

STANDARDS OF APPRENTICESHIP

For

(Company Name)

FOR THE OCCUPATION OF:

Occupation:

DOT Code :

Program Number:

APPROVED AND REGISTERED BY THE

APPRENTICESHIP AND TRAINING BUREAU

NORTH CAROLINA DEPARTMENT OF LABOR

Effective Date of Program:

TABLE OF CONTENTS

1.0	PROGRAM STANDARDS
1.1	Definitions
1.2	Statement of Purpose
1.3	Program Operation
1.31	Minimum Qualifications
1.32	Selection Procedure
1.33	Apprenticeship Agreement
1.34	Probationary Period
1.35	Apprenticeship Training
	A. On-the-Job
	B. Related Instruction
	C. Wages
	D. Hours of Work
1.36	Supervision and Evaluation of Apprentices
1.37	Adjustment of Differences
1.38	Completion or Cancellation of Apprentices
1.4	Sponsor: Duties and Responsibilities
1.41	Operating Policies
1.42	Ratio
1.43	Cancellation of Standards
1.44	Supervisor of Apprentices
1.45	Records
1.46	Safety
1.47	Affirmative Action
1.5	Apprentice: Duties and Responsibilities
1.6	Veterans Administration
1.7	Role of the Apprenticeship and Training Bureau, North Carolina Department of Labor
2.0	SCHEDULES OF WORK PROCESSES
3.0	SCHEDULES OF RELATED INSTRUCTION
4.0	SCHEDULES OF WAGES

1.1 DEFINITIONS

- A. **Sponsor** – (*Company Name*)
- B. **Apprentice** - a person training to learn a skilled (*trade*) as an employee of the sponsor of the apprenticeship program described by the Standards of Apprenticeship.
- C. **Youth Apprentice** - a person recognized primarily as a student in a secondary (*Optional*) institution, who is an employee of the sponsor, training for the development of job skills.
- D. **Apprenticeship Agreement** - the written and signed training agreement between the sponsor and an apprentice that is submitted for approval to the registration agency.
- E. **Director** - The Bureau Chief of Apprenticeship and Training, North Carolina Department of Labor.
- F. **Journey person** - a skilled worker who is qualified by experience and training to undertake the tasks necessary for employment by the sponsor in the occupations covered by this training program.
- G. **Registration Agency** - the North Carolina Department of Labor, Apprenticeship and Training Bureau, 4 West Edenton Street, Raleigh, North Carolina 27601.
- H. **Standards of Apprenticeship** - the written document which describes the operation of the sponsor's apprenticeship program, which also includes a Schedule of Work Processes, a Schedule of Related Instruction, and a Schedule of Wages.
- I. **Supervisor of Apprenticeship Program** - the person designated by the sponsor to administer the apprenticeship training program described in the Standards of Apprenticeship.
- J. **High School Representative** - the person designated by the school system to coordinate Youth Apprentices with North Carolina Department of Labor and the sponsor.

1.2 STATEMENT OF PURPOSE

(Company Name) may train apprentices under the provisions of these Standards of Apprenticeship, which have been voluntarily submitted to the registration agency for approval.

1.3 PROGRAM OPERATION

1.31 MINIMUM QUALIFICATIONS

All apprentices must:

1. Have completed or graduated from high school, or have passed an equivalency examination, unless a waiver is granted by the director,
2. Be at least 18 years of age,
3. Not be fully trained or qualified in the occupation for which they wish to be trained,
4. Be able to perform the work of the occupation, with or without reasonable accommodations.

All youth apprentices must:

1. Be actively pursuing high school completion.
2. Be at least 16 years of age
3. Be able to arrange transportation to the work site.
4. Obtain a valid work permit on or before the first day of employment

1.32 SELECTION PROCEDURE

- A. Notice for apprenticeship vacancies will be available to employees.
- B. All applicants meeting the minimum qualifications will be evaluated by the sponsor on the basis of:
 - Relevant previous experience,
 - Relevant previous education,
 - Interview evaluation.
- C. All applicants will be notified of their selection or rejection for an apprenticeship position.
- D. Youth Apprentices are selected on a competitive basis and referred to the sponsor by the High School representative with final selection being made by the sponsor.

