

**Memorandum**

TO: Apprenticeship Staff

FROM: Jennifer Nolen, Apprenticeship Program Director

CC: Commissioner Davenport  
BAT Director Walker

DATE: June 1, 2003

SUBJECT: Temporary Staffing Agencies

**APPRENTICESHIP DIRECTIVE 03-4**

The Virginia Apprenticeship Council unanimously adopted the following policy on March 21, 2002: Temporary Staffing Agencies do not meet the intent or spirit of the Virginia Apprenticeship Act and shall not sponsor registered apprenticeship programs for temporary staffing services.

The Council listed the following reasons for this policy:

1. The “true” employer who assigns and supervises work is not a part of the apprenticeship contract and therefore is not obligated to meet the contract requirements and agreements;
2. cannot assure proper on-the-job training in a written schedule of work processes and safety;
3. cannot assure proper supervision of on-the-job training;
4. cannot assure coordination of on-the-job experiences with related instruction; and
5. cannot assure that required ratio requirements are always met.