Table of Contents

Purpose 1

Access the Business Engagement Tools 1

Add Occupation 2

Update the Occupation status 3

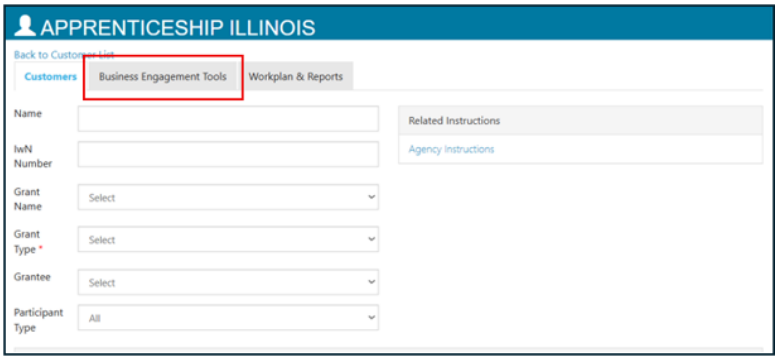
Purpose

The purpose of this section is to add additional or new occupations to a business RAPIDS (Registered Apprenticeship Partners Information Data System) identification number that the partner is working on to develop with the business.

A business can have more than one occupation related to its RAPIDS account. This flexibility allows businesses to register multiple occupations under a single account, which is beneficial for companies that offer diverse apprenticeship opportunities across various roles or departments. Each occupation can be managed with its own set of requirements, standards, and training outlines within the same RAPIDS account.

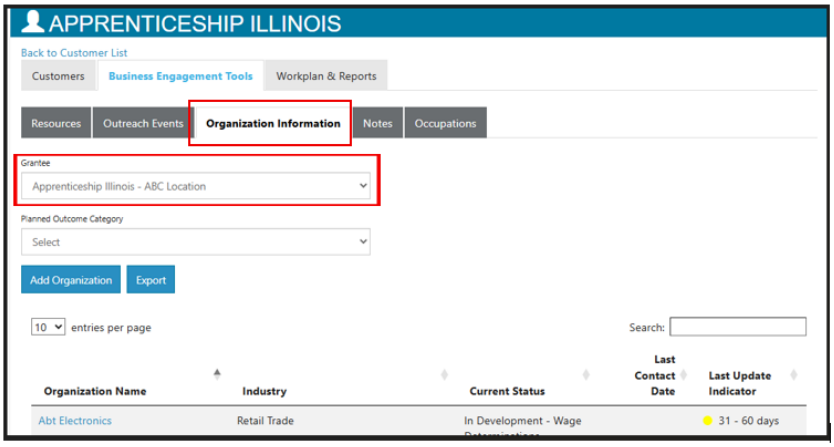
Access the Business Engagement Tools

1. Select Business Engagement Tools



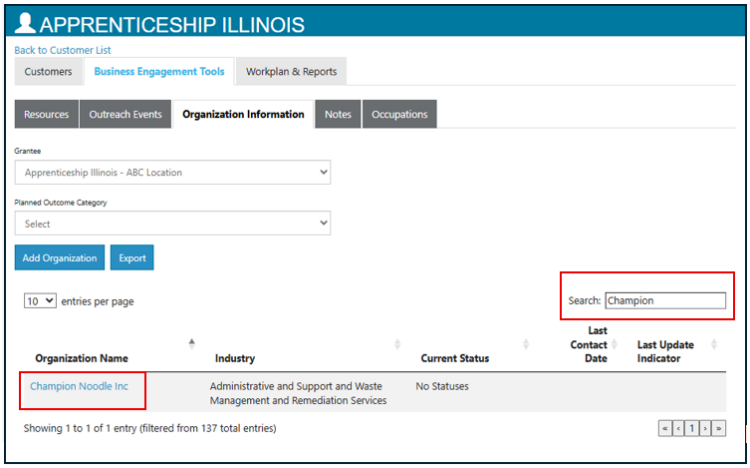
Add Occupation

1. On the Organization Information tab, filter by Grantee.



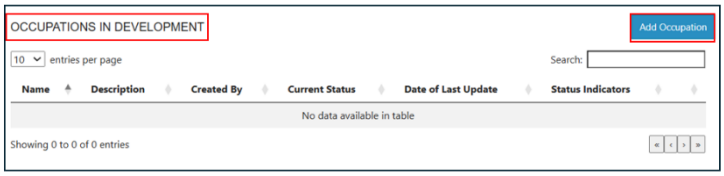
2. If the Organization has already been added, filter the organization list or search for it in the search box.