1.33 APPRENTICESHIP AGREEMENT

The apprentice, *and if a minor, the apprentice's parent or legal guardian*, and the sponsor will sign an Apprenticeship Agreement. The agreement will be submitted to the Registration Agency for approval. The apprentice and the sponsor will be provided a copy of the approved agreement.

1.34. PROBATIONARY PERIOD

A probationary period allows an apprentice and the program sponsor time to determine whether a candidate is suited for the work. The probationary period shall be 500 hours (3 months). During this period, either the apprentice or the program sponsor may terminate the apprenticeship agreement without cause.

After completion of the probationary period, the agreement may be cancelled at the request of the apprentice or may be suspended, cancelled or terminated by the program sponsor for reasonable cause.

For the youth apprentice, the probationary period continues through high school and shall extend for an additional 500 hours of on the job training after graduation from high school.

1.35 APPRENTICESHIP TRAINING

A. On-the-Job Training (Work Processes)

Apprentices will be given supervised, on-the-job training by qualified skilled workers, as outlined in the attached Schedule of Work Processes for the Occupation. The goal of these work experiences is the development of job skills that will qualify apprentices as skilled workers in their occupations upon completion of the term of apprenticeship. Each apprentice will be given continuous employment during the term of apprenticeship, insofar as it is possible to do so. The work experiences need not be in the precise order as listed in the work processes, nor do the scheduled hours of any operation need be continuous.

Prior on-the-job training credit may be given by the sponsor for previously developed skills in the occupation, provided adequate descriptions are attached to the agreement.

B. Related Instruction (Classroom)

The sponsor will require apprentices to complete all approved courses listed in the attached Schedule of Related Instruction.

Credit may be given for previously completed related instruction. The credit will be documented and attached to the Apprenticeship Agreement.

Apprentices (will) or (will not) be paid for time spent in related instruction.

C. Wages

Apprentices will be paid the appropriate wage rate as set forth in the attached Schedule of Wages, reflecting their advancement through the apprenticeship program. The Schedule of Wages is progressive, with initial placement depending upon credit granted by the sponsor for previously developed occupational skills. The sponsor will approve or deny wage advancement thereafter upon review of the apprentice's evaluations.

Youth Apprentices will be paid the appropriate wage rate set forth in the attached youth schedule of wages reflecting their beginning wage in the occupation and advancement through the apprenticeship program. Upon completion of secondary or *post secondary education*, the apprentice will be placed in the apprentice schedule of wages depending

upon credit granted by the sponsor for previously developed skills. The sponsor will approve or deny wage advancement thereafter upon review of the apprentice's evaluations.

D. Hours of Work

The normal work schedule of apprentices will be the same as for skilled workers in the occupation. Overtime will be in accordance with the same procedures used for skilled workers in the occupation.

Hours of work for apprentices who are minors (under 18 years of age) will be in accordance with state and federal laws governing child labor.

1.36 SUPERVISION AND EVALUATION OF APPRENTICES

Apprentices will be under the supervision of a skilled worker while performing the work of the occupation. The closeness of supervision will depend on the work location, work being performed, and the skill of the apprentice.

Apprentices will be evaluated both on-the-job and in related instruction during their term of apprenticeship at intervals specified in the Schedule of Wages.

If the on the job training or related instruction training is found unsatisfactory, the apprentice may be required to continue on a probationary status or be required to repeat a process(es), or the agreement may be extended or terminated.

1.37 ADJUSTMENT OF DIFFERENCES

In the event differences arise regarding the Apprenticeship Standards, the applicant/apprentice may refer to the Supervisor of the Apprenticeship Program for interpretation.

Should the differences not be resolved by the above procedure, the employer/applicant/ apprentice may then consult with the Director of Apprenticeship for further determination.

1.38 COMPLETION OR CANCELLATION OF APPRENTICES

When an apprentice has completed both on-the-job and related instruction, the sponsor will request that the apprentice be awarded a Certificate of Completion of Apprenticeship.

When it is determined by the sponsor that an apprentice will not complete the program, the sponsor will request cancellation of the apprenticeship agreement.

Upon graduation from high school, the apprentice will receive a Certificate of Recognition for the hours completed during the high school term of training.

