

**BULLETIN 2003-02****Date: February 7, 2003**

U.S. Department of Labor Employment and Training Administration Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u>  A-541 Headquarters A-544 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> New National Guidelines Standards for the Goodwill Industries International Inc. (GII)  <u>Code:</u> 400.1
Symbols: DSNIP/FDK		Action: Immediate

**PURPOSE:** To transmit to the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) staff New National Guideline Standards of Apprenticeship for the Goodwill Industries International, Inc.(GII)

**BACKGROUND:** These National Guideline Standards submitted by GII were certified by the OATELS Administrator on November 14, 2002. These National Guideline Standards are a model for developing local apprenticeship programs registered with BAT or State Apprenticeship Agency/Council for the occupation of Youth Development Practitioner.

A copy of the standards is attached for your information.

If you have any questions please contact (202) 693-3813.

**ACTION:** OATELS/BAT staff should familiarize themselves with the attached National Guidelines for Apprenticeship Standards.

**NOTE:** This Bulletin is being sent via electronic mail.

Attachment

**NATIONAL GUIDELINES FOR  
APPRENTICESHIP STANDARDS**

developed by

**GOODWILL INDUSTRIES INTERNATIONAL, INC.**

for the occupation of

**YOUTH DEVELOPMENT PRACTITIONER**

O\*NET CODE: 13-1070-01

RAIS CODE: 1039

**DEVELOPED IN COOPERATION WITH THE  
UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED AND CERTIFIED BY THE  
UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**BY: /s/Anthony Swoope  
ANTHONY SWOOPE, ADMINISTRATOR  
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

**CERTIFICATION DATE: November 14, 2002**

**CERTIFICATION NUMBER: C 2003-01**

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP AND TRAINING (BAT)  
APPROVED PROGRAM**

## FOREWORD

The Goodwill Industries International, Inc. (GII) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the occupation of Youth Development Practitioner.

Registered apprenticeships are the most practical and sound training systems available to meet that need, to develop individuals into skilled journey workers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the United States Department of Labor, Bureau of Apprenticeship and Training, or by a State Apprenticeship Agency/Council recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29 CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines is to provide policy and guidance to the Goodwill Industries International membership organizations in developing Standards for Apprenticeship for local approval and registration. These National Guideline Standards, developed by GII are certified by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agencies/Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each local Goodwill that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the program sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as defined by the sponsor and must meet all the requirements of the local registration agency.

## **DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES**

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedure that is approved by the Registration Agency as part of the Standards of Apprenticeship.

A sample Affirmative Action Plan and Selection Procedure are attached.

Representatives of the local registration agency are available to assist the program sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the local Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures must be submitted to the local Registration Agency for approval and registration.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES  
FOR STANDARDS APPRENTICESHIP**

The Goodwill Industries International, Inc. officially adopts these National Guidelines for Apprenticeship Standards on this 9<sup>th</sup> day of October 2002.

/s/ James Van Erden  
**Signature and Title**

October 9, 2002  
**Date**

James Van Erden, Vice President Membership and Enterprise Development  
**Printed Name and Title**

***SAMPLE***

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

**PROGRAM SPONSOR  
(*PUT NAME OF PROGRAM SPONSOR HERE*)**

**FOR THE OCCUPATION OF**

**Youth Development Practitioner  
O\*NET CODE: 13-1070-01  
RAIS CODE: 1039**

**APPROVED BY**

**(REGISTRATION AGENCY)**

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP AND TRAINING (BAT)  
APPROVED APPRENTICESHIP PROGRAM**

**TABLE OF CONTENTS**

	<b>Page</b>
<b>Foreword</b> .....	iii
<b>Definitions</b> .....	iv
<b>SECTION I</b> Program Administration .....	1
<b>SECTION II</b> Equal Opportunity Pledge.....	2
<b>SECTION III</b> Affirmative Action Plan .....	2
<b>SECTION IV</b> Qualifications for Apprenticeship .....	2
<b>SECTION V</b> Qualifications of the Journey Worker .....	3
<b>SECTION VI</b> Apprenticeship Agreement .....	3
<b>SECTION VII</b> Ratio of Apprentices to Journey workers .....	3
<b>SECTION VIII</b> Term of Apprenticeship .....	3
<b>SECTION IX</b> Probationary Period.....	4
<b>SECTION X</b> Hours of Work .....	4
<b>SECTION XI</b> Apprentice Wage Progression .....	4
<b>SECTION XII</b> Credit for Previous Experience .....	5
<b>SECTION XIII</b> Continuity of Employment.....	5
<b>SECTION XIV</b> Work Experience .....	5
<b>SECTION XV</b> Related Instruction .....	5
<b>SECTION XVI</b> Safety and Health Training .....	6
<b>SECTION XVII</b> Supervision of Apprentices .....	6
<b>SECTION XVIII</b> Records and Examinations.....	7
<b>SECTION XIX</b> Maintenance of Records.....	7
<b>SECTION XX</b> Certificate of Completion of Apprenticeship .....	7
<b>SECTION XXI</b> Notice of Registration .....	7
<b>SECTION XXII</b> Cancellation and Deregistration.....	8
<b>SECTION XXIII</b> Amendments and Modifications.....	8
<b>SECTION XXIV</b> Adjusting Differences/Complaint Procedure .....	8
<b>SECTION XXV</b> Transfer of Training Obligations .....	9
<b>SECTION XXVI</b> Consultants .....	9
<b>SECTION XXVII</b> Employer Acceptance Agreement .....	10
<b>SECTION XXVIII</b> Conformance With State and Federal Regulations .....	10
<b>SECTION XXIX</b> Selection of Apprentices .....	10
<b>SECTION XXX</b> Signature Page Adopting Apprenticeship Standards .....	11