3. Click the Organization name. This will open the profile.



4. Scroll down to the Occupations in Development section.

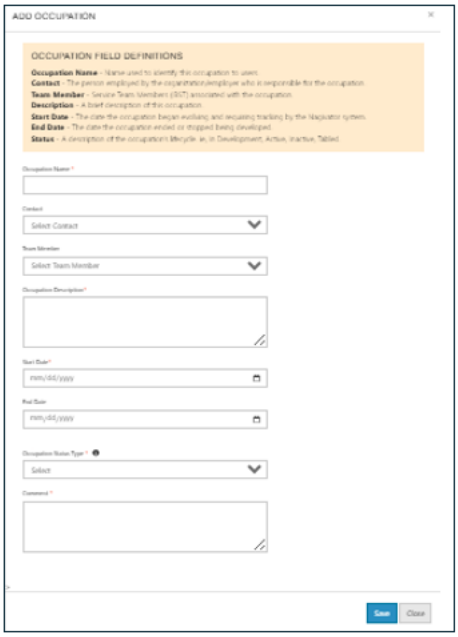
5. Click Add Occupation



6. Complete the Add Occupation modal. Fields marked with an asterisk are required.

There are Occupation Field Definitions at the top of the modal.

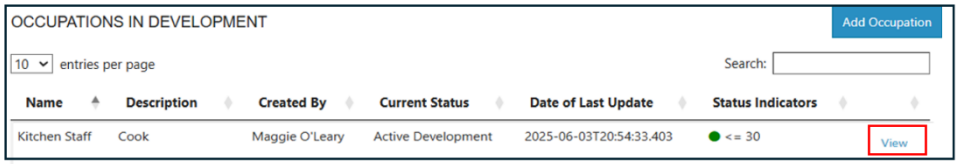
- *Occupation Name
- Contact
- Team Member
- *Occupation Description
- *Start Date
- End Date
- *Occupation Status Type
- *Comment
- Click Save



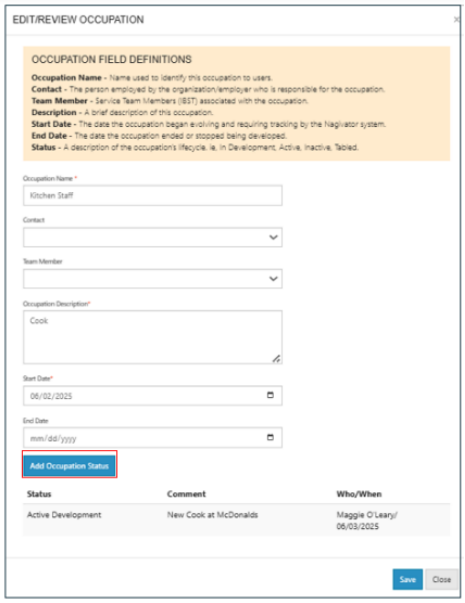
7. The occupation will be displayed in the Occupations in Development section after the modal has been completed.

Update the Occupation status

1. To update the occupation status, click View next to the occupation.



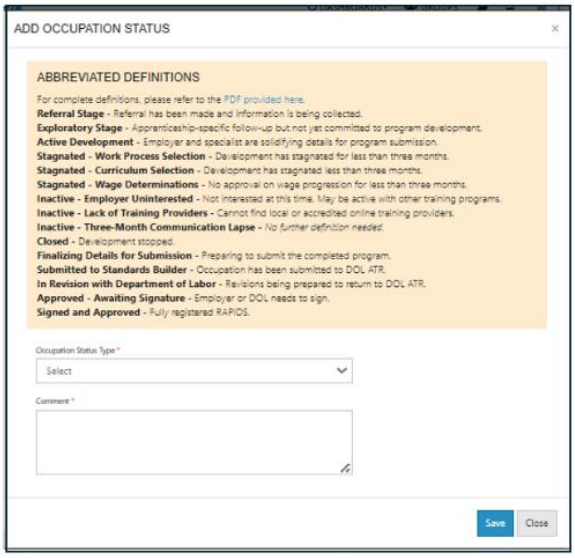
2. Click Add Occupation Status



3. Select an Occupation Status Type from the dropdown list.
   - The short definitions are listed at the top of the modal.
   - The full list of status definitions can be found here.

4. Enter a comment about the status, similar to leaving a Case Note.

5. Click Save



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