

**BULLETIN 2003 – 19****Date: June 13, 2003**

U.S. Department of Labor Employment and Training Administration Office of 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 SER Jobs for Progress  <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 SER Job For Progress. SER is an acronym for Service, Employment and Redevelopment.

**BACKGROUND:** These National Guideline Standards submitted by SER Job For Progress were certified by the OATELS Administrator on June 06, 2003. 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

**SER JOBS FOR PROGRESS NATIONAL, 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: June 6, 2003**

**CERTIFICATION NUMBER: C-2003-06**

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

## **FOREWORD**

The SER Jobs for Progress National, Inc., (SER), 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 apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled youth 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 U. S. Department of Labor, Bureau of Apprenticeship and Training (the Bureau), or by a State Apprenticeship Council (SAC)/Agency 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 guideline standards is to provide policy and guidance to local SER Partners in developing Standards of Apprenticeship for local approval and registration. These National Guideline Standards developed by SER Jobs for Progress National, Inc. 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. The SAC/Agencies recognized by the Office of Apprenticeship Training, Employer and Labor Services 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 SER Partner that undertakes to carry out an apprenticeship training program. The local standards of apprenticeship will be the written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as defined by the local SER Partner and must meet all the requirements of the local Registration Agency.

## **THE NATIONAL APPRENTICESHIP COMMITTEE**

SER Jobs for Progress National, Inc., is responsible for the development of national guideline standards and having them certified by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services for use by their companies.

The National Apprenticeship Committee shall consist of members of the SER Network of Partners appointed by the Executive Director of the local organization. The National Apprenticeship Committee to the extent authorized, is the advisory body for national guideline standards and, as such shall establish rules and regulations governing its procedures as may be required.

### **Duties of the National Apprenticeship Committee**

The National Apprenticeship Committee Shall Endeavor to:

- a. Encourage local SER Partners to establish local apprenticeship programs in accordance with these national guideline standards.
- b. Cooperate with SER Jobs for Progress National, Inc., and its partners in all areas of training.
- c. Assist in the development of an annual report to the SER Network of Partners on progress made in apprenticeship.
- d. Cooperate with SER Jobs for Progress National, Inc., on the development and use of related instruction material.

## **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 registration agency are available to assist the program sponsor in developing Standards of Apprenticeship, Affirmative Action Plan and Selection Procedure using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedure must be submitted to the registration agency for approval and registration.

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

The SER Jobs for Progress National, Inc. officially adopts these National Guidelines for Apprenticeship Standards on this 28 day of May, 2003.

/S/ Ignacio Salazar  
IGNACIO SALAZAR, President/CEO

**(SAMPLE)**

**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

***(NAME OF SPONSOR)***

**FOR THE OCCUPATION OF**

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

**APPROVED BY**

***(REGISTRATION AGENCY)***

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

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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

**SAMPLE**

**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 a skilled Youth Development Practitioner and to ensure the field of youth work has an adequate supply of skilled workers.

In furtherance of those goals (Insert the Name of the Program Sponsor) has established these Standards of Apprenticeship outlining all terms and conditions for the recruitment, selection, employment and training of apprentices in the occupation(s) listed in these standards.

## **DEFINITIONS**

**APPRENTICE:** Any individual meeting the qualifications described in these Standards of apprenticeship who has signed an apprenticeship agreement with the employer/ sponsor providing training and related instruction under these Standards, and who is registered with the registration agency.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the employer/sponsor setting forth the responsibilities and obligations of all parties to this agreement with respect to the apprentice's employment and training under these 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 (DOT):** 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.

**EMPLOYER:** A person or organization employing an apprentice under the guidelines specified in these apprenticeship standards.

**JOURNEYWORKER:** A skilled worker recognized by the employer/sponsor as one who is qualified by demonstrated skill, and/or training to undertake the tasks necessary for employment by the employer/sponsor in the occupation covered by this training program.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are 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.

**ON-THE-JOB LEARNING:** Tasks learned on the job in which the apprentice must be proficient before a completion of apprenticeship is granted. The training must be structured, supervised work experience and not less than 2000 hours.

