**SAMPLE**

**Appendix A**

**WORK PROCESS SCHEDULE**

**And**

**RELATED TRAINING OUTLINE**

**Adopted By:**

Organization logo (optional)

Name of Program

**Program Address – Line 1**

**Program Address – Line 2**

**For the Occupation of:**

|  |  |  |
| --- | --- | --- |
| **RAPIDS CODE** | **OCCUPATION** | **O\*NET CODE** |
| **XXXX** | **Name of Occupation** | **XX-XXXX.XX** |

**Developed In Cooperation with the**

**U. S. DEPARTMENT OF LABOR/**

**OFFICE OF APPRENTICESHIP**

**Appendix A**

**WORK PROCESS SCHEDULE**

NAME OF OCCUPATION

O\*NET-SOC CODE: XX-XXXX.XX RAPIDS CODE: XXXX

This schedule is attached to and a part of these Standards for the above identified occupation.

# APPRENTICESHIP APPROACH

Time-based  Competency-based  Hybrid

# TERM OF APPRENTICESHIP

The term of the apprenticeship isapproximately **\_\_\_\_\_\_\_ years** with an On-the-Job Learning (OJL) attainment of **\_\_\_\_\_\_\_ hours**, supplemented by the minimum required **\_\_\_\_\_\_ hours** of Related Technical Instruction (RTI).

# RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: **01 Apprentice to 01 Journeyworker.**

Total number of Journeyworkers employed: \_\_\_\_\_\_\_\_\_\_.

Adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

Proper supervision of an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

# APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the **current journeyworker hourly wage rate of *$*****XX.XX.**

|  |  |  |
| --- | --- | --- |
| **Apprentice Wage Schedule** | | |
| **Period/Term** | **OJL Hours** | **% Of Journeyworker Wage** |
| 1 | 0 | 45 |
| 2 | 800 | 50 |
| 3 | 1600 | 55 |
| 4 | 2400 | 60 |
| 5 | 3200 | 65 |
| 6 | 4000 | 70 |
| 7 | 4800 | 75 |
| 8 | 5600 | 80 |
| 9 | 6400 | 85 |
| 10 | 7200 | 90 |

# PROBATIONARY PERIOD

Every apprentice will serve a probationary period of **XX(XX) OJL hours (approximately XXX days/months).**

# SELECTION PROCEDURES

***Name of Program***, as the Registered Apprenticeship Program Sponsor, will adhere to and ensure all participating employer-contractors adhere to established non-discriminatory and Equal Employment Opportunity (EEO) policies and practices when recruiting and selecting apprentices, as well as administer the apprentice selection process in a fair and consistent manner.

1. Every person requesting an application will have one made available.
2. All applications will be identical in form and requirements.
3. All applicants will be evaluated in the same manner, using identical, non-discriminatory criteria and processes.
4. The recruitment and selection of apprentices shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability, or a person 40-years old or older.
5. Receipt of the properly completed application form along with required supporting documents will constitute receipt of a completed application.
6. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
7. As applicable, applicants who meet the minimum qualifications established for the apprenticeship program and submit all required documents will be notified where and when to appear for an interview.
8. The Program Sponsor will ensure the interview process is identical for all apprentice candidates.
9. The Program Sponsor will ensure that applicants selected for the program review the applicable Registered Apprenticeship Program Standards, prior to the start of the apprenticeship.

**Appendix A**

**WORK PROCESS SCHEDULE**

NAME OF OCCUPATION

O\*NET-SOC CODE: XX-XXXX.XX RAPIDS CODE: XXXX

***Sample Work Process Schedule provided below – feel free to customize:***

**Description of Occupation/Occupational Duties (Optional)**:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WORK PROCESS SCHEDULE – ON-THE-JOB LEARNING (OJL) COMPETENCIES** | | | | | | | | | |
|  | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
|  | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** | |
|  | |  | |  | |  | |  | |
|  | |  | |  | |  | |  | |
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|  |  | | | | | | | | |
|  | | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** |
|  | | |  | |  | |  | |  |
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|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | | | | | | | | |
|  | | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | |  | |  | |  | |  |
|  | | | **XXX OJL Hours** | | **Trainer’s Certification** | | **Employee’s Initials** | | **Date** |
|  | | |  | |  | |  | |  |
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|  | | |  | |  | |  | |  |
| ***Total Approximate On-the-Job Learning (OJL) Hours: XXXX*** | | | | | | | | | |

**Appendix A**

**RELATED TECHNICAL INSTRUCTION (RTI) OUTLINE**

NAME OF OCCUPATION

O\*NET-SOC CODE: XX-XXXX.XX RAPIDS CODE: XXXX

This Related Training Instruction (RTI) outline identifies the courses that provide the theoretical background and the technical ability that supplements the on-the-job training. At least 144 hours per year of supplementary RTI is recommended. In addition to related theoretical education, RTI may also include safety courses, organization-specific employee orientation and information sessions, and professional development training. The RTI hours provided denote estimated classroom instruction contact hours.

**Related Technical Instruction (RTI) provider**:

**Name of Education Provider**

**Address Line 1**

**Address Line 2**

Each apprentice **will receive annual compliance training in anti-harassment** in accordance with Paragraph 30.3, CFR. 29.30. Additional resources can be found at: [*https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment*](https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment)

Related Instruction Provided: ☐ During Work Hours ☐ During Non-Work Hours ☐ Both

***Sample Related Instruction Outline provided below – feel free to customize:***

|  |  |
| --- | --- |
| **RELATED TECHNICAL INSTRUCTION (RTI) COURSE DESCRIPTION** | **Classroom**  **Hours** |
| **NEW EMPLOYEE ORIENTATION**  Note: As a key part of apprentice orientation, all apprentices, RI instructors and OJL mentors will complete Anti-Harassment Training, in accordance with CFR 29, Part 30. Guidance and training resources can be found online at: ***https://www.apprenticeship.gov/eeo/sponsors/prevent-harassment*** |  |
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|  |  |
| ***Total Related Instruction Hours:*** | ***XXX*** |
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