**APPRENTICESHIP OCCUPATION SELECTION GUIDE**

The primary objective of this worksheet is to help companies work through the talent challenges that face your organization and identify potential occupations for CareerWise youth apprenticeships.

In addition to identifying occupations that both fill your talent pipeline and fit our apprentice system, this worksheet provides valuable data on other high-need occupations we can add to our current roadmap.

1. Start with a list of all the positions for which your organization hires
2. Apply a wage filter

**RATIONALE:** CareerWise is committed to developing apprenticeshipsthat put young adults on a trajectory to a rewarding and financially self-sustaining career. Apprentices whose near future includes a job paying $35,000 or more are on such a trajectory. Aligning our apprenticeships with relatively high-paying occupations also lowers the perceived risk for students and parents in choosing this novel educational path. With this filter, we can attract a larger candidate pool that is more capable and motivated.

**ACTION:**  Cross out any occupations for which a fully-trained employee makes under $17.50 per hour or under $35,000 per year.

1. Apply a youth labor law & safety filter

**RATIONALE:** CareerWise is committed to keeping our youth apprentices safe and our business partners in compliance with the Department of Labor (DOL) and the Occupational Safety and Health Administration (OSHA).

**ACTION:**  Cross out any occupations for which there are youth labor law and/or safety concerns for 16 and 17-year old’s. Please reference the “Youth Labor Laws” handout which include Colorado and U.S. youth labor law.

1. Identify occupations with high growth or high turnover

**RATIONALE:** CareerWise youth apprenticeships will provide your organization with a reliable talent pipeline for a given occupation or group of occupations. To take full advantage of this talent pipeline, we will align your apprenticeships with occupations that have market growth potential and/or frequent openings.

**ACTION:**  Of the remaining occupations on your list (those you haven’t crossed out), **highlight** the five occupations for which you have the greatest number of annual job openings.

1. Identify occupations with anticipated hiring needs

**RATIONALE:** Apprenticeships can help you prepare for the future as a proven mechanism for transferring organizational knowledge from your veteran employees to the next generation.

**ACTION:**  Of the remaining occupations on your list (those you haven’t crossed out), **highlight** any occupations for which your organization has an aging workforce or anticipates retirements in the next 5-7 years.

1. Identify occupations that take a long time to fill

**RATIONALE:** CareerWise apprenticeships are a solution to our business partners’ most pressing workforce needs. Positions that take a long time to fill tend to be where the workforce needs are greatest. By implementing the CareerWise apprentice system, you will have in-house talent ready to deploy.

**ACTION:**  Of the remaining occupations on your list (those you haven’t crossed out), **circle** the five occupations with the highest “time to fill.” In other words, the occupations for which the most time expires between the posting of a position and the start date of the new hire.

1. Identify occupations for which the qualified applicant pool is thin

**RATIONALE:** A lack of qualified applicants for a given position is another indicator of workforce needs. Training and building your own talent through the CareerWise apprentice system will help address this challenge.

**ACTION:**  Of the remaining occupations on your list (those you haven’t crossed out), **underline** the five occupations with the lowest “qualified candidates per hire.” In other words, underline the occupations where you tend to have only a few qualified candidates apply.

1. Consider the real education requirement of the identified occupations

**RATIONALE:** CareerWise apprenticeships prepare students to fill “middle skills” roles immediately following program completion. “Middle skills” roles require more than a high school education and less than a 4-year college education. Over the long-term, CareerWise apprenticeships will prepare students for any role as they use this experience as a springboard to continue learning in the workplace and in the classroom. With sustained success, our high-quality apprenticeships may shift your business’s thinking and open more roles to candidates who have the right combination of skills and work experience and reduce the need for a Bachelor’s degree as a default qualification.

**ACTION:**  Cross out roles which do not require a high school diploma. Next, evaluate whether a given position *truly* requires a bachelor’s degree and cross out occupations where an undergraduate degree is a true prerequisite.

1. Identify the leading contender occupations

**ACTION:**  Review your list for occupations that have the most markers (highlights, circles, and underlines). Are there any occupations with all three markers? Are there any occupations with two of the three markers? On the lines on the next page on the left, list the five occupations that have the most markers.

1. Identify your matches

**ACTION:**  To find your matches, compare your final occupations and the career pathways on the next page. If there are multiple compelling matches, you can offer multiple types of apprenticeships, or further narrow your selection by considering qualitative factors such as:

* Where do we have strong supervisors who would enjoy coaching an apprentice and sharing their expertise? Who could effectively train an apprentice?
* Do I have a department with a stronger training and learning culture than others?

Are there positions that I believe a young person would enjoy more than others?

1. Request a new occupation

CareerWise prides itself on being business-led and solving entry-level talent pain points for our business partners. If, after looking at our 10+ supported occupations, you do not see an occupation that fits your needs, please fill out this [form](https://docs.google.com/forms/d/1aPlePQ2w37EOrAPw6U-FgLlK3rEbssCIzBymgU1Rfzc/viewform?edit_requested=true) to request CareerWise's consideration in developing a new occupation. If we get a critical mass of companies willing to hire apprentices in your suggested occupation and it leads to a potential middle-skill job earning a living wage, we will build it for you.



Sous Chef

Licensed Practical Nurse

Medical Assistant

Nutritionist/Dietician

**HOSPITALITY** 

**HEALTHCARE**

Project Coordinator

Marketing Coordinator

Business Analyst

Sales Analyst

HR Coordinator

**BUSINESS OPERATIONS**

**FINANCIAL SERVICES**

Accounting Clerk

Insurance Underwriter

Financial Services Rep.

**INFORMATION TECHNOLOGY**

Computer Technician

Software QA Tester

Junior Coder

Maintenance Technician

Production Technician

Quality Technician

Logistics Technician

**FINAL IDENTIFIED OCCUPATIONS**

**SAMPLE OCCUPATIONS**

**PRIMARY PATHWAY**

**ADVANCED MANUFACTURING**