**PROGRAM SPONSOR:** The employer in whose name these Standards of Apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

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

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

**RELATED INSTRUCTION:** Shall mean an organized and systematic form of instruction assigned to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her trade.

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

**SUPERVISOR OF APPRENTICES:** An individual designated by the program sponsor who is responsible for the apprentice's work assignment.

**SECTION I. - EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)**

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 program 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, (CFR) Part 30, as amended (insert applicable State regulations here, if applicable).

**SECTION II. - 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 Procedure as required under Title 29, CFR, Part 30. A sample Affirmative Action Plan and Selection Procedure are included in this document attached as Attachment C for guidance in development of local plans and procedures.

**SECTION III. - QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b) (10)**

Applicants shall meet the following minimum qualifications:

A. Age:

An applicant, who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants.

***(EXAMPLES)***

B. Education:

A high school diploma or General Education Development (GED) credential is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a copy of their DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical:

Applicants shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the program sponsor or the employer.

**SECTION IV. - RATIO OF APPRENTICES TO JOURNEYWORKERS- 29.5(b) (7)**

The ratio of apprentices to journeyworkers shall be consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. This ratio of apprentices to journeyworker shall be two (2) apprentices to one (1) journeyworker.

**SECTION V. - 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. However, in no event shall a Certificate of Completion of Apprenticeship be issued until the apprentice has completed 3000 to 4000 hours of on-the-job learning (OJL) and demonstrated technical competency in those areas covered by the related instruction portion of this document.

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

All applicants selected for apprenticeship shall serve a probationary period of 3 months (approximately 500 hours) of OJL.

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 OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice considered to be unsatisfactory after a review of the probationary period 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 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 VII. - 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. Such 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 Apprenticeship Agreement shall be furnished to the apprentice, the registration agency, the sponsor and the Veterans 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 VIII. - HOURS OF WORK**

Apprentices shall generally work the same hours as a skilled Youth Development Practitioner except that no apprentice shall be allowed to work overtime if it interferes with attendance/participation in related instruction.

Apprentices who do not complete the required hours of OJL during a given segment may have the term of that segment extended until the required number of hours of training or performance level attained.

### **SECTION IX. - 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 a skilled Youth Development Practitioner status, the program sponsor shall evaluate all progress to determine whether advancement has been earned by satisfactory OJL and in related instruction. In determining whether satisfactory progress has been made, the program sponsor shall be guided by the work experience and related instruction records and reports.

The progressive wage schedule shall be an increasing percentage of the skilled Youth Development Practitioner occupation wage rate as established by Attachment A. The percentages that will be applied to the applicable skilled Youth Development Practitioner wage rate are shown on the attached Work Processes and Related Instruction Outline (Attachment A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

### **SECTION X. - 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.

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, etc., to substantiate the claim.

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.

**(EXAMPLE)**

Applicants requesting such credit who are selected into the apprenticeship program shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the program sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period. The registration agency shall be notified of any such credit granted.

**SECTION XI. - WORK EXPERIENCE - 29.5(b) (3)**

During the apprenticeship each apprentice shall receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled Youth Development Practitioner. The OJL shall be under the direction and guidance of the qualified Youth Development Practitioner.

**SECTION XII. – RELATED INSTRUCTION - 29.5(b) (4)**

During each segment of training each apprentice is required to participate in related instruction in courses related to the job as outlined in Attachment A. For each occupation, the recommended term of apprenticeship will include no less than 144 hours of related instruction for the Youth Development Practitioner occupation for each year of the apprenticeship. Apprentices agree to take such courses as the program sponsor advises. The program sponsor shall secure the instructional aids and equipment it deems necessary to provide quality instruction. Apprentices 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 community college, university or training institution in close proximity to the workplace or those institutions where SER has developed an informal relationship or where SER has developed an articulation agreement.

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.