- Attachment A –Sample Occupational Schedule and Related Instruction Outline
- Attachment B - Sample Apprenticeship Agreement
- Attachment C - Sample Affirmative Action Plan and Selection Procedures
- Attachment D - Sample Employer Acceptance Agreement

**FOREWORD**

The *(insert name of Program Sponsor)* recognizes the need for structured training to maintain the high level of skill and competence demanded in the field of youth work.

Registered apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled journey workers, and to ensure industry an adequate supply of skilled workers.

In furtherance of those goals, the *(insert name of the Program Sponsor)* has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.



**DEFINITIONS (29.2-29.5 (b) (16))**

**APPRENTICE:** An individual meeting the qualifications described in the Standards of Apprenticeship who has signed an apprenticeship agreement with the program sponsor and or local apprenticeship committee providing for training and related instruction under the Standards, and who is registered with the Registration Agency.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the Sponsor and/or the local apprenticeship committee, acting as agent for the employer, setting forth the responsibilities and obligations of all parties to the agreement with respect to the Apprentice's employment and training under the standards. Each apprenticeship agreement must be registered with the Registration Agency.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the standards of apprenticeship.

**DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.):** Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation. The last update to the D.O.T. was completed in 1991. Much of the data in the D.O.T. was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An Advisory Panel on the D.O.T. was convened in 1990 and published a report in 1993, that laid the basis for the development of the Occupational Information Network, or O\*NET.

**JOURNEY WORKER:** An experienced Youth Development Practitioner professional, who will provide on-the-job training and mentoring to the apprentice.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles is based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification, which replaces the D.O.T., uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET, information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

**ON-THE-JOB TRAINING:** The 3000 - 4000 hours of work in the youth development practitioner program that is required as a part of these standards. Also known as OJT in these standards.

**PROGRAM SPONSOR:** The local Goodwill or representative Apprenticeship Committee in whose name the local standards of apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

**REGISTERED APPRENTICESHIP INFORMATION MANAGEMENT SYSTEM (RAIS):** The Federal system that provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY:** (Insert name of Registration Agency, either the U.S. Department of Labor, Bureau of Apprenticeship and Training, or your State Apprenticeship Agency recognized by the Bureau)

**RELATED INSTRUCTION:** The theoretical foundation that is required as a part of these standards. Also known as RI in these standards.

**STANDARDS OF APPRENTICESHIP:** This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

**SECTION I - PROGRAM ADMINISTRATION**

The program sponsor in whose name these Standards of Apprenticeship are registered shall be responsible for:

- A. Establishing and registering Standards of Apprenticeship with the Registration Agency, and ensuring adherence to them.
- B. Establishing and maintaining rules and requirements governing the policies, administration, supervision, and training of apprentices. The rules and requirements shall be in conformity with these Apprenticeship Standards. A copy of such rules and requirements, and any changes to them, shall be provided to the registration agency and the apprentice.
- C. Determining the need for new apprentices, including when apprenticeship openings will be available, and selecting apprentices in accordance with the Selection Procedures attached hereto and made a part of the Apprenticeship Standards.
- D. Initiating and signing all apprenticeship agreements for apprentices and forwarding them to the registration agency for approval and registration. In addition, the program sponsor will notify the registration agency and other appropriate parties of the cancellation, suspension, extension, reinstatement, or completion of apprentices.
- E. Arranging for apprentices to get the required on-the-job training and related instruction that will provide them with the diversity of training delineated in the attached Occupational Schedule and Related Instruction Outline.
- F. Monitoring and evaluating apprentices' progress, including the review of apprentices' records to insure apprentices are fulfilling their responsibilities under the program. The program sponsor will review, approve and document all apprentice actions including hours, content, and progress of training on the job and in related instruction; step progressions; disciplinary actions; poor evaluations; corrective action plans; successful completions; cancellations; and any other performance or attendance-related issues.
- G. Hearing and resolving complaints regarding apprenticeship agreement violations.
- H. Certifying the apprentice has completed both the required on-the-job training and related instruction, and submitting such certification to the Registration Agency with request for issuance of the Certificate of Completion of apprenticeship.

- I. Annually review the Affirmative Action Plan, good faith efforts, and Selection Procedures, updating the Affirmative Action Plan and goals/timetables, and modifying the Affirmative Action Plan and Selection Procedures as a result of the review, when appropriate. Such review will include an analysis of the program sponsor success in meeting its goals, the good faith efforts made, and the impact each element of the Affirmative Action Plan and Selection Procedure had on meeting its goal.
- J. Maintaining all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.

**SECTION II - EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)**

The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The program sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, CFR Part 30, as amended, and (insert applicable state regulations here, if applicable).

