INCAP
INDIANA CAREER APPRENTICESHIP PATHWAY

FOR HIGH SCHOOLERS

ADVANCED MANUFACTURING AND LOGISTICS

APPRENTICESHIP PROGRAM OCCUPATION PROFILE:

LOGISTICS TECHNICIAN 1

A Logistics Technician apprentice works in manufacturing, distribution, and supply chain environments to help materials and products move safely, accurately, and efficiently. Logistics Technicians receive and inspect materials, maintain accurate inventory records, supply production areas, prepare customer orders, and use digital systems to track material movement. They also identify problems and support improvements to logistics processes.

The Logistics Technician 1 apprenticeship is a two-year program. Students who want to continue within the occupation can complete a third year in the Logistics Technician 2 apprenticeship.

This occupation is ideal for a student who:

- Likes hands-on work and working in an active environment.
- Is organized and pays close attention to details.
- Enjoys solving problems and using technology.
- Can work safely and accurately in a fast-paced workplace.
- Communicates effectively and works well with different teams.

What is the average starting hourly wage for this apprenticeship?

The salary varies by employer, but the range for the typical starting wage in the first year is **$14-16/hour**. Apprentices are employees and fall under their employer's policies for benefits, performance reviews, and salary increases.

What do apprentices do during their apprenticeship?

- Receive, inspect, and store incoming materials.
- Compare deliveries with purchase orders, packing lists, and freight documents.
- Perform inventory counts and investigate differences between physical inventory and digital records.
- Deliver materials to production areas based on schedules and replenishment signals.
- Pick, pack, label, and prepare customer orders for shipment.
- Use warehouse and enterprise systems, handheld scanners, barcodes, and other digital tools.
- Follow safety, quality, documentation, and material-handling procedures.
- Communicate with receiving, production, inventory, and shipping teams.
- Help identify and resolve material-flow and inventory problems.

TYPICAL SCHEDULE

What year in school do students begin this apprenticeship?

11th grade

How long does this apprenticeship last?

Two years (year-round)

How many days each week do students participate in the apprenticeship?

11th grade: 1-2 days/week depending on employer

Summer after 11th grade: 5 days/week (full-time)

12th grade: 2-3 days/week depending on employer

What hours do students work during their apprenticeship?

Employers and apprentices work together to identify individual schedules. However, when apprentices are at their employer site, they should expect to work full eight-hour days.

What are some of the skills students learn on the job?

- Recognize workplace hazards and follow safety procedures.
- Receive, inspect, identify, and store materials.
- Perform cycle counts and document inventory differences.
- Maintain accurate traceability and chain-of-custody records.
- Pick, pack, label, and prepare orders.
- Verify bills of lading and other shipping documents.
- Document counts, discrepancies, and material movements accurately.
- Communicate with supervisors, coworkers, production teams, and internal customers.
- Work effectively across receiving, inventory, production, and shipping functions.

What classes do students take at their high school to complete this apprenticeship?

Students will continue taking the classes required to graduate from high school. Logistics-specific coursework is still being developed through a new CTE pathway, while employers will provide on-the-job training. Students must ensure their school schedule allows them to leave the school building for workplace training while still completing the classes they need to graduate.

What credential does a student receive when they complete this apprenticeship?

Through this apprenticeship, students will meet the key requirements for Indiana's new Employment Honors Plus diploma seal: completing at least 650 hours of work-based learning and earning an INCAP credential, which is recognized by the Indiana Department of Education as a Credential of Value. The diploma seal and the INCAP credential are recognized by businesses across Indiana as indicators of industry experience, and the INCAP credential may count toward college credit in a related degree program.

If a student chooses to continue working after their apprenticeship, what jobs are they qualified for?

Depending on the specialization track and employer, graduates may be prepared for roles such as:

- Warehouse Technician
- Shipping Clerk
- Receiving Clerk
- Inventory Technician
- Material Handler
- Production Logistics Associate