INCAP
INDIANA CAREER APPRENTICESHIP PATHWAY

School Communications Guide

What is INCAP?

The Indiana Career Apprenticeship Pathway (INCAP) offers multi-year apprenticeships that begin in high school, combining classroom learning with paid on-the-job education and training. Students who complete the INCAP Apprenticeship Program will satisfy the key requirements to earn the 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. INCAP credentials and degrees will be recognized by employers as an indicator of experience in the industry and may count toward college credit in related academic degree programs. Students may be able to complete a two- or four-year college degree in fewer years because of the credit they receive for their INCAP credential or degree.

The Role of Schools within INCAP

The involvement of Indiana's schools is critical to the successful implementation of INCAP. Their role is to:

- Work with regionally located intermediaries, called INCAP Connectors, to help raise awareness of INCAP Apprenticeship Program opportunities among K-12 students and their families.
- Partner with INCAP Connectors to successfully implement INCAP programs for students.
- Work with students to plan their four-year schedules to accommodate an INCAP program.
- Deliver school-based curriculum for INCAP programs.

The Partnership Between Indiana Schools and other INCAP Entities

Schools work closely with organizations called INCAP Connectors, which act as intermediaries between schools and employers offering apprenticeships in their communities. INCAP Connectors share information about available apprenticeships with school representatives, who match students with opportunities of interest. INCAP Connectors assist schools with this matching process and also support schools and students during the duration of their apprenticeships.

INCAP Connectors are available to help schools understand and implement INCAP.
Find your INCAP Connector here.

Key Points for High School Students and Their Families

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TOPIC	KEY POINTS
Meeting Student Needs	The education and training needed for current and future job opportunities is changing. By 2031, more than 72% of U.S. jobs will require an education past high school[1], but only 52% of Indiana's high school graduates enroll in college within one year[2], and there are few existing options for training outside the high school-to-college pathway. The Indiana Career Apprenticeship Pathway (INCAP) is a new way to educate and train Hoosiers for in-demand occupations, preparing students to seize in-demand job opportunities with confidence. [1]Georgetown University Center on Education and Workforce [2]Indiana College-Going Dashboard
Student Opportunity	Providing more education and training options for students will help open doors to in-demand career opportunities. Key facts include: • By 2031, 72% of U.S. jobs will require education and training beyond high school.[1] • By 2033, 135,000+ new jobs are projected to be created in Indiana across 22 different industries.[2] • Currently, many employers are unable to grow their businesses or meet customer demands due to a lack of qualified personnel. This represents a significant opportunity for Indiana's high school students. [1]Georgetown University Center on Education and Workforce [2] Indiana Department of Workforce Development's Employment Outlook Projections: Hoosiers by The Numbers
INCAP Primer	The Indiana Career Apprenticeship Pathway is a new option for students to prepare for in-demand careers. • With the new Indiana high school graduation requirements, students have flexibility to experience career-focused learning, earn a credential, and personalize their journey to achieve their goals. INCAP offers a new pathway for students to meet these requirements. • INCAP combines paid multi-year apprenticeships with classroom learning, ensuring students receive a high-quality educational experience. • High school students who complete the INCAP Apprenticeship Program will earn a high school diploma with an Employment Honors Plus seal (assuming they meet all other requirements) and an INCAP credential or degree depending on the apprenticeship. • INCAP is designed to give students more career education and training options, so they are well-prepared as they continue their education or begin their career.

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Recognizing Achievement	Students who complete an INCAP Apprenticeship Program will meet the key requirements of the Employment Honors Plus diploma seal. Details: • INCAP apprenticeships provide at least 650 hours of work-based learning. • INCAP apprenticeships culminate in an INCAP credential or degree, depending upon the apprenticeship. These are included on Indiana's Credentials of Value list. • Many INCAP apprenticeships are structured so students can complete an apprenticeship and also earn the Enrollment Honors Plus or Enlistment & Service Honors Plus diploma seals. • INCAP credentials and degrees hold value with employers and may count toward college credit in related academic degree programs, giving INCAP graduates options for their futures. • Students can finish their INCAP apprenticeship and immediately begin a career, knowing they have the option to continue industry-led education and training within the INCAP Career Program. Or, they can attend college. Depending on the selected apprenticeship program, students may be able to complete a two- or four-year college degree in fewer years.
Apprenticeship Schedules	Students participating in an INCAP apprenticeship will split their time between the classroom and their employer's worksite/industry training center. Schedules will vary by occupation. The basics: • INCAP Apprenticeship Program occupations are designed for students to be at their employer site or an industry training center multiple full days a week – typically two to four days. • Students spend the remaining days each week at school, taking the classes necessary to earn their high school diploma and complete their INCAP apprenticeship. • Beyond this foundational structure, schools have the flexibility to schedule a student's classroom learning in the way that best fits their master schedule.

