

Apprenticeship Case Management Virtual Training Syllabus

One day session

9:00 a.m to 3:00 p.m CST

Training Site Address

[WIT Case Management Training Site](#)

What is the Apprenticeship Program?

The Texas Workforce Commission (TWC) Apprenticeship program offers a structured path for workers to gain skilled, in-demand jobs while earning a wage. These programs are industry-led, meaning they're designed with input from employers to ensure they align with industry standards. Apprentices earn a salary throughout the program, receive on-the-job training and classroom instruction, and gain a nationally recognized credential.

Course Objectives:

This course is designed to train users on the Apprenticeship module in WIT. Key tasks will be (for case managers): creating an Apprenticeship case in WIT and tracking all services provided to the participant under this program, along with any outcomes (training, employment), participation details and program compliance.

Instructor will cover the following:

- System overview.
- Complete client system registration.
- Create an Apprenticeship program application.
- Complete a participation record.
- Enroll individual into multiple services.

- Document Measurable Skills Gain.
- Record educational or occupational credentials that an Apprenticeship participant attained while in the program.
- Exit the participant from the Apprenticeship program.
- Access and run Apprenticeship program reports.