

# Designing Inclusive Apprenticeships

## A Guide for Recruiting & Training Apprentices with Disabilities

[Designing Inclusive Apprenticeships - Partnership on Inclusive Apprenticeship](#)



Whether you're ready to recruit people with disabilities to join your apprenticeship program, seeking information on best practices to launch an inclusive apprenticeship program, or simply searching for best practices to make your program more accessible, this guide provides tools to support your success.



Did you know?

It makes good business sense to ensure all aspects of your apprenticeship program are inclusive and accessible to everyone, including people with disabilities, who make up 26% of adults in the United States.

### Why use this guide?

The guide is designed to help apprenticeship intermediaries and employers create more diverse, equitable, inclusive, and accessible apprenticeship programs. It includes recommendations, resources, and accessibility considerations to effectively source, engage, and support apprentices with disabilities.

## Three Phases of Designing Inclusive Apprenticeship:

There are a variety of approaches to creating successful inclusive apprenticeship programs. PIA developed this guide to provide a simple approach that can be used by any apprenticeship intermediary or employer.

### How do I use it?

The guide is organized in a sequential order, but not all phases will be applicable to every apprenticeship intermediary or employer. Review the phases in the order that best fits the needs of your apprenticeship program.

Click on any of the phases in the graphic below to learn more about how to design and execute an inclusive apprenticeship program.

Phases include:



### Phase 1: Recruiting Talent with Disabilities

- [Find Candidates with Disabilities](#)
- [Create an Inclusive & Accessible Apprenticeship Description](#)
- [Promote the Position](#)
- [Ensure an Accessible Application Process](#)



### Phase 2: Creating Inclusive Classroom Instruction

- [Encourage Disability Disclosure](#)
- [Use Inclusive Teaching Practices](#)
- [Provide an Accessible Platform and Materials](#)
- [Ensure Vendors Provide Accessible Training](#)



## Phase 3: Designing Inclusive On-the-Job Training (OJT)

- Develop & Sustain a Culture of Inclusion
- Provide Workplace Accommodations
- Ensure Workplace Technology is Accessible
- Facilitate Virtual OJT

**Continue to Phase 1: Recruiting Talent with Disabilities**

## Providing Reasonable Accommodations

[Providing Reasonable Accommodations - Partnership on Inclusive Apprenticeship](#)



### APPRENTICESHIP EQUAL EMPLOYMENT OPPORTUNITY TOOLKIT

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- Overview
- EEO Regulations: What You Should Know
- Sharing Your Equal Opportunity Policy
- Conducting Outreach and Recruitment
- Preventing Harassment, Intimidation, and Retaliation
- **Providing Reasonable Accommodations**
- Developing and Implementing an Affirmative Action Program (AAP)
- Encouraging Self-Identification and Measuring Against the 7% Utilization Goal



Apprentices with disabilities must meet the same qualifications and performance expectations as apprentices without disabilities. However, reasonable accommodations can help apprentices or applicants for apprenticeship meet job requirements and enhance their performance and productivity.

Under the Americans with Disabilities Act, employers must provide employees with disabilities, including apprentices, with reasonable job accommodations.

(1) Accommodations help apprentices with disabilities perform tasks essential to their jobs. For instance, an apprentice who is blind or has low vision might ask their employer to provide a Braille keyboard, screen magnification software, or a keyboard with large print to more easily use a computer.

## Did you know?



Most workplace accommodations are not expensive, and half of all accommodations cost employers nothing. For accommodations with a cost, the typical one-time expenditure is \$500—an expense many employers say pays for itself through reduced training costs, increased productivity, and more.

(2020 Survey Data from the Job Accommodation Network)

### **Examples of reasonable accommodations include but are not limited to:**

- Modified work schedules (e.g., creating part-time or flexible work schedules)
- Buying or modifying equipment (e.g., providing alternative keyboards)
- Policy modifications (e.g., allowing service animals into an office)

Check out PIA's [Provide Workplace Accommodations](#) page to learn more.

(1) Federal agencies have similar obligations under the Rehabilitation Act, Section 501.