**SECTION III - AFFIRMATIVE ACTION PLAN - 29.5(b)**

If the program sponsor employs five or more apprentices, the program sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. A sample Affirmative Action Plan and Selection Procedure are included in this document as Attachment C for guidance in development of local plans and procedures.

**SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)**

Apprentice applicants shall be selected on the basis of qualifications alone, without regard to occupationally irrelevant physical requirements and in accordance with objective standards that permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

Age:

Applicants for apprenticeship must be at least eighteen (18) years of age.

**EXAMPLES:**

Education:

At a minimum show proof of holding a G.E.D. (Certificate/High School Equivalency Certificate) or High School Diploma.

Physical:

Applicants must be physically able to perform the duties of the occupation with reasonable accommodations, if necessary.

Applicants must make a commitment to the apprenticeship program policies and procedures.

**SECTION V - QUALIFICATIONS OF THE JOURNEY WORKER**

The journey worker must be skilled as a youth development practitioner either through on the job experience or as part of formal schooling. The journey worker should be skilled in mentoring and have experience as a trainer, supervisor, or program coordinator.

**SECTION VI - APPRENTICESHIP AGREEMENT - 29.5(b)(11)**

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written apprenticeship agreement (Attachment B) signed by the program sponsor and the apprentice, and approved by and registered with the registration agency. The agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each agreement shall be furnished to the apprentices, the registration agency, the program sponsor and the Veteran's Agency (if Applicable).

Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these standards, the program sponsor's written rules and policies, and the apprenticeship agreement.

The registration agency will be advised promptly of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

**SECTION VII - RATIO OF APPRENTICES TO JOURNEY WORKERS- 29.5(b)(7)**

Only that number of apprentices will be employed as can be given proper supervision and training and can be assured of reasonable opportunity for employment on the completion of the apprenticeship. The program sponsor's ratio shall be as stated on the applicable "Occupational Schedule" (Attachment A) attached to and made a part of the standards.

The minimum numerical ratio of apprentices to journey workers shall be one (1) apprentice to one (1) journey worker employed. At no time will the safety of apprentices or responsibilities for youth be compromised.

**SECTION VIII - TERM OF APPRENTICESHIP - 29.5(b)(2)**

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the Occupational Schedule (Attachment A).

An apprentice, who by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the apprenticeship program in less than the time designated, may be advanced to the next phase.

**SECTION IX - PROBATIONARY PERIOD - 29.5(b)(8), (b) (19)**

During the probationary period either the apprentice or the program sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the on-the-job training and related instruction and any disciplinary action taken during the probationary period. The probationary period shall be no more than six calendar months.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period performance shall have his/her apprenticeship agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the registration agency.

Each probationary apprentice evaluated as satisfactory after a review of the probationary period performance shall be given full credit for the probationary period and continue in the program.

After the probationary period the apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the program sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the program sponsor will provide written notice to the apprentice and to the registration agency of the final action taken.

### **SECTION X - HOURS OF WORK**

Apprentices will work full time that is, a minimum of thirty (30) hours or more a week. Apprentices shall generally work the same hours as the journey worker, except that no apprentice shall be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of on-the-job training during a given segment shall have the term of that segment extended until the required numbers of hours of training are accrued.

### **SECTION XI - APPRENTICE WAGE PROGRESSION - 29.5(b)(5)**

Apprentices shall be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journey worker status, the program sponsor shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the program sponsor shall be guided by the work experience and related instruction records and reports.

### **SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE - 29.5(b)(12)**

The program sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards of apprenticeship.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the program sponsor must submit the request at the time of application and furnish such records, affidavits, and other (*insert local requirements*) to substantiate the claim.

The request for credit will be evaluated and a determination made by the program sponsor. Evaluation shall be made in accordance with the Occupational Schedule for the occupation. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues. The granting of advanced standing will be uniformly applied to all apprentices.

### **SECTION XIII - CONTINUITY OF EMPLOYMENT – 29.(b) (13)**

The program sponsor, insofar as possible, will provide continuous employment. In the event of

reduction in force, suspended or laid off apprentices will be given the opportunity to return to their apprenticeship before a new apprentice is hired. The program sponsor will follow its personnel policy regarding reductions in force.

**SECTION XIV - WORK EXPERIENCE - 29.5(b)(3)**

During the apprenticeship the apprentice shall receive such on-the-job training and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The on-the-job training shall be under the direction and guidance of qualified journey workers.

The Work Process (es) for each occupation is covered in the attached Occupational Schedule(s) (Attachment A).

**SECTION XV - RELATED INSTRUCTION - 29.5(b)(4)**

During each segment of training each apprentice is required to attend classes in subjects related to the job as outlined in Attachment A. For each occupation, the recommended term of apprenticeship will be a minimum of 144 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such subjects as the program sponsor advised. Apprentices (*insert will/will not*) be paid for hours spent attending related instruction classes.

The program sponsor is encouraged to inform each apprentice of the availability of college credit where available through the [*insert the names of educational institutions which will offer college credit where applicable*].

To the extent possible, related instruction shall be closely correlated with the practical experience and training received on the job. The program sponsor shall monitor and document the apprentice's progress in related instruction classes.

Sample Process (Program Sponsor may insert local requirements)

Any apprentice who is absent from related instruction classes, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or on-the-job) training without due cause, the program sponsor shall take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

The program sponsor is encouraged to secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored by the program sponsor.

