

# EFFECTIVE "EARN & LEARN" SYSTEM DESIGN



Addressing Overarching Needs of Interns/Apprentices  
(Childcare; Transportation; Technology)

## Effective "Earn & Learn" System Design: Elements Helping to Ensure Successful Outcomes

<b>1</b>	<b>Targeted Outreach (by Industry or Identified Demographic Group)</b>	"Earn & Learn" programs may be an avenue by which to address industry-specific workforce needs. Effective outreach relating to these programs will be essential to promote the availability of these opportunities to the community in general and to specific demographic groups.
<b>2</b>	<b>Workplace Training (for Job Seekers): Navigating Systems &amp; Expectation</b>	Job seekers will need to be trained on employer-specific systems (HR; Finance; etc.) and expectations relating to work behaviors and performance of job duties.
<b>3</b>	<b>Workplace Training (for Job Seekers): Career-Readiness Competencies</b>	Job seekers will also need to have developed career-ready competencies such as those outlined by NACE (National Association of Colleges & Employers) that include: career & self-development; communication; critical thinking; leadership; equity & inclusion; professionalism; teamwork; & technology.
<b>4</b>	<b>Technical Training - Industry Specific</b>	Participants in "earn and learn" opportunities will need to master the technical skills that are specific to the industries offering the "earn and learn" opportunities that are of interest to them.
<b>5</b>	<b>Mentoring Interns/Apprentices During Placement</b>	Effective program design could include assignment of a mentor who can: (i) serve as a sounding board for intern/apprentice when challenging situations arise; and (ii) be a point of contact for a worksite based supervisor who may need seek guidance for handling challenging situations.
<b>6</b>	<b>Training Supervisors (for the Employer) to Work with Interns/Apprentices</b>	Effective program design could include the participation of worksite based supervisors in an orientation process that: outlines the program of which interns/apprentices are a part; & the knowledge/skills that interns/apprentices have developed and/or training provided to them.
<b>7</b>	<b>Protocols for Addressing Challenges That Emerge in the Workplace</b>	The training that supervisors (who supervise interns/apprentices at the worksite) receive should include standard protocols for handling common areas of non-compliance for new hires. Options for connecting worksite based supervisor with program supervisors or mentors when challenges arise should be clearly articulated to provide avenues for ensuring effective supervision.
<b>8</b>	<b>Shared Local Commitment to Successful Outcomes</b>	An eco-system that includes public, private and philanthropic partners is essential. Private employers may be less inclined to entertain "earn and learn" opportunities if they must bear the entire cost of the program. Public partners may also be hesitant if they must fully fund programs. Philanthropic investment will increase the likelihood of participation by public/private partners.
<b>Overarching Needs</b>	<b>For example: Childcare; Transportation; Technology</b>	As may be the case for other workforce training programs, targeted demographic groups may face one or more barriers to participation in "earn and learn" programs. Since these are paid opportunities, barriers to participation may be reduced but not entirely eliminated.