



eGovernment Portal

Content Collection Tool eServices Template

Instructions for Completion

This Content Collection Form has been created to help you write user-friendly content for the e-Government Portal. You can type directly into the table, answering the questions in the left hand column. Please note that not all sections will be filled in for every service – fill in only the sections that are applicable. Please do not use formatting such as bold or italics in the text, and do not change the font. Bullets and numbering are acceptable.

Please try to be as concise as possible. It is hoped that what you enter into this tool will be in a form that can be directly uploaded to the Portal. Remember that Portal users need answers to the key questions – what, where, when, why and how to access the government service or information.

When you have finished entering the content, please save this document using the following file name format:

ministryname.servicename.doc

Then email the file to DIT contact responsible for your ministry.

If you have any questions or comments, please do not hesitate to contact a member of the Knowledge Management Team within Department of Information and Technology.

Name of Ministry/Agency: Dept of Labour

Content/Service Name: Skills for Current and Future Jobs - Bahamas Apprenticeship Program

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Author (Ministry Representative): Royann Dean

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eGovernment Portal

Content Collection Tool eServices Template



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
1	What is the purpose of this service? (Service description)	<p>The Skills for Current and Future Jobs in The Bahamas program was created to provide skills that improve the employability of Bahamians and increase access to quality jobs in The Bahamas.</p> <p>The Skills for Current and Future Jobs in The Bahamas program will develop local skills through apprenticeship and pre-apprenticeship programs targeted to Bahamians between the ages of 16-40 years old, increase the ability of job seekers to access quality local jobs and implement measurement tools to effectively assess the performance of the local labour market.</p> <p>The program features the Bahamas Apprenticeship Program with includes Pre-Apprenticeship and Apprenticeship Training.</p>



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<p>What is an apprenticeship?</p> <p>Apprenticeships are jobs which combine high quality training with the opportunity for technical education, so you become highly skilled in your chosen area of work.</p> <p>What is a pre-apprenticeship?</p> <p>Pre-Apprenticeships provide basic training to ensure that once the program is successfully completed, pre-apprentices are sufficiently qualified to apply to the Apprenticeship Program.</p>



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<p data-bbox="993 493 1661 532">What can I expect as an apprentice?</p> <p data-bbox="993 586 1478 625">As an apprentice you would:</p> <ul data-bbox="1024 643 1797 1260" style="list-style-type: none"><li data-bbox="1024 643 1430 678">• Have a real paid job<li data-bbox="1024 743 1797 837">• Work alongside experienced staff to learn your trade or skill<li data-bbox="1024 902 1703 997">• Follow the Bahamas Apprenticeship program to an approved standard<li data-bbox="1024 1013 1766 1107">• Get time off the job for professional and technical study towards a qualification<li data-bbox="1024 1123 1797 1260">• Join the national register of skilled people and get a national certificate when you successfully complete your program



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<p data-bbox="993 493 1709 532">What can I expect as a pre-apprentice?</p> <p data-bbox="993 586 1478 625">As a pre-apprentice you will:</p> <ul data-bbox="1024 639 1860 1208" style="list-style-type: none"><li data-bbox="1024 639 1860 732">• Learn math and reading skills in a classroom setting<li data-bbox="1024 802 1860 894">• Learn skills that you can use on any job such as time management and communication<li data-bbox="1024 964 1860 1057">• Receive workplace exposure that is not considered employment<li data-bbox="1024 1127 1860 1208">• Be better positioned to apply for an apprenticeship



eGovernment Portal

Content Collection Tool eServices Template

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		<p>Will I be paid during the apprenticeship?</p> <p>Apprenticeships involve employment and apprentices will earn a wage that is paid by the employer and subsidized by the Government. Applicants with and without work experience may be qualified to apply for the Apprenticeship Program. Employers will advertise their apprenticeship rates with each apprenticeship position and rates will vary based on the apprenticeship level.</p>



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<p>Will I be paid during the pre-apprenticeship?</p> <p>Pre-Apprenticeships include classroom training and basic workplace exposure rather than employment. This program does not include a wage.</p>



eGovernment Portal

Content Collection Tool eServices Template

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2	Who would be interested in this service? (Primary Client Group)	<p>The Bahamas Apprenticeship Program will train 2,450 apprentices and pre-apprentices, providing them with the skills they need to find better employment and build a foundation for a better future.</p> <p>Here's what you need to know about the Apprenticeship and Pre-Apprenticeship Programs:</p> <p>APPRENTICESHIP PROGRAM</p> <ul style="list-style-type: none">• Structured on-the-job training (80%) and related off-the-job training (20%)• Learn a skilled occupation that is certified and recognized by the



eGovernment Portal

Content Collection Tool eServices Template

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		<p>industry</p> <ul style="list-style-type: none">• Qualify with work experience, academic qualifications or by successfully completing the Pre-Apprenticeship pro••• gram <p>PRE-APPRENTICESHIP PROGRAM</p> <ul style="list-style-type: none">• Focused on 16-26 year olds



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<ul style="list-style-type: none">• Gain soft skills, math and reading skills to apply for the Apprenticeship program• Classroom learning with workplace exposure



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<ul style="list-style-type: none">• Qualify with work experience, academic qualifications or by successfully completing the Pre-Apprenticeship program <p>PRE-APPRENTICESHIP PROGRAM</p> <ul style="list-style-type: none">• Focused on 16-26 year olds• Gain soft skills, math and reading skills to apply for the Apprenticeship program• Classroom learning with workplace exposure



eGovernment Portal

Content Collection Tool eServices Template

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eGovernment Portal

Content Collection Tool eServices Template

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3	What is required to qualify for this service? (Eligibility)	<p>Is the Bahamas Apprenticeship Program right for me?</p> <p>Applying to the Bahamas Apprenticeship Program as an apprentice will be right for you if you:</p> <ul style="list-style-type: none">• Have a clear idea of the career you want to pursue and are willing to commit to work and study• Are ready to start work – an apprenticeship is primarily a job• Prefer a more practical and work-related approach to studying• Meet the minimum requirements



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<p>Applying to the Bahamas Apprenticeship Program as a pre-apprentice will be right for you if you:</p> <ul style="list-style-type: none">• Are between 16 and 26 years old• Have a positive attitude• Want to learn basic numeracy and literacy skills as well as soft skills



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
		<p>Applying to the Bahamas Apprenticeship Program as a pre-apprentice will be right for you if you:</p> <ul style="list-style-type: none">• Are between 16 and 26 years old• Have a positive attitude• Want to learn basic numeracy and literacy skills as well as soft skills
4	<p>What steps need to be taken to obtain and complete this service? (Complete end-to-end process)</p>	



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
	<p>What steps need to be taken to obtain and complete this service? (Complete end-to-end process)</p>	<p>What are the requirements to apply to the Bahamas Apprenticeship Program?</p> <p>All apprenticeship vacancies will clearly state all specific requirements for the job being advertised. Additional requirements are:</p> <ul style="list-style-type: none"> • Applicants must be between 16 and 40 years old and meet the minimum entry requirements • All applicants must provide either proof of citizenship, a Belonger's permit or proof of permanent residency • Successful apprentices must meet the entry requirements of the job based on the



eGovernment Portal

Content Collection Tool eServices Template

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		industry and apprenticeship level needed



eGovernment Portal

Content Collection Tool eServices Template

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5	What forms need to be completed for this service? (e.g., application form, nomination form, etc.)	An application form is required to apply for the service. The application form may be obtained here. (hyperlink to form?) Application forms are also available at the Department of Labour on Rosetta Street.
6	What documentation is needed to apply for this service? (e.g., copies of passport, I.D. card, driver's permit)	<ul style="list-style-type: none">All applicants must provide either proof of citizenship, a Belonger's permit or proof of permanent residency



eGovernment Portal

Content Collection Tool eServices Template

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7	What is the timeframe within which the service can be completed? (including processing time and queuing)	<ul style="list-style-type: none"> The Apprenticeship Program lasts for one year. However, it may take additional time to complete training needed for higher level technical jobs. <p>. The Pre-Apprenticeship Program is 16 weeks long.</p>
8	Are there any deadlines associated with this service? (e.g., cut-off dates, application time limits)	The Pre-Apprenticeship Program is scheduled to begin in January 2020.
9	Where is this service provided? (e.g., online, office locations, contact information & opening hours)	The Apprenticeship Program consists 80% on-the-job training and 20% off-the-job training. The Pre-Apprenticeship Program consists of classroom training with workplace exposure.
10	Are there any fees associated with this service?	No fees for the applicants are associated with the Bahamas Apprenticeship Program.



eGovernment Portal

Content Collection Tool eServices Template

#	Information Required	Portal Content (Final Representation)
11	Where can additional information be obtained? (e.g., Ministry offices, websites, contact information)	For more information please call the Department of Labour at (242) 302-2550 thru 302-2562 for more information.
12	Are there any related services that may be of interest?	N/A
13	Does this service require inputs from other Ministries or agencies for processing?	N/A
14	Are there any additional steps required if accessing this service from a Family islands?	N/A