**(EXAMPLE)**

Any apprentice who is absent from related instruction, unless officially excused, shall satisfactorily complete all course 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 OJL 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 XIII. - 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 XIV. - SUPERVISION OF APPRENTICES - 29.5(b) (14)**

The Executive Director of SER shall designate a supervisor at each site to oversee the OJL of the apprentice(s). The supervisor shall be responsible for the apprentice's work assignment ensuring that the apprentice is working under the supervision of a skilled Youth Development Practitioner (Journeyworker). The Youth Development Practitioner/Journeyworker will evaluate work performance, and completion and submit progress reports to the supervisor.

All apprentices shall perform their on-the-job duties under the supervision of a skilled Youth Development Practitioner.

**SECTION XV. - RECORDS AND EXAMINATIONS - 29.5(b) (6)**

Apprentices may be responsible for maintaining a record of their work experience/training on the job and in related instruction and for having this record verified by their supervisor at the end of each week. The apprentice shall authorize an effective release of their completed related instruction records from the local school authorities to the program sponsor if necessary. The record and all data pertaining to the apprenticeship will be the property of the program sponsor and 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 OJL progress is found to be unsatisfactory, the program sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the sponsor should 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 skilled Youth Development Practitioner, 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 XVI. - MAINTENANCE OF RECORDS - 29.5(b) (22)**

The program sponsor shall maintain for a period of not less than 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 XVII. - 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 OJL and the related instruction as required by the registration agency.

**SECTION XVIII. - 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, completions, and cancellations and terminations of Apprenticeship Agreements and causes.

**SECTION XIX. - CANCELLATION AND DEREGISTRATION - 29.5(b) (17)**

These Standards will, upon adoption by the program sponsor, 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 in writing of any decision to cancel the program.

Deregistration of these Standards 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 XX. - AMENDMENTS OR MODIFICATIONS - 29.5(b) (17)**

These Standards 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 or modification applies.

**SECTION XXI. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29, CFR 29.5(b) (21), Title 29, CFR 29.30(11)**

The program sponsor shall have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and 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 of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The program sponsor shall make such rulings as it deems necessary in each individual case and 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 these 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/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/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 one hundred eighty (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 body 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 XXII. - TRANSFER OF TRAINING OBLIGATION 29.5(13)**

The program sponsor may transfer an apprentice from one employer to another to provide continuous employment and to assure the apprentice more complete OJL experience in all aspects of the occupation.

If a work site, or contract employer is unable to fulfill its training obligation under these Standards due to lack of work or failure to conform to these Standards, the program sponsor may, subject to the consent of the apprentice, move the affected apprentice(s) to other participating work sites or contract employers.

**SECTION XXIII. - RESPONSIBILITIES OF THE APPRENTICE (EXAMPLE)**

Apprentices, having read these Standards formulated by the program sponsor and signed an Apprenticeship Agreement, agree to all the terms and conditions contained herein. Apprentices agree to abide by the program sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the program sponsor may deem necessary to become a Youth Development Practitioner.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of a Youth Development Practitioner and other pertinent duties assigned by the sponsor in accordance with the provisions of these standards.
- B. Attend and satisfactorily complete the required hours of OJL and related instruction in subjects related to the occupation as provided under these standards.
- C. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the program sponsor.
- D. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

**SECTION XXIV. - SELECTION OF APPRENTICES**

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

**SECTION XXV. - 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 XXVI. - EMPLOYER ACCEPTANCE AGREEMENT**

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

**SECTION XXVII. - CONFORMANCE WITH STATE AND FEDERAL LAWS**

No section of these Standards shall be construed as permitting violation of applicable State or Federal law.

**SECTION XXVIII. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:**

The *(Name of Program Sponsor)* hereby adopts these standards for apprenticeship on this \_\_\_\_\_ Day of \_\_\_\_\_, (INSERT YEAR).

REPRESENTING THE *(Name of the Program Sponsor)*:

\_\_\_\_\_  
Signature of Program Sponsor

\_\_\_\_\_  
Printed Name

**Attachment A**

**WORK PROCESS AND RELATED INSTRUCTION OUTLINE  
OCCUPATION SCHEDULE FOR: Youth Development Practitioner  
O\*NET/SOC CODE: 13-1070-01 RAIS CODE: 1039**

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

**1. TERM OF APPRENTICESHIP**

The term of the apprenticeship shall be a period of 3000 to 4000 hours of OJL supplemented by the required hours of related instruction.

