marketing	Media
Non-Profits	Parks & Recreation
Pharmacy Technician	Print Publication
Radio	Veterinary Services

Success stories



“The pre-apprenticeship program is helping me reach my career goals by teaching the skills I need in electrical, plumbing, and HVAC. I am currently working with Wizer Electrical alongside licensed journeymen installing internet cables and replacing transformers and generators. I feel the trades are a good career path because there will always be a need.”



“This has given me an opportunity to work in a field that I have dreamed about. I have been working at Mt. Capulin Volcano and my favorite part was working with the biologist, learning the plants and animals. I used to visit Mt. Capulin with my family and wanted to meet people, give them tours, and be in nature.”



“My career goal is to work in the medical field as a nurse. My pre-apprenticeship was with the Village of Columbus Fire Station where I shadowed EMTs. They gave me training for CPR and I received my certification. The Village also paid for my EMT Basic certification, and I was hired to assist the EMT department! It has been an awesome experience.”