



EMPLOYER'S GUIDE

BUILDING STRONG
APPRENTICESHIP PROGRAMS
TOGETHER.

ONBOARDING STEPS

1

Sign the Letter of Intent (and eventually the Participation Agreement).

2

Develop apprentice opportunity (create posting/job role outline, include wage progression)

3

Begin hiring apprentice candidates (pre-screened by OCCAN if applicable).

YOUR SUPPORT TEAM

At OCCAN, we support employers throughout the apprenticeship journey, developing customized training outlines and timelines tailored to industry needs. We coordinate program registration with DAS/DOL and provide ongoing evaluations. As your liaison, we connect you with key organizations like apprenticeship intermediaries, community colleges, the Department of Apprenticeship Standards, and Workforce Investment Boards. From candidate screening to managing participation agreements and WIOA contracts, OCCAN ensures your program runs smoothly.



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OBJECTIVE

Successful apprenticeship programs are structured, well-defined, and designed to support both business growth and workforce development. They provide clear role descriptions, set expectations, and outline learning objectives, ensuring that apprentices gain valuable skills while contributing meaningfully to the organization. By establishing a solid foundation with thoughtfully crafted job descriptions, employers can attract the right talent, enhance productivity, and create a mutually beneficial experience that drives long-term success.

HOW IT WORKS

Employers have full control over the interview and hiring process, with the added benefit of up-skilling current employees. You assign a supervising mentor to each apprentice (or group of apprentices) to foster a positive workplace culture and guide their growth. OCCAN intermediaries support this by offering a comprehensive Train-the-Trainer series as professional development for your mentors. Apprentices sign your employment contract alongside the apprenticeship participation agreement managed by OCCAN intermediaries, ensuring that you maintain full autonomy throughout the entire process.

BENEFITS

Skilled Workforce Development

In-Company training to meet specific company needs, ensuring a pipeline of qualified talent.

Increased Productivity

Apprentices contribute to daily operations while learning, adding value to the business from day one.

Improved Employee Retention

Investing in apprentices fosters loyalty, reducing turnover and hiring costs.