



# Apprenticeship 101



## What is the Hospitality Sector Registered Apprenticeship (HSRA) program?

*"Leading restaurant and hotel management companies have committed to registering 475 restaurant and hotel apprentices, surpassing the goal for the industry's first [Hospitality Sector Registered Apprenticeship \(HSRA\) program](#)."*

*"Developed by the National Restaurant Association Educational Foundation (NRAEF) and the American Hotel & Lodging Association (AHLA), HSRA is an earn-while-you-learn apprenticeship program created for the nation's restaurant, foodservice and lodging industries, which represent a combined total of 22.7 million employees."*

*"The DOL (Department of Labor) awarded the NRAEF and AHLA a contract to develop HSRA in 2016. The agency has issued a letter of intent to renew the contract for 2018."*

## What You Need to Know

- The apprenticeship program is COMPETENCY-BASED in duration**, minimum of 6 months (1,000 hours) to 2 years (4,000 hours). No set time, the apprentice only needs to complete the vocational & OJT (On-the-Job Training). Apprentices can receive credit for the competencies they have already completed when entering into the program.
- Apprentices can be **external hires or internal promotes (hourly or salaried)**. Candidates must meet the requirements outlined below
- Apprentice applicant qualifications:
  - o 18 years of age
  - o Education: High School Diploma or GED equivalency
  - o 6 month probationary period – NRAEF
  - o Must be able to pass the internal human resource requirements your company requires: i.e. drug screen, background check, etc.
- The required ratio of apprentices to fully skilled professionals is 2:1 ratio of apprentices.

### **WIIFM (What's In It for Me...The Apprentice)**

- Every apprentice graduate receives a nationally recognized professional certification
- Free vocational training versus paying for a 2 or 4 year hospitality degree along with on-the-job experience
- In most instances, graduates of the program secure a salaried management position with the employer leading them through the apprentice training
- The confidence that your organization's prescribed training curriculum aligns with the national standards and exceeds the minimum requirements.

### **WIIFTM (What's In It for Me...The Organization)**

- Supporting the hospitality industry in having a clearly defined career path that is nationally recognized
- Positive local and national media recognition and publicity as "Employer of choice," from being registered as a participating employer
- In most instances, apprentices continue on with the employer in a salaried position



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- ❑ The September 2017 – September 2018 Federal incentive was **\$1,000 PER Apprentice** that was committed to the program before the deadline. **NOTE:** The NRAEF has secured another round of funding for the 2018 year.
- ❑ Implemented the framework for your organization to receive funding via government incentives that can be used on the following:
  - Design and implementation of the apprenticeship program
  - Mandatory industry credentials such as ServSafe
  - Related training instruction
  - Apprentice transportation to and from the job
  - Apprentice's childcare cost
- ❑ The ability to pursue local DOL wage subsidies from qualifying work programs when hiring/registering apprentices into your program. **NOTE:** The NRAEF will assist in connecting you to your local DOL.

### What is the process for enrolling? It's FREE

**Step 1:** Contact John Shortt, [JShortt@nraef.org](mailto:JShortt@nraef.org) and Caroline Eckert, [ceckert@nraef.org](mailto:ceckert@nraef.org) at the National Restaurant Association Education Foundation. They will provide you with information and set up a kick-off call to discuss the program.

**Step 2:** Don't be intimidated by the thick 38 page Restaurant Manager Standards Document that is provided. John and Caroline will navigate you through everything you need to know as an employer

**Step 3:** You sign a letter of commitment, memorandum of understanding and provide your company's W-9 information.

**Step 4:** John and Caroline will connect you with Sara Anderson at the NRAEF, [sanderson@restaurant.org](mailto:sanderson@restaurant.org) so that she can map your training program to see where, if any, gaps are. You are allowed up to a 20% variance from the prescribed restaurant manager competencies. You will want to provide EVERY training tool your company utilizes from hourly to management to leadership training. **NOTE:** You can use the federal incentive monies received to create or fulfill the content requirements if your company doesn't meet the 80% threshold.

**Step 5:** Register apprentices. The apprentice and company complete the NRAEF Form 671.

**Step 6:** Report Apprentice progress on a quarterly basis. Report where incentive monies were applied every 6 months.