**SECTION XVI - SAFETY AND HEALTH TRAINING - 29.5(b)(9)**

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices shall be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work in such

manner as to ensure their own safety and that of their fellow workers.

**SECTION XVII - SUPERVISION OF APPRENTICES - 29.5(b)(14)**

The program sponsor shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice(s) designated by the program sponsor shall, with the advice and assistance of the program sponsor, be responsible for the apprentice's work assignments to ensure that the apprentice is working under the supervision of a skilled journey worker, evaluation of work performance, and completion and submittal of progress reports to the program sponsor.

Apprentices shall be under the general supervision of the employer and under the direct supervision of the department supervisor to whom they are assigned. The employer or the journey worker shall be responsible for moving apprentices from one department to another in accordance with the prearranged work schedule.

**SECTION XVIII - RECORDS AND EXAMINATIONS - 29.5(b)(6)**

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. This record will be included in each apprentice's record file maintained by the program sponsor.

Before each period of advancement, or at any other time when conditions warrant, the program sponsor shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the program sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice repeat a process or series of processes before advancing to the next wage classification. In such cases, the program sponsor will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker, the program sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement.

Written records of progress evaluations and corrective and final actions shall be maintained by the program sponsor.

**SECTION XIX - MAINTENANCE OF RECORDS - 29.5(b)(22)**

The program sponsor shall maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants. The records shall be made available on request to the Registration Agency.

**SECTION XX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29.5(b)(15)**

Upon satisfactory completion of the requirements of the apprenticeship program as established in these standards, the program sponsor shall so certify in writing to the Registration Agency and

request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the on-the-job training and the related instruction as requested by the registration agency.

**SECTION XXI - NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)**

The registration agency shall be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, terminations, completions, and cancellations.

**SECTION XXII - CANCELLATION AND DEREGISTRATION - 29.5(b)(17)**

These apprenticeship standards, upon adoption by the program sponsor, will be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The program sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The registration agency shall be notified promptly of any decision to cancel the program.

Deregistration of these Standards of Apprenticeship may be initiated by the registration agency for failure of the program sponsor to abide by the provisions herein. Such deregistration will be in accordance with the registration agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the program sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7.

**SECTION XXIII - AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)**

These standards of apprenticeship may be amended or modified at any time by the program sponsor provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties to the Agreement. Such amendment or modification shall be submitted to the registration agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment applies.

**SECTION XXIV - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - 29.5(b)(21)**

The program sponsor shall have full authority to supervise the enforcement of these apprenticeship standards. Its decision will be final and binding on the employer, the local union, the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

**TITLE 29 CFR 29.5(b)(21)**

The program sponsor shall hear and resolve all complaints, for which written notification is received within fifteen (15) days of violations, concerning the Apprenticeship Agreement and the registered



Apprenticeship Standards. The program sponsor shall make such rulings, as it deems necessary in each individual case, within thirty (30) days of receiving the written notification. Either party to the apprenticeship agreement may consult with the registration agency for an interpretation of any

provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: *(program sponsor should insert applicable information)*

**TITLE 29 CFR 30.11**

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the United States Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred and eighty days (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the U.S. Department of Labor for good cause shown. Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The program sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION XXV - TRANSFER OF TRAINING OBLIGATIONS 29.5(13)**

In the event the program sponsor is unable to fulfill its obligation the apprentice may be transferred to another employer operating the same program.

Such transfers are subject to the consent of the apprentice and of the program sponsor. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

**SECTION XXVI - CONSULTANTS**

Advice and assistance in the successful operation of this apprenticeship program will be available at any time, upon request by the program sponsor, from representatives of the Registration Agency.

**SECTION XXVII – EMPLOYER ACCEPTANCE AGREEMENT**

The written agreement whereby the employer agrees to the terms and conditions set forth in these standards of apprenticeship registered by the sponsor. (Attachment D)

**SECTION XXVIII – CONFORMANCE WITH STATE AND FEDERAL LAWS**

No section of these standards of apprenticeship shall be construed as permitting violation of applicable State and Federal law.

**SECTION XXIX – SELECTION OF APPRENTICES**

Selection into apprenticeship program will be in accordance with the selection procedures made a part of these standards. (Attachment C)

**SECTION XXX - SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS**

**OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The *(Name of Program Sponsor)* hereby adopts these Standards for Apprenticeship on this \_\_\_\_\_  
\_\_\_\_\_ Day of \_\_\_\_\_, 2002.

REPRESENTING THE NAME OF PROGRAM SPONSOR:

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Printed Name and Title**

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Printed Name and Title**

ATTACHMENT A

SAMPLE

OCCUPATIONAL SCHEDULE FOR: YOUTH DEVELOPMENT PRACTITIONER  
 O\*NET CODE: 13-1070-01 RAIS CODE: 1039

This occupational schedule guideline is attached to and a part of the National Guidelines for Apprenticeship Standards for the above identified occupation.

1. **TERM OF APPRENTICESHIP**

The term of apprenticeship shall be a period of (insert length of program here) supplemented by the required hours of related instruction.