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Side-By-Side Paths	INCAP apprenticeships are a great option for students who are interested in learning outside the classroom. Key facts include: • INCAP is a complement to the high school-to-college pathway, focusing on real-world, on-the-job experience. • Students participating in INCAP learn the skills employers seek for occupations in their industry. • INCAP serves as an "options multiplier" for students, giving them the foundation to: » Immediately begin their career upon completing their apprenticeship, or » Continue their education in college, or » Continue their workplace training with the INCAP Career Program. • INCAP credentials and degrees hold labor market value and may count toward college credit, giving students the education and training to succeed. • Apprenticeship opportunities are being established across a wide range of industries, including: » Advanced Manufacturing and Logistics » Banking/Financial Services » Construction » Culinary » Healthcare » Hospitality » Insurance » Life Sciences » Microelectronics » Tech/IT • INCAP has committed support across business, education, government, and nonprofit stakeholder groups statewide, ensuring that students will be supported throughout their educational journey.

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Key Differences	Designed to meet the unique needs of Indiana students and families, the Indiana Career Apprenticeship Pathway differs from traditional work-based learning opportunities in several important ways. 1. **Employers define the competencies needed for in-demand jobs.** » Through Industry Talent Associations (ITAs), employers help define the skills and knowledge students need for in-demand occupations in their industry. » Together, they create training manuals and assessments for workplace learning. » This ensures graduates are well prepared for the jobs employers seek to fill. 2. **Educators and employers work together to ensure students receive the education and training they need to succeed.** » Employers offer apprenticeships, hire apprentices, and provide on-the-job training. » Educators teach existing courses. » School counselors work with INCAP Connectors to help align students' class schedules so they can participate in INCAP. 3. **INCAP students spend multiple full days a week with their employer.** » The majority of INCAP apprenticeship are year-round, and all apprenticeships last at least two years. However, when they begin and how long they last vary by occupation. 4. **INCAP supports students through high school and as they continue in their chosen career path as adults.** » INCAP starts in high school and extends through adulthood. » The INCAP Apprenticeship Program offers apprenticeships for high schoolers that combine classroom education with paid, on-the-job training. » The INCAP Career Program provides adults with paid industry-led education and training. 5. **Employers and colleges recognize INCAP credentials and degrees.** » The Indiana Qualifications Framework (IQF) creates a structure that ensures credentials and degrees earned in INCAP are assigned the appropriate qualifications level. The IQF makes it clear what an INCAP program is equivalent to on the college pathway. » The process is designed to ensure INCAP credentials and degrees are recognized by employers and the education system alike, creating greater flexibility and opportunity for students. This means INCAP Apprenticeship Program graduates will be able to transition to the college pathway and receive credit for their INCAP credential. » Students can transition to a more advanced program in either pathway by completing certain requirements like classes, exams, or work experience.
Role of INCAP Connectors	INCAP Connectors support and connect schools, students, and their families to INCAP apprenticeships offered by employers in their communities. Each school's regional INCAP Connector will: • Raise awareness in communities. • Bring local apprenticeship opportunities to schools and students. • Provide schools and students with support services. • Seek to break down potential barriers for participants.

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Role of Schools	Schools across the state play a critical role in supporting INCAP by offering INCAP Apprenticeship Programs to their students. Schools participating in INCAP may: • Help students explore career paths and identify opportunities that align with their interests and goals. • Help raise awareness of INCAP among K-12 students and families. • Deliver school-based curriculum for INCAP programs, which varies by occupation. • Partner with INCAP Connectors for successful implementation of apprenticeships. • Help coordinate student schedules.
Support and Resources	Schools and families have access to a wide variety of resources and support services to help manage challenges and overcome potential barriers to student participation. Schools will have the support of their regional INCAP Connector for customized resources and services based on the unique needs of students and employers in their area. Examples of resources INCAP Connectors may provide: • Apprenticeship occupation profiles, including details such as apprenticeship length, average starting hourly wage, and schedule information. • Details about new apprenticeship opportunities as they become available. • Updates about INCAP events and ongoing developments. • Assistance with potential barriers for participants such as transportation and schedule conflicts.
Informational Resources	Students and their families are encouraged to learn more about the opportunities provided by the new Indiana Career Apprenticeship Pathway. **For parents/families:** • Encourage your student to think about their next steps, including whether an INCAP apprenticeship is right for them. **For students:** • Check out the INCAP Apprenticeship Program opportunities now available at our school. • Contact your INCAP Connector or school counselor to learn more about INCAP and how to apply for an apprenticeship. **Students and their families can find out more about INCAP through available resources:** • Contact your INCAP Connector, or make an appointment with your school counselor to explore available apprenticeships and discuss scheduling. • Visit IndianaCAP.org for additional information.