

Circular 70-19

March 10, 1970

U.S. DEPARTMENT OF LABOR MANPOWER ADMINISTRATION Bureau of Apprenticeship and Training Washington, D.C. 20210	Distribution	SUBJECT	CODE: 505
	BAT - 3	Multi-Employer Apprenticeship Accounts	
	BAT - 8		

PURPOSE: To provide direction and guidance for consolidating individual non-joint apprenticeship accounts.

BACKGROUND: In the BAT reported workload there are more than 16,000 apprenticeship accounts with individual employers. About 2,500 of these are of the joint type (IJ) with participation by an employer and one or more unions. Of the remainder, over 10,000 are those with fewer than five apprentices in training and many without any. The effect of Circular 70-17, Code 505, January 26, 1970 will be to sharply reduce the number of accounts without apprentices in training by terminating their registration or transfer to SAC workloads and to discontinue promotion of new accounts with a low potential number of apprentices. The effect of Circular 70-18, Code 505, January 27, 1970 will be to limit service provided any account with fewer than five apprentices in training. Consistent with Bureau policy to encourage the establishment of area or group type programs, this Circular directs that efforts be given the organization and establishment of multi-employer group non-joint accounts in industries other than construction in which sponsors of existing individual non-joint programs may participate.

ACTION:

1. To the maximum extent possible, all man-days planned for apprenticeship account promotion, development and installation for the remainder of Fiscal Year 1970 shall be devoted to the establishment of multi-employer type accounts.
2. The review and account inventory required by Circular 70-17 shall be used by Regional Offices in establishing objectives and directing specific promotional efforts.
3. For the particular occupations and industries indicated by the review and account inventory, Regional Offices shall issue for use by regional field staff, more specific pattern standards and guides for the establishment of multi-employer group non-joint accounts based on the general outline attached to this Circular.

61-96

4. Action requirements of this Circular and the attached guidelines are not applicable to local firms of a multi-establishment or multiple plant corporation conducting apprenticeship training as a sub-unit under standards registered by the parent company or organization at its principle headquarters location, nor to a similar local firm of a multi-establishment or multiple plant corporation having locally registered standards at each of its facilities.

Continued service by Apprenticeship Representatives at the local level to units of this type will be restricted to that specifically requested. National corporations or organizations will be encouraged to assume this responsibility and the Office of National Industry Promotion will include this orientation in its development of new accounts.

5. Action requirements of this Circular and the attached guidelines do not apply for accounts in the Construction Industry in locations where there is a registered group type account for the same occupations.

Effective Date

This Circular is effective immediately

MULTI-EMPLOYER ACCOUNT DESIGN

The first section of the guidelines given below focus upon small individual employer accounts without union participation having fewer than five apprentices in training in each establishment and their consolidation into one group non-joint type account. The second section deals with establishing new group non-joint accounts in those situations where individual accounts do not exist or are so dissimilar as to prohibit their consolidation.

The guidelines for combining accounts are not applicable to local firms of a multi-establishment or multiple plant corporation having locally registered standards at each of its facilities, or to a local firm of a multi-establishment or multiple plant corporation conducting apprenticeship training as a sub-unit under Standards registered by the parent company or organization at its principle headquarters location.

The guidelines for combining accounts or developing new group non-joint accounts are not applicable in the construction industry in any location where there is in existance a registered group type account for the same occupations with five or more apprentices in training.

I. Combining Individual Employer Accounts

A. Determining Potential. Working files for all accounts of this type in the workload are to be reviewed as a preliminary step to identify all possible linkages among the separate accounts. These may include common or closely related industry classification, identical or similar occupations, association or business organizations memberships, similarities in content of the apprenticeship standards, common difficulties in recruiting and retention. The review will serve to identify problem areas that may arise in combining accounts such as differing wage structures, terms of apprenticeship, entrance requirements and hiring practices. A judgement should be made as to who the key employer or employers in the group may be; information from the local Chamber of Commerce is usually available on association membership and who the association officials are.

B. Planned Approach. Wherever possible, action is to be initiated through the association or business organization in which one or more of the employers is a member, or if none and cooperation can be obtained, through the local Chamber of Commerce. If these avenues are not available,

the key employer must be contacted directly. The field representative should be prepared at this point to outline the advantages of such consolidation, cite examples in the immediate or nearby areas of other group type programs without union involvement if there are any, or of policy statements of the national association of which the employer is an affiliate or of the industry in which he is engaged. Pattern standards may be used. A brief outline of the content of new standards should be in hand as well as an explanation of any accommodations that may be required in the conversion. If possible, a time table for successive action should be established. The intent in planning the approach is that future work can be undertaken either through the association or a key employer.

C. Establishing a Sponsoring Organization. Where there is an association in which one or more of the employers are members, or one that is willing to undertake sponsorship of the program for unaffiliated employers, the association shall be used as a sponsor. The field representative should be prepared to present a plan to the association membership providing information similar to that used in his contact with association officials. If an education and training or similar committee does not exist in the association, a person or persons should be designated with whom the field representative is to work.

In those areas where there is no appropriate association or industry organization, the field representative must continue development of the account through his key employer contact. If there are more than five employers agreeing to participate, a committee is to be formed; if fewer than five, each employer may act as a committee member or one employer may act on their consent for the group. In States where the BAT is the registration authority it is not required that the program sponsor represent or be appointed by an incorporated organization or institution. In SAC states, the field representative will be guided by state agency law regarding sponsors of group non-joint programs.

D. Standards. Apprenticeship standards will be in brief form covering only essential fundamentals with minimum of administrative detail. Pattern standards will be used where applicable. These points should be observed in formulating the standards with the committee:

1. Work processes, training schedules and the term of apprenticeship shall be the same in all establishments for identical occupations.

2. Wage rates shall be expressed in percentages of the journeyman rate and applicable to the rate prevailing in each participating employer's establishment.

3. Qualification requirements shall be the minimum acceptable to all participating employers (or association where appropriate). Selection, employment and training of apprentices shall be consistent with requirements of Title 29 CFR Part 30.

4. Apprenticeship agreements shall be executed between each apprentice and his employer.

5. The apprenticeship standards shall be signed by the designated official of the association or if not under association sponsorship, by each participating employer.

E. Continuing Service. The field representative shall give such assistance as is needed in getting the program underway. Thereafter service shall be consistent with Circular 70-18, Code 505, January 27, 1970. Service shall be given through the committee or designated chairman of the committee and not to the individual participating employer. Concurrent with submission of the multi-account standards for registration, termination of the registration of the individual employer standards shall be made.

II. Developing New Multi-Accounts in Other Situations

There are two requirements to be met in engaging in the promotion of new group non-joint accounts in those situations where a combination of individual accounts is not being sought: (1) there is an established association or organization that can sponsor the training, and (2) the number of apprentices that will be involved is five or more. The substance of the guidelines given above should be followed as well as that given in the field representative's manual concerning promotion and establishment of area wide or group type accounts excluding those actions referring to securing participation of the bargaining agent.