2. **RATIO OF APPRENTICES TO JOURNEY WORKERS**

To ensure adequate supervision and training, it shall be the policy of the program sponsor to employ not more than one apprentice for the first journey worker and not more than one apprentice for every three-journey workers thereafter.

3. **APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journey worker wage rate, as follows:

**SAMPLE**  
**RECOMMENDED WAGE SCHEDULE**  
 (Preferably in Percentage)  
***Adjust based on the term***

<u>Periods</u>		<u>3000 Hour Program</u>			
		<u>Rates</u>	<u>Periods</u>	<u>Rates</u>	
1 <sup>st</sup>	3 Months	60%	4 <sup>th</sup>	3 Months	85%
2 <sup>nd</sup>	3 Months	70%	5 <sup>th</sup>	6 Months	95%
3 <sup>rd</sup>	3 Months	75%			

  

<u>Periods</u>		<u>4000 Hour Program</u>			
		<u>Rates</u>	<u>Periods</u>	<u>Rates</u>	
1 <sup>st</sup>	3 Months	60%	4 <sup>th</sup>	6 Months	85%
2 <sup>nd</sup>	3 Months	65%	5 <sup>th</sup>	6 Months	95%
3 <sup>rd</sup>	6 Months	75%			

The apprentice shall not be paid less than the percentage of scheduled journey workers' wages listed above.

Current Journey Worker Wage Rate \$\_\_\_\_\_ per hour<sup>1</sup>. (Local Goodwill will complete)

4. **SCHEDULE OF WORK EXPERIENCE**

(See attached Occupational Schedule)

The program sponsor may adjust the occupational schedule to conform to local practice prior to submitting these standards to the appropriate registration agency.

5. **SCHEDULE OF RELATED INSTRUCTION**

(See attached Course Outline)

---

1 Program Sponsor needs to provide current journey worker wage rate.

**WORK PROCESS SCHEDULE**

**YOUTH DEVELOPMENT PRACTITIONER**

O\*NET-SOC: 13-1070-01 RAIS CODE: 1039

4. Occupational Description: Assesses youth job readiness and personal growth goals; assist youth with job search; maintains youth case records; program data and other statistical records. Monitors youth on-the-job performance. Establishes agreements with businesses to provide placement and on-the-job training; establishes agreements with non-profit agencies or post secondary institutions to provide necessary life skills to youth.

5. Term: **3000 - 4000 Hours**

The following outlines the on-the-job training for the occupation of Youth Development Practitioner. The suggested related instruction which supplements the on-the-job training follows the on-the-job training outline.

Directions: Evaluate the apprentice’s competency and skill level using the rating scale below. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C and D. Ratings should reflect job readiness for each of the competencies rather than a grade given in the class.

- Rating Scale: 4 - Skilled can work independently with no supervision  
 3 - Moderately skilled can perform job completely with limited supervision  
 2 - Limited Skill– required instruction and close supervision  
 1 - No Exposure–No Experience or knowledge in this area

Description	Rating Scale				Approx. OJT Hours
	4	3	2	1	
<b>Communicate Professional Knowledge</b>					
<ul style="list-style-type: none"> <li>Apply relevant theory and research about youths’ physical, emotional, social and cognitive processes; peer relations and sexuality; and risk and protective measures of youth development.</li> <li>Apply basic principles of group work and facilitation, cooperative learning, conflict resolution and behavior management.</li> <li>Apply “best practices” from a youth development approach.</li> <li>Apply strategies of community consensus-building, mobilization and advocacy.</li> </ul>					
<b>Communicate with Youth Directly and Through the Expression of Attitude</b>					
<ul style="list-style-type: none"> <li>Effectively communicate with youth and facilitate discussion both one-on-one and in group settings.</li> <li>Demonstrate concern about the well-being of others, interest in feelings and experiences of others; support the self-esteem of others and enjoyment of being with youth.</li> <li>Demonstrate a belief in the potential and empowerment of all youth and family members and the ability to identify developmental possibilities amid difficult situations.</li> <li>Demonstrate awareness of commonalities and differences (such as gender, race, ethnicity, class, and religion) among youth of diverse backgrounds and appreciation of</li> </ul>					

Description	Rating Scale				Approx. OJT Hours
	4	3	2	1	150- 200
<p>those of differing talents, sexual orientations, and faith.</p> <ul style="list-style-type: none"> <li>• Challenge values and attitudes of youth in a supportive manner; affirm and validate youths' values and ideas.</li> <li>• Maintain appropriate "boundaries"(such as roles, responsibilities, relationships and confidentiality) with youth.</li> <li>• Demonstrate knowledge of negotiating skills by addressing youth problems, concerns and interests and arriving at a win-win solution.</li> <li>• Demonstrate leadership qualities.</li> </ul>					
<b>Assessment/Individual Planning</b>					
<ul style="list-style-type: none"> <li>• Observe and talk with youth to assess individual goals, interests, concerns and competencies, and to do so with an appreciation of their community context.</li> <li>• Prepare next steps with youth in achieving individual career goals.</li> <li>• Select, administer and interpret standardized assessment instruments for assessing individual interests and competencies.</li> <li>• Track and evaluate participant progress; revise individual service strategy plans, as appropriate, and coordinate necessary resources.</li> <li>• Demonstrate knowledge of personal money management by assisting youth with setting realistic financial goals and developing a plan to achieve those goals (e.g., spending plan, record of daily expenses, understanding fixed and variable expenses).</li> <li>• Demonstrate ability to recognize individual strengths and barriers which may affect career activities.</li> <li>• Demonstrate knowledge and awareness of usefulness of formal assessments.</li> </ul>					
<b>Program Design and Delivery</b>					
<ul style="list-style-type: none"> <li>• Apply "best practices" models to the design, implementation, continuous improvement, and evaluation of organizational programs and practices to make it more effective.</li> <li>• Initiate, enable, and sustain group interactions and relationships through the completion of an ongoing activity or project.</li> <li>• Design and implement social and cognitive developmental opportunities for youth e.g., critical thinking skills and reasoning skills.</li> <li>• Foster and promote multi-cultural understanding.</li> <li>• Organize and facilitate youth leadership activities including service learning.</li> <li>• Design and implement life skills classes and workshops on</li> </ul>					

