|  |  |
| --- | --- |
| OFFICE OF APPRENTICESHIPBULLETIN | **NO.**2024-67 |
| **DATE**March 29, 2024 |

**TO:** NATIONAL APPRENTICESHIP SYSTEM STAKEHOLDERS

 OFFICE OF APPRENTICESHIP STAFF

 STATE APPRENTICESHIP AGENCIES

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

 Administrator, Office of Apprenticeship

**SUBJECT:** New National Occupational Framework (NOF) Apprenticeable Occupation: Digital Accessibility Technician

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 National Occupational Framework (NOF) to an apprenticeable occupation: Digital Accessibility Technician
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.

Digital Accessibility Technician 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 Digital Accessibility Technician was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Joseph L. Olivere and approved by the OA Administrator on March 26, 2024.

The National Office has approved a new National Occupational Framework (NOF), developed in partnership with the Urban Institute. This NOF has met industry standards and approval; it covers job titles and occupational pathways, related functions and performance criteria, as well as academic, workplace and personal competencies for job success. While use of NOFs in developing standards utilizing the competency-based training approach is voluntary, no additional vetting of a Work Process Schedule (WPS) utilizing the NOF should be required where a program aligns to the occupational framework described in a NOF, beyond the basic requirements set forth in 29 CFR Part 29. While on-the-job learning (OJL) is ordinarily outlined in the WPS, sponsors who utilize a NOF must develop the Related Instruction Outline, which should be included in the standards. Within certain limits, the sponsors of NOF apprenticeship programs are permitted to customize the job functions or competencies contained in a NOF for the Digital Accessibility Technician occupation.

However, OA encourages the use of all core competencies to be included in the approved WPS.

* 1. 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 NOF Apprenticeable Occupation.** The occupation Digital Accessibility Technician was submitted for an apprenticeability determination.

Digital Accessibility Technician

(Existing Title: User Experience Designer)
O\*NET-SOC CODE: 15-1255.00

RAPIDS Code: 2098CB

Type of Training: Competency-based (1.5 years)

Digital Accessibility Technicians perform the following duties:

* Evaluates websites using knowledge of computer information systems, including accessibility, security, computer concepts, web delivery system architecture, and file management
* Creates content that has all functionality available from a keyboard, or input devices other than a keyboard, and helps users navigate the content without physical reactions
* Conducts research drawing upon a diverse set of resources and utilizing persons with disabilities
* Incorporates all types of accessibility into the design: visual (blindness, color blindness), motor/mobility/physical (e.g., wheelchair users), auditory (difficulty with hearing), seizures (e.g., photosensitive epilepsy or vertigo), and cognitive–learning–neurological disabilities
* Articulates the benefits of diversity, equity, and inclusion regarding persons with accessibility issues and their value to the workforce
* Navigates the challenges of how to make digital products accessible to a diverse set of users with or without barriers to technology
* Conducts user research with integrated feedback from users with diverse physical, sensory, and cognitive disabilities

Digital Accessibility Technicians perform work relating to the design, development, and quality assurance of digital content with accessibility in the forefront and not in support of the other features. When designing an accessible building, each element is looked at individually, often through an Americans with Disabilities Act (ADA) lens; the same principles can be used when building a website or creating a document for online publication. Section 508 of the Rehabilitation Act of 1973 was amended in 1998 to require that all federal agencies make their electronic and information technology accessible. The competencies outlined in this framework can serve as a starting point for accessibility in design of digital content.

1. **Inquiries.** If you have any questions, please contact Joseph L Olivere, Apprenticeship and Training Representative, Division of Standards and Quality at (202) 693-5179.
2. **Attachments.**

