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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2024-16 |
| **DATE**  January 3, 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: GOVERNMENT POLICY ADVISOR

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: Government Policy Advisor
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.

Government Policy Advisor will be added to the List of Occupations Recognized as Apprenticeable by OA located on www.apprenticeship.gov. A suggested Work Process Schedule and Related Instruction Outline are attached.

1. **Summary and Background.**
   1. Summary – The occupation Government Policy Advisor was submitted by Ms. Caitlin Kemnitz, Apprenticeship Program Specialist, on behalf of South Dakota Department of Labor and Regulation, were processed by Joseph P. Taylor and approved by the OA Administrator on December 18, 2023.
   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 Government Policy Advisor was submitted for an apprenticeability determination.

Government Policy Advisor

O\*NET-SOC CODE: 13-1111.00

RAPIDS CODE: 3064CB

Type of Training: Competency-based

Average Term: 4000 Hours

Program Analyst duties are:

Perform Policy Advisor duties in supporting legislation and guidance. Policy advisors research and analyze the policies in a specific field (i.e. healthcare, education, workforce, budget, etc). Policy advisors review current policies, develop more effective strategies, and communicate these changes to those in charge.

1. **Inquiries.** If you have any questions, please, contact Joseph P. Taylor, Program Analyst at 202-693-3960.
2. **Attachments.**