Description	Rating Scale				Approx. OJT Hours
	4	3	2	1	150- 200
job readiness. <ul style="list-style-type: none"> <li>Assist youth in acquiring positive decision making skills.</li> </ul>					
<b>Relationship to Community</b>					
<ul style="list-style-type: none"> <li>Actively engage family members in program and community initiatives and provide support to them as they nurture the development of their children.</li> <li>Maintain relationships and demonstrate working knowledge of other youth provider organizations.</li> <li>Demonstrate a willingness to search for and retain information about communities with cultural and economic backgrounds different from their own.</li> <li>Demonstrate an awareness of the array, mission and referral processes of community agencies and organizations that serve youth and families.</li> </ul>					
<b>Administrative Skills</b>					
<ul style="list-style-type: none"> <li>Maintain records (e.g., case notes, program data and other statistical records related to job placement and retention of youth).</li> <li>Demonstrate ability to write effective reports, case studies, notes and letters.</li> <li>Demonstrate knowledge of time management strategies.</li> <li>Demonstrate knowledge of team development e.g., identifying roles of team members.</li> <li>Demonstrate knowledge and application of appropriate technologies to the task at hand (e.g., specific computer applications, Internet).</li> <li>Demonstrate knowledge and application of program objectives.</li> </ul>					
<b>Workforce Preparation</b>					
<ul style="list-style-type: none"> <li>Assess career interests through the use of appropriate instruments, e.g., interest inventories, personality measure multiple aptitude or achievement batteries, combined instruments.</li> <li>Assess job readiness of a youth.</li> <li>Conduct career readiness training which includes workshops and courses that cover career topics such as resume writing, interview skills, job hunting job keeping skills, and completion of application.</li> <li>Demonstrate ability to recognize strengths and barriers which may affect career training activities.</li> </ul>					
<b>Career Exploration</b>					
<ul style="list-style-type: none"> <li>Assist youth develop Career Development Plan.</li> <li>Utilize current labor market information, and other post-secondary information materials which assist youth identify individual preferences and skills.</li> </ul>					

Description	Rating Scale				Approx. OJT Hours
	4	3	2	1	150- 200
<ul style="list-style-type: none"> <li>Assist youth make informed decisions about future career goals by utilizing computerized career information delivery systems by ensuring that they are knowledgeable in accessing employment placement services, utilize various job search e.g., O*NET, resume computer software and navigating the Internet.</li> <li>Apply knowledge of education, training and resources that provide information about job functions, salaries, requirements and future outlooks.</li> </ul>					
<b>Employer Relations</b>					
<ul style="list-style-type: none"> <li>Develop job opportunities for youth.</li> <li>Create and maintain relationships with the employer.</li> <li>Demonstrate conflict resolution skills to resolve problems with employer and/or employee.</li> <li>Have working knowledge of employer needs and concerns.</li> <li>Establish agreements with private businesses to provide placement or on-the-job training.</li> <li>Monitor on the job performance to ensure participants' success in the workplace.</li> </ul>					
<b>Resource Development</b>					
<ul style="list-style-type: none"> <li>Create and maintain relationships with the educational systems, e.g., secondary, post secondary, youth correctional institutions and others in the education and youth preparation field.</li> <li>Conduct community assessments and identify under used resources to assist in providing employment, training and support service resources.</li> <li>Assist youth with services available through One-Stop Centers.</li> <li>Coordinate employer outreach with other workforce development agencies in the community and utilize employer advisory councils for education and workforce preparation programs.</li> <li>Market the youth program to potential customers, their families, and other youth organizations in the community and public.</li> </ul>					



---

**YOUTH DEVELOPMENT PRACTITIONER**
**RELATED INSTRUCTION OUTLINE**

This related instruction (RI) outline identifies the courses that provide the theoretical background and the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the **skilled level** of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship **is recommended**. The following outline is the **suggested** course curriculum during the term of apprenticeship. This related instruction outline may be revised by the local Goodwill (For example, adding/changing hours in one area) to accommodate local conditions. (Please refer also to SECTION XII: Credit for Previous Experience).

**FIRST YEAR**

<b>Core Skills</b>	<b>Approx. Hours.</b>
• Speech Communication	3
• Facilitation	4
• Group Work, Group Dynamics	8
• Motivational Skills	3
• Youth and Adolescent Growth and Development	13
• Youth and Adolescent Counseling	8
• Sociology	3
• Adolescent Psychology	4
• Role of the Family	3
• Multi-Culturalism and Diversity Training	10
• Health Promotion / Drug and Alcohol Abuse Prevention	3
• Youth with Special Needs	4
• Life Skills	2
• Service Learning	2
• Cooperative Learning	2
• Conflict Resolution/Violence Prevention	6
• Behavior Management (Stress/Anger Management)	4
• Training Materials Development	5
• Writing	3
• Knowledge and Interpretation of Assessment Tests	2
• Community Advocacy Skills	4
• Conducts and Ethics	4
• Grief Counseling	4
• Training on assisting people with Disabilities	3
• Knowledge of the Youth Legal System	3
• Problem Solving	5
• Education and Training	2
• Modeling Behavior	4
<b><u>Workforce Development Skills</u></b>	
• Job Search Skills	3
• Job Preparation Skills	2
• Career Readiness Training	3
• Career Development Process	2
• Labor Market Information	2
• Vocational/Career/Educational Testing	4
• Career Development Plans	3

---

• Monitoring / Supervision	8
• History and Structure of Workforce Development System	5
• Knowledge of Learning Styles	7
• Confidentiality (Knowledge of Federal, State, Local confidentiality and referral protocols)	4
<b>TOTAL HOURS</b>	<b>164</b>

**SECOND YEAR**

<b>Core Skills</b>	<b>Approx. Hours.</b>
• Speech Communication	3
• Facilitation	4
• Group Work, Group Dynamics	8
• Motivational Skills	3
• Youth and Adolescent Growth and Development	13
• Youth and Adolescent Counseling	8
• Sociology	3
• Adolescent Psychology	4
• Role of the Family	3
• Multi-Culturalism and Diversity Training	10
• Health Promotion / Drug and Alcohol Abuse Prevention	3
• Youth with Special Needs	4
• Life Skills	2
• Service Learning	2
• Cooperative Learning	2
• Conflict Resolution/Violence Prevention	6
• Behavior Management (Stress/Anger Management)	4
• Training Materials Development	5
• Writing	3
• Knowledge and Interpretation of Assessment Tests	2
• Community Advocacy Skills	4
• Grief Counseling	4
• Training on assisting people with Disabilities	3
• Knowledge of the Youth Legal System	3
• Problem Solving	5
• Education and Training	2
• <b><u>Administrative Skills</u></b>	
• Basic Computer Skills	9
• Maintenance of Youth Case Records	3
• Case Management	6
• Data Management Skills	4
• Time Management Strategies	3
• Teamwork Skills	6
• Creating Factual Base and Documenting Results	4
▪ <b>Workforce Development Skills</b>	
• Job Development	2
• Employer Relations	3
• Resource Mapping	4

---

**ATTACHMENT A**

---

•	Outreach	6
•	Marketing	8
▪	Monitoring / Supervision	8
	<b>TOTAL HOURS</b>	<b>179</b>

**LOCAL GOODWILL SPONSOR'S  
APPRENTICESHIP AGREEMENT**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

*(Name of Program Sponsor)*

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30  
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE  
UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

Each registered apprenticeship program sponsor who employs five or more apprentices must prepare and submit to the registration agency for approval, an Affirmative Action Plan (AAP) and Selection Procedure (SP), which substantially addresses the content of the following samples. (Attachment C)

### **SECTION I - INTRODUCTION**

The program sponsor enters this plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The program sponsor seeks to increase the recruitment of qualified women and minorities for possible selection into the apprenticeship program in the event females and/or minorities are underutilized in the apprenticeship program. The program sponsor hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan.

This plan is a supplement to the Apprenticeship Standards. Any changes made by the program sponsor shall become part of this written plan, once approved by the U. S. Department of Labor, Bureau of Apprenticeship and Training.

### **SECTION II - EQUAL OPPORTUNITY PLEDGE**

The program sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall 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 under Title 29 of the Code of Federal Regulations, Part 30.”

### **SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES**

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the program sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the program sponsor’s labor market area. Once the labor force is determined, the program sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached form)

### **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT**

The program sponsor’s affirmative action plan includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the program sponsor shall set forth the specific steps they intend to take under each identified effort.** The program sponsor will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR Part 30.4(c).

An announcement of apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women’s Organizations/Centers

- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the program sponsor's equal opportunity policy. Applications will be taken for no less than a two (2) week period.

Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

Internal communication of the program sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the program sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meetings its obligation under Title 29, CFR Part 30.

Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs shall provide for pretesting experience and training. In initiating and conducting these programs, may be required to work with other program sponsors and appropriate community organizations. The program sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.

Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship, shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

Utilizing journey worker to assist in the implementation of the program sponsor's affirmative action in the apprenticeship program.

Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and female apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:)

---

---

---

---

**FOR EACH BOX CHECKED IN SECTION IV,  
LIST EACH SPECIFIC STEP THAT YOU WILL  
UNDERTAKE TO FULFILL THAT OUTREACH  
AND RECRUITMENT STEP**

**SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The program sponsor will make an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The review shall analyze (independently and collectively) the affirmative action steps taken by the program sponsor for evaluating the positive impact, as well as the adverse impact in the areas of Outreach and Recruitment, Selection, Employment, and Training. They will work diligently to identify the cause and effect that results from their affirmative action measures. The program sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Affirmative Action Plan must be submitted to the Registration Agency for registration. The program sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented.