**2. RATIO OF APPRENTICES TO SKILLED YOUTH DEVELOPMENT PRACTITIONER /JOURNEYWORKER**

The ratio of apprentices to Youth Development Practitioner shall be two (2) apprentices to one (1) skilled Youth Development Practitioner.

**3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current Youth Development Practitioner wage rate.

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

<b><u>3000 Hour Program</u></b>			
<b><u>Periods</u></b>	<b><u>Rates</u></b>	<b><u>Periods</u></b>	<b><u>Rates</u></b>
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%		
<b><u>4000 Hour Program</u></b>			
<b><u>Periods</u></b>	<b><u>Rates</u></b>	<b><u>Periods</u></b>	<b><u>Rates</u></b>
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%		

**4. SCHEDULE OF WORK EXPERIENCE (See attached Occupational Schedule)**

The program sponsor may adjust the work processes to conform to local practice prior to submitting these Standards to the appropriate registration agency for approval.

**5. SCHEDULE OF RELATED INSTRUCTION**

(See attached Course Outline)

**WORK PROCESS SCHEDULE  
YOUTH DEVELOPMENT PRACTITIONER  
O\*NET-SOC: 13-1070-01 RAIS CODE: 1039**

**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 learning; establishes agreements with non-profit agencies or post secondary institutions to provide necessary life skills to youth.

Term: **3000 - 4000 Hours**

The following outlines the on-the-job learning (OJL) for the occupation of Youth Development Practitioner. The suggested related instruction which supplements the on-the-job learning follows the on-the-job learning 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 Skills required instruction and close supervision
  - 1 - No Exposure; No Experience or knowledge in this area

	Approx. OJT				
	Rating Scale				Hours
	4	3	2	1	
<b>Communicate Professional Knowledge</b>					150- 200

<b>Communicate Professional Knowledge</b>	4	3	2	1	150-200
<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>Rating Scale</b>				<b>Approx. OJT Hours</b>
<b>Communicate with Youth Directly and Through the Expression of Attitude</b>	4	3	2	1	500 - 700

<b>Communicate with Youth Directly and Through the Expression of Attitude</b>	4	3	2	1	500 - 700
<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 those of differing talents, sexual orientations, and faith</li> <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>	<b>Rating Scale</b>				<b>Approx. OJT Hours</b>
	4	3	2	1	450 - 600

<b>Assessment / Individual Planning</b>	4	3	2	1	450 - 600
<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>Rating Scale</b>				<b>Approx. OJT Hours</b>
	4	3	2	1	
<b>Program Design and Delivery</b>					550-700
<ul style="list-style-type: none"> <li>➤ Apply “best practices” models to the design,</li> </ul>					

<b>Program Design and Delivery</b>	4	3	2	1	550-700
implementation, continuous improvement, and evaluation of organizational programs and practices to make it more effective  ➤ Initiate, enable, and sustain group interactions and relationships through the completion of an ongoing activity or project  ➤ Design and implement social and cognitive developmental opportunities for youth (e.g., critical thinking skills and reasoning skills)  ➤ Foster and promote multi-cultural understanding  ➤ Organize and facilitate youth leadership activities including service learning  ➤ Design and implement life skills classes and workshops on job readiness  ➤ Assist youth in acquiring positive decision making skills					

	<b>Approx. OJT</b>				
	<b>Rating Scale</b>				<b>Hours</b>
<b>Relationship to Community</b>	4	3	2	1	450-600
➤ Actively engage family members in program and					

<b>Relationship to Community</b>	4	3	2	1	450-600
<p>community initiatives and provide support to them as they nurture the development of their children</p> <ul style="list-style-type: none"> <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>Rating Scale</b>				<b>APPROX OJT Hours</b>
<b>Administrative Skills</b>	4	3	2	1	150-200
<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> </ul>					

