|  |  |
| --- | --- |
| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2024-142 |
| **DATE**  September 23, 2024 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

OFFICE OF APPRENTICESHIP STAFF

STATE APPRENTICESHIP AGENCIES

**FROM:** JOHN V. LADD /s/

Administrator, Office of Apprenticeship

**SUBJECT:** New Apprenticeable Occupation: Tutor

1. **Purpose.** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the following new apprenticeable occupation: Tutor.
2. **Action Requested.** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

Tutor will be added to the List of Occupations Recognized as Apprenticeable by OA located on [www.apprenticeship.gov](http://www.apprenticeship.gov) . A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Tutor was submitted by Nicole Field, Apprenticeship and Training Representative, Region 1, Office of Apprenticeship were processed by Ricky Godbolt and approved by the OA Administrator on August 25, 2024.
   2. Background –

***New/Revised Occupation Background -*** Under 29 CFR section 29.4, an occupation for a RAP must meet the following criteria to be determined apprenticeable:

1. Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the job supervised learning:
2. Be clearly identified and commonly recognized throughout an industry;
3. Involve the progressive attainment of manual, mechanical, or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours of on-the-job learning to attain; and
4. Require related instruction to supplement the on-the job learning.
5. **New Apprenticeable Occupation.** The occupation Tutor was submitted for an apprenticeability determination.

Tutor

O\*NET-SOC CODE: 25-3041.00

RAPIDS Code: 3087

Type of Training: Competency-based

Average Term: 2 years

Tutors perform the following duties:

* Create unit planning of instruction for each group of students.
* Teach skills to improve academic performance, including study strategies, note-taking skills, and test-taking strategies.
* Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
* Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

1. **Inquiries.** If you have any questions, please, contact Nicole Field, Apprenticeship and Training Representative, Office of Apprenticeship at (732) 688-3571or [Field.Nicole@dol.gov](mailto:Field.Nicole@dol.gov) .
2. **Attachments.**