The goals and timetables also will be reviewed annually and updated where necessary.

**SECTION VI - OFFICIAL ADOPTION**

This Affirmative Action Plan is officially adopted by:

\_\_\_\_\_  
**(SIGNATURE OF AUTHORIZED REPRESENTATIVE)**

\_\_\_\_\_  
**(PRINTED NAME)**

\_\_\_\_\_  
**(TITLE)**

\_\_\_\_\_  
**(DATE)**



**AFFIRMATIVE ACTION PLAN  
WORKFORCE ANALYSIS**

For RAIS Code: \_\_\_\_\_

Occupational Title:

\_\_\_\_\_

Sponsor: \_\_\_\_\_

RAIS #:

Address: \_\_\_\_\_

Phone #:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Selection Method Used:

Labor Market Area:

\_\_\_\_\_

---

**STATISTICAL AREA LABOR FORCE ANALYSIS**

Total Work Force:

Women: \_\_\_\_\_ % of Work Force

Minority: \_\_\_\_\_ % of Work Force

---

**SPONSOR'S STATISTICAL DATA**

Journey Workers:

Total Journey Workers:

Women: \_\_\_\_\_ % of Journey Workers

Minority: \_\_\_\_\_ % of Journey Workers

Apprentices:

Total Apprentices:

Women: \_\_\_\_\_ % of Apprentices

Minority: \_\_\_\_\_ % of Apprentices

---

**DETERMINATION OF UTILIZATION**

Minority Underutilization Yes \_\_\_\_\_ No \_\_\_\_\_

Women Underutilization Yes \_\_\_\_\_ No \_\_\_\_\_

---

**SPONSOR'S GOALS**

The Sponsor agrees to take affirmative action with the goal of selecting \_\_\_% minorities and \_\_\_% women during the next year or hiring period.

Estimated number of new apprentices to be hired during the next year:

---

**Sponsor's Signature**

---

**Approved by Agency**

---

**Title**

---

**Title**

---

**Date**

---

**Date**

**SAMPLE  
QUALIFICATIONS AND SELECTION  
PROCEDURES**

**ADOPTED BY  
(NAME OF PROGRAM SPONSOR)**

**DEVELOPED IN COOPERATION WITH THE  
UNITED STATES DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED BY \_\_\_\_\_  
REGISTRATION AGENCY**

**DATE APPROVED: \_\_\_\_\_**

**The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.**

## **SECTION I - MINIMUM QUALIFICATIONS**

Apprentice applicants shall be selected on the basis of qualifications alone, without regard to occupationally irrelevant physical requirements and in accordance with objective standards that permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

### Age:

Applicants for apprenticeship must be at least eighteen (18) years of age.

### **EXAMPLES:**

### Education:

At a minimum show proof of holding a G.E.D. (Certificate/High School Equivalency Certificate) or High School Diploma.

### Physical:

Applicants must be physically able to perform the duties of the occupation with reasonable accommodations, if necessary.

Applicants must make a commitment to the apprenticeship program policies and procedures.

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these standards.

## **SECTION II - APPLICATION PROCEDURES**

- A. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the program sponsor.
- D. Receipt of the properly completed application form, along with ANY required supporting documents (EXAMPLES: proof of age - driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.

- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

**SECTION III - SELECTION PROCEDURES**

- A. The program sponsor shall schedule the interview and evaluation session. All applicants who have met the basic qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgment derived from the interview.
- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the program sponsor informed of their current mailing address and phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested", to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicants name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

**SECTION IV - COMPLAINT PROCEDURE**

Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the U.S. Department of Labor must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the U.S. Department of Labor for good cause shown.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The program sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

**SECTION V - MAINTENANCE OF RECORDS**

The program sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records shall be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

**SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

The foregoing Selection Procedures are hereby officially adopted by:

\_\_\_\_\_  
**(SIGNATURE OF AUTHORIZED REPRESENTATIVE)**

\_\_\_\_\_  
**(PRINTED NAME)**

\_\_\_\_\_  
**(TITLE)**

\_\_\_\_\_  
**(DATE)**

**SAMPLE EMPLOYER ACCEPTANCE AGREEMENT**

The following hereby agrees to comply with the provisions of the Apprenticeship Standards (Program Number: \_\_\_\_\_ formulated by the **(Insert Name of Organization)**).

I hereby agree to carry out the intent and purpose of the said standards and to abide by the rules and decisions of the Apprenticeship Committee established under these standards. I have been furnished a true copy of these apprenticeship standards, and have read and understand them and hereby request certification to train Apprentices in the occupation classification identified under the provisions of these standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the registration agency.

\_\_\_\_\_  
(Name of Employer)

\_\_\_\_\_  
(Address of Employer)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(Area Code and Telephone Number)

\_\_\_\_\_  
(Name and Title of Representative)

\_\_\_\_\_  
(Signature of Representative)

**Note: EACH PARTICIPATING EMPLOYER SHALL COMPLETE THIS FORM AND FILE WITH THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE REGISTRATION AGENCY FOR THEIR RECORDS, IN ACCORDANCE WITH REGISTRATION**