<b>Administrative Skills</b>	4	3	2	1	150-200
<ul style="list-style-type: none"> <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>Rating Scale</b>				<b>Approx. OJT Hours</b>
<b>Workforce Preparation</b>	4	3	2	1	300-400
<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</li> </ul>					

<b>Workforce Preparation</b>	4	3	2	1	300-400
skills, and completion of application. ➤ Demonstrate ability to recognize strengths and barriers which may affect career training activities					

	Rating Scale				Approx. OJT Hours
<b>Career Exploration</b>	4	3	2	1	180-250
<ul style="list-style-type: none"> <li>➤ Assist youth to 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> <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,</li> </ul>					

<b>Career Exploration</b>	4	3	2	1	180-250
requirements and future outlooks					

	Rating Scale				Approx. OJT Hours
<b>Employer Relations</b>	4	3	2	1	150-200
➤ Develop job opportunities for youth					
➤ Create and maintain relationships with the employer					
➤ Demonstrate conflict resolution skills to resolve problems with employer and/or employee					
➤ Have working knowledge of employer needs and concerns					
➤ Establish agreements with private businesses to provide placement or on-the-job learning					
➤ Monitor on the job performance to ensure participants' success in the workplace					



## RELATED INSTRUCTION OUTLINE

The **related instruction** outlines the courses that provide the technical ability that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related 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 is the suggested course curriculum during the term of apprenticeship. This related instruction outline may be revised by SER Partners (for example, adding/changing hours in one area and/or adding courses) to accommodate local conditions.

### **FIRST YEAR**

<b><u>Core Skills</u></b>	<b><u>Approx. Hours</u></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
• Conduct 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	3
• Modeling Behavior	3

**Workforce Development Skills**

• 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, and Local Confidentiality and Referral Protocols)	4
<b>HOURS</b>	<b>164</b>

**SECOND YEAR****Core Skills****Approx. Hours**

• 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	2
• 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	3
• Grief Counseling	4
• Training on Assisting People with Disabilities	3
• Knowledge of the Youth Legal System	2
• Problem Solving	5
• Education and Training	2

**Administrative Skills**

• 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

**Workforce Development Skills**

• Job Development	2
• Job Search	3
• Employer Relations	3
• Resource Mapping	4
• Outreach	6
• Marketing	8
• Monitoring/Supervision	8

<b>HOURS</b>	<b>179</b>
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<b>TOTAL HOURS</b>	<b>343</b>
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**Attachment B**

**APPRENTICESHIP AGREEMENT**  
*(Insert Sample)*

**Attachment C**

**(SAMPLE)**

**AFFIRMATIVE ACTION PLAN**

**ADOPTED BY**

***(INSERT NAME OF PROGRAM SPONSOR)***

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

**DEVELOPED IN COOPERATION WITH THE  
U. S. 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 (Attachments C and D).

Each program sponsor may submit an existing, AAP and SP for approval or use the attached samples as guides in developing their plans.

Assistance is available through their local registration agency office.

### **SECTION I. - INTRODUCTION**

The program sponsor enters this AAP 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 AAP.

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

### **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, (CFR) 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. (Affirmative Action Plan Workforce Analysis form is attached)

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

The program sponsor's AAP 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).

- A. 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-week (2) period.

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment services and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with 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.
- D. 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, to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR Part 30.
- E. 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 pre-testing experience and training. In initiating and conducting these programs, the program sponsor 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.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor shall make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. Utilizing a skilled Youth Development Practitioner to assist in the implementation of affirmative action in the apprenticeship program.
- H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. 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 skilled Youth Development Practitioners as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

**(Identify Action:)**

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

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

The program sponsor will make an annual review of its current AAP 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. The program sponsor will work diligently to identify the cause and affect that result 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 AAP 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**

The *(Insert Name of Program Sponsor)* hereby officially adopts this Affirmative Action Plan on this \_\_\_\_\_ day of \_\_\_\_\_, (INSERT YEAR).

\_\_\_\_\_  
SIGNATURE OF (PROGRAM SPONