



TIPS TO SUCCESSFUL APPRENTICESHIP MENTORING

STEP THREE – SUSTAINING CAREER VITALITY



Registered Apprenticeship (RA) is designed to prepare someone to be fully proficient when they enter a chosen occupation. Apprenticeship programs have a clear track to successful completion. As apprentices approach the end of their term, it is important that mentors stay engaged for the final months of the apprenticeship and prepare their apprentices for what comes next. Helping apprentices complete their apprenticeship program with 100% proficiency is the final step in providing valuable leadership and guidance.

AS AN APPRENTICE NEARS COMPLETION: FINAL STEPS

You can help your apprentice get ready to finish their apprenticeship by:

- **Ensuring timely completion** – Check to make sure the apprentice is on track to finish within the apprenticeship term. This should be done periodically starting six months to ninety days out from completion, depending on the length of the program. This gives you a chance to review the competency checklist and verify that the apprentice is proficient in the majority of the competencies required. If they are not on track, talk with the apprentice about options to extend their apprentice term if needed.
- **Testing apprentice knowledge** – It is important to gauge an apprentice's level of job-readiness upon program completion. Administering an end-point assessment that best fits your program will further prepare your apprentice to enter the workforce as a fully qualified journeyworker and aligns your program with international best practices in apprenticeship.
- **Concluding the apprentice term** – Once the apprentice has successfully completed all requirements of the on-the-job training and related instruction, the apprentice is ready to officially complete their program and receive their nationally recognized credential. The program sponsor is responsible for completing the apprentice in RAPIDS or the designated state apprenticeship system for a credential to be issued.
- **Recognizing their achievement** – Consider hosting a formal event to recognize your apprentice's achievement such as a graduation ceremony. When apprentices graduate, they receive a copy of their credential from the U.S. DOL or state apprenticeship agency. You can award a physical copy of that credential at the ceremony.
- **Sharing information about the Apprentice Trailblazer Initiative** – In celebration of the 86th anniversary of the National Apprenticeship Act, the U.S. DOL launched the [Apprentice Trailblazer Initiative](#) to establish “a national network of diverse apprentices and apprenticeship graduates” to showcase their experiences and demonstrate the power of RA to create opportunities for underserved populations and help people access new career pathways. If your apprentice meets the eligibility requirements, encourage them to apply and participate.



MENTORING BEYOND THE APPRENTICESHIP

While employers are not required to guarantee apprentices with continued full-time employment upon program completion, 90% of apprentices are retained upon apprenticeship completion.* There are specific steps you can take to encourage your completing apprentice whether they stay at your organization or prepare to seek other employment.

IF YOUR APPRENTICE STAYS	IF THEY GO
Maintain a positive rapport with your apprentice! Graduated apprentices are invaluable for marketing your RA program to potential candidates and can even serve as a mentor in the program themselves.	Assist your apprentice with their job search. Stage mock interviews and help them write and review their resume.
Help them identify pathways for upward mobility through career ladders and continuing their education for earning additional certificates and stackable credentials.	Suggest additional career pathways they can pursue to continue to grow in their chosen field.
Continue to introduce them to other employees at the company that they may not already know to support their growth in the company and a sense of belonging.	Encourage your apprentice to start their own professional network to support them in their long-term career growth.
Encourage participating in professional development opportunities so that they continue to grow.	Serve as a professional reference.

*U.S. DOL [Explore Registered Apprenticeship Fact Sheet](#)

Safal Partners is a U.S. Department of Labor (U.S. DOL) national industry intermediary for apprenticeship in tech occupations and a U.S. DOL-approved national Registered Apprenticeship program sponsor. This project has been funded, either wholly or in part, with federal funds from U.S. DOL Employment and Training Administration under Contract Number 16205C2-20-C-0014. The contents of this publication do not necessarily reflect the views or policies of the U.S. DOL, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. government.