1.4 SPONSOR-DUTIES AND RESPONSIBILITIES

1.41 OPERATING POLICIES

The sponsor will operate this apprenticeship program in accordance with these Standards of Apprenticeship and will inform those affected by the program of its provisions.

These standards may be amended at any time by the sponsor, subject to approval of the registration agency.

1.42 RATIO

In order to assure proper supervision, training, safety, and continuation of employment, the sponsor will train not more than two apprentices for each skilled worker (2:1) employed. Such a ratio will apply individually to each occupation registered under these Standards and at each work location.

In order to assure proper supervision, training, safety, and continuation of employment in the building and construction occupations, the ratio of apprentices to journeymen shall not exceed one to one at each job site, work force, department, or plant. Such a ratio will apply individually to each occupation registered under these Standards and at each work location.

In order to assure proper supervision, training, safety, and continuation of employment for youth apprentices, the ratio of apprentices to journeyperson shall not exceed one to one.

1.43 CANCELLATION OF STANDARDS

The sponsor may cancel the Standards of Apprenticeship at any time by written request to the registration agency.

The program may be canceled by the registration agency for good and sufficient reason or where the program has become inactive by reason of no registered apprentices for a period of at least two years.

1.44 SUPERVISOR OF APPRENTICESHIP PROGRAM

The sponsor will designate a Supervisor of the Apprenticeship Program to act on behalf of the sponsor in the administration of the apprenticeship program. The sponsor will submit the name and title of the supervisor to the Registration Agency.

1.45 RECORDS

The sponsor will maintain adequate training records for each apprentice which will include: the agreement, on-the-job and related instruction records, wage increases, completion, extension of term, cancellation requests, and any other additional correspondence pertaining to the apprentice. The sponsor will maintain all records including payroll for all apprentices for a period of five (5) years and will make available, upon request, to representatives of the registration agency.

1.46 SAFETY

The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with all applicable safety and health laws and regulations of the United States and the State of North Carolina.

1.47 AFFIRMATIVE ACTION

The recruitment, selection, employment, and training of apprentices will be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide Equal Opportunity in Apprenticeship and will operate the apprenticeship program as required by Section .0800 of Chapter 14 of Title 13 of the North Carolina Administrative Code.

1.5 APPRENTICE: DUTIES AND RESPONSIBILITIES

Each apprentice has chosen to abide by the provisions of these Standards, and agrees to:

1. Perform the work of the occupation and other pertinent duties as assigned by the sponsor and maintain accurate and up-to-date records of on-the-job training.
2. Attend and complete with a passing grade the related training provided for in the Schedule of Related Instruction, except for such portions as may be waived.
3. Exercise behavior that insures personal safety and the safety of co-workers.

1.6 VETERANS ADMINISTRATION

Veterans Administration regulations require all training benefits to be discontinued when an apprentice is paid an amount equal to or greater than the journeyperson's rate. The sponsor agrees to notify the registration agency and the Veterans Administration when an apprentice who is a veteran and is receiving training benefits is paid journeyperson rate specified in the Schedule of Wages. If any apprentices have been recipients of veterans training benefits for their apprenticeship training under these Standards, the sponsor will make these records available to representatives of the Veterans Administration.

1.7 ROLE OF THE APPRENTICESHIP AND TRAINING BUREAU, NORTH CAROLINA DEPARTMENT OF LABOR

The Apprenticeship and Training Bureau of the North Carolina Department of Labor, is the State Agency to register programs for Federal purposes. It functions under the authority of Chapter 94 of the North Carolina General Statutes and Chapter 14 of Title 13 of the North Carolina Administrative Code. State approval of apprenticeship programs and on-the-job training programs, and other training programs is authorized by Executive Order of the governor of the State of North Carolina for VA purposes only.

- The Bureau promotes, develops, registers and assists in the operation of registered Apprenticeship and OJT programs. The goal of the Bureau is to benefit the State's workers, employers, and economic development.
- The Bureau effectively provides North Carolina with qualified and trained workers to meet the skilled workforce needs of the state.

- Develop and promote apprenticeship programs throughout the state, register monitor and certify all apprenticeship programs and expand opportunities for workers through apprenticeships.