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| OFFICE OF APPRENTICESHIP  BULLETIN | **NO.**  2025-46 |
| **DATE**  February 26, 2025 |

**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: Social Services Assistant

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: Social Services Assistant.
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.

Social Services Assistant 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.**

Summary – The occupation Social Services Assistant was submitted by Mr. Zachary Boren, Senior Policy Program Manager on behalf of Urban Institute, were processed by Dr. Ricky C. Godbolt, Program Analyst, and approved by the OA Administrator on February 25, 2025.

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 Social Services Assistant occupation.

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

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 Social Services Assistant was submitted for an apprenticeability determination.

Social Services Assistant  
O\*NET-SOC CODE: 21-1093.00

RAPIDS Code: 3097

Type of Training: Time-based, Hybrid, Competency-based

Term Length: Time-based 4000, Hybrid 4,000 – 5,000, Competency-based 2 year

Social Services Assistants perform the following duties:

* Work directly with vulnerable populations, including the elderly, disabled, and economically disadvantaged.
* Offer compassion, empathy, and practical assistance to help individuals overcome obstacles and achieve greater self-sufficiency.
* Provide emotional support.
* Facilitate group activities.
* Arrange transportation to essential appointments.

Social services assistants contribute to the broader field of social work by supporting licensed professionals and ensuring the effective delivery of services to clients. They may assist with case management, documentation, and administrative tasks, enabling licensed professionals to assess for continuing intervention and treatment needs. Their collaborative approach fosters interdisciplinary teamwork and strengthens the overall effectiveness and efficiency of social service agencies.

The job titles of Social Services Assistants include human services assistant, caseworker assistant, social and community service coordinator or assistant, and social services navigator. All roles are intended to be under the direct supervision of a licensed social worker.

Apprenticeship Prerequisites:

Associate’s degree or higher with a 2.5 GPA or higher. Some job descriptions require postsecondary education that could be obtained through a relevant apprenticeship. Advancement and licensure in the social work field beyond an apprenticeship may require a bachelor’s and master’s degree.

1. **Inquiries.** If you have any questions, please contact Dr. Ricky C. Godbolt, Program Analyst, Division of Standards and Quality at (202) 693-3815 or [Godbolt.Ricky.C@dol.gov](mailto:Godbolt.Ricky.C@dol.gov) .
2. **Attachments.**

