

Getting Started with Registered Apprenticeships

AN OVERVIEW FOR RESTAURANT APPRENTICESHIP PROGRAMS

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Apprenticeship

National Restaurant Association Educational Foundation

ATTRACT EMPOWER ADVANCE

Phase One: **CONTACT US!**

STEP 1:

Contact National Restaurant Association Educational Foundation

You're in and ready to sign up!

Contact Apprenticeship@nraef.org to set up an implementation consultation. The National Restaurant Association Educational Foundation (NRAEF) will provide information in advance for your review, including Restaurant Apprenticeship competencies and standards for the specific occupation.

STEP 2:

Review the competencies and standards in advance of our call

Come prepared with questions you have about starting an apprenticeship program.

STEP 3:

Kick-off call

NRAEF will walk through each detail of the program and answer any questions you may have.

STEP 4:

One-on-one support

NRAEF will provide technical assistance and manage administrative burdens. We will walk through your implementation process step by step to make it as simple as possible.



STEP 5:

Make it official

Sign the following documents to become part of the program:

- Employer acceptance agreement. This form demonstrates that you, the employer, have reviewed the standards and agree to follow them.
- Commitment letter. This letter outlines how many apprentices you're bringing on.

TIPS

Let us know the apprenticeship locations so we can research state specific additional funding options.

Current employees make great apprentices, as well as new hires.

Consider supervisors who are ready to train new employees.

STEP 6:

Identify apprenticeship locations and supervisors

Identify the sites where you'd like to start placing restaurant apprentices.

The apprenticeship supervisor role can be filled by more than one person. For example, the front-of-house manager can be the supervisor for front-of-house training, while the kitchen manager can provide back-of-house training.



Phase Two: REGISTERING APPRENTICES

Once you have signed final documentation, you can begin enrolling apprentices. The next steps consist of recruitment and enrollment, on-the-job training, progressive wage increases and quarterly reports. Those activities can happen simultaneously.

STEP 1:

Enroll apprentices

(current workers and/or new hires)

Review the Apprenticeship Qualifications in the Standards

Those include:

- Age
- Education level
- Drug screening prior to employment/program acceptance, per employer policy.



STEP 2:

Complete apprentice registration in the Employer Database

After recruiting apprentices, complete and submit apprentice registration in the Employer Database.

For more information on how to select apprentices, please refer to the appropriate standards.

- Once an apprentice has been accepted per your HR policies, the apprentice and employer should complete and sign the registration form (OMB-671) and submit in the employer database.
- NRAEF provides one on one training on our data collection system.

TIP

Related training instruction can be developed while the apprentice begins their on-the-job learning.

STEP 3:

Related instruction

The NRAEF will review your current training competencies to ensure they meet the minimum required competencies outlined in the standards. If required competencies are not covered by your internal training, the NRAEF will recommend supplemental training to fill those gaps.

Here are some options:

- Online course(s).
- Community college course(s).
- Self study.

STEP 4:

Check off competencies

Your apprentices will follow a competency based program.

Supervisor(s) have discretion to determine when the competencies have been mastered.

Training is provided for supervisors of apprentices on how to validate a competency has been mastered.

STEP 5:

Report skills gained and wage increases according to your HR policies

Apprentices will need to earn at least one wage increase as is outlined in the standards, as they gain competencies and experience during their apprenticeship, in accordance with your HR policies. Reporting on apprentice progress is required at least quarterly in the Employer Database.

STEP 6:

Keep the NRAEF in the loop

Provide quarterly updates to the NRAEF via the Employer Database so we can help manage your program's progress. Training is provided on how to utilize the database.

Elements of your update will include:

- Wage increases if applicable.
- Checklist of on-the-job learning competencies.
- Checklist of related instruction competencies.

Phase Three:

PROGRAM COMPLETION AND ATTAINMENT OF PROFESSIONAL CREDENTIALS

At the end of the apprenticeship program, the apprentice will receive two nationally recognized professional certificates from the U.S. Department of Labor Office of Apprenticeship and NRAEF.

- U.S. Department of Labor Office of Apprenticeship Certificate of Completion.
- NRAEF Restaurant Manager Certificate of Completion.



CONTACT

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ChooseRestaurants.org/Apprenticeship