

HBAF'S EMPLOYEE RECRUITMENT TOOL

*What Businesses Need to Know to Grow
Their Workforce*

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OVERVIEW

A Registered Apprenticeship Program is a customized, structured on-the-job training program that provides a pipeline of ready-to-work talent and paid employees. Apprentices can be high school students, FTCC students who are working on their degrees or your current employees that you want to upskill.

Beneficial to the employer:

- There are no fees attached with registration
- It is a solution to the lack of skilled workers
- It functions like a FREE service for recruitment
- Apprenticeships must last at least one year/2000 hours

Outcomes:

- Education paired with on-the-job training builds capacity in the Apprentice to be a better problem solver and leader
- Cost savings over the Apprenticeship period
- Highly trained and skilled employee produced

FINANCIAL INCENTIVES

Expansion Grant Funds (*applications for funding expire December 2024, excepted or accepted funds are valid through December 2026*)

- 50% Apprentice Wage Reimbursement for 1 year
- \$2000 Employer Onboarding & Training Reimbursement
- \$2500 per year (2 years) for Apprentice's education

To Qualify-

- Business is in a Tier 1 County (*Cumberland, Sampson, Bladen, Robeson*) or Tier 2 County (*Hoke, Harnett*)
- Business is “small” with less than 500 employees
- Business is hiring new apprentices ages 16-25 in an occupation with a “high demand” career

**Without the grant funding many employers choose to pay for related education described in the sponsor's program documents. The full amount or a percentage of the amount can be paid by the employer. The company may choose to reimburse the apprentice for each semester or after completing all course work.*

GETTING STARTED

1. Contact Nore Brantley at FTCC: (910) 678-0089 or brantlen@faytechcc.edu
2. Nore will meet with the Employer to discuss their staffing needs to determine the best work-based learning program fit for the organization.
3. Nore will provide employer with a fully customizable Work Process Checklist to guide the structured on-the-job training portion of the Apprenticeship
4. The employer will review to decide the:
 - a. Job tasks and learning outcomes
 - b. Program of study for related instruction
 - c. Duration of the program
 - d. Progressive wage scale (see compensation page)
5. Once the required documentation is ready, Nore submits it to the Apprenticeship Consultant who generates the registration agreements.

INTERVIEW PROCESS

1. Once the program of study is determined Nore will vet the appropriate candidates
2. Nore sends employer a list of interested candidates
3. Employer uses their hiring process to interview candidates
4. Employer informs Nore which candidate they hired

ONBOARDING

1. Employer follows their processes for onboarding
2. Employer and employee review the Work Process Schedule
3. Begin structured on the job training
4. Determine the employees class schedule each semester and then create employee work schedule
5. The Apprenticeship Consultant will send a training link to qualified employers once the event is scheduled
6. Employer attends virtual training for Expansion Funds reimbursement process

COMPENSATION

Example Progressive Wage Schedule

Apprentices are paid a progressively increasing schedule of wages. An Apprentices' starting pay is no less than 50% of the occupation's journeyman's rate. The journeyman's rate is the wage for a worker, skilled in a given building trade or craft, who has successfully completed a training program and is considered competent and authorized to work in that field as a fully qualified employee.

For example:

Progressive Wage Scale based on **\$20.00** per hour journey-worker rate:

<u>Year</u>	<u>Hours</u>	<u>Rate</u>
Start		\$ 13.00
1	1000	\$ 17.00
2	1000	\$ 20.00

NEXT STEPS

- Pair the new employee with a mentor (current employee within the company) to use the Work Process Schedule as a guide for structured on-the-job training. Complete periodic evaluations and meet with the Apprentice to present critical but constructive feedback as an added learning opportunity.
- If employer qualifies to receive Expansion Grant Fund Grants, the NCRAN link and training will be provided by the Apprenticeship Consultant. Once a month the employer will submit a wage reimbursement request and upload payroll documents and wage invoices into the NCRAN system.
- Employer uploads receipts from onboarding expenses to the NCRAN System (up to \$2000)
- Nore will check-in with employer once a quarter

RESOURCES

1. Nore Brantley, FTCC: (910) 678-0089,
brantlen@faytechcc.edu
2. Natalie Fryer, Home Builders Association of
Fayetteville, (910) 826-0648, natalie@fayhba.org
3. Julie Russo, McKee Homes
julie@mckeehomesnc.com
4. Michele Horne, Landart Solutions, *(in the process of
registration)* michele@landartsolutions.com
5. Kim Barefoot, RAYWEST DESIGN, *(registered and
currently in the program)*
kimberly.barefoot@raywestdesignbuild.com
6. Will Blanton, Blanton's Air, Plumbing & Electric,
(registered and currently in the program)
will@blantonsair.com

SAMPLE PAGES FROM WORK PROCESS SCHEDULE

Construction Craft Laborer		
Job Description: Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris, and other waste materials. May assist other craft workers.		
RAPIDS Code: 0661HY	O*NET Code: 47-2061.00	
Estimated Program Length: 2 Years		
Apprenticeship Type: <input type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input checked="" type="checkbox"/> Hybrid		
Suggested On-the-Job Learning Outline		
Operate pumps or compressors.	Approximate Hours	
A. Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.	-	
B. Tend machines that pump concrete, grout, cement, sand, plaster, or stucco through spray guns for application to ceilings or walls.	-	
Total Hours	-	

Clean equipment or facilities.	Approximate Hours	
A. Lubricate, clean, or repair machinery, equipment, or tools.	-	
Total Hours	-	

Maintain construction tools or equipment.	Approximate Hours	
A. Lubricate, clean, or repair machinery, equipment, or tools.	-	
Total Hours	-	

Signal equipment operators to indicate proper equipment positioning.	Approximate Hours	
A. Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.	-	
Total Hours	-	

Install plumbing or piping.	Approximate Hours	
A. Position, join, align, or seal structural components, such as concrete wall sections or pipes.	-	
B. Install sewer, water, or storm drain pipes, using pipe-laying machinery or laser guidance equipment.	-	
Total Hours	-	

Position structural components.	Approximate Hours	
A. Position, join, align, or seal structural components, such as concrete wall sections or pipes.	-	
Total Hours	-	

Install green structural components, equipment or systems.	Approximate Hours	
A. Perform site activities required of green certified construction practices, such as implementing waste management procedures, identifying materials for reuse, or installing erosion or sedimentation control mechanisms.	-	
B. Perform construction laborer duties at green building sites, such as renewable energy plants or wind turbine installations.	-	
Total Hours	-	

Total OJL Hours: _____ - _____

Suggested Related Instruction Outline

Provider	
Name:	
Address:	
Email:	Phone Number:
Suggested Related Instruction Hours: XXX	

Course Number	Course Title	Contact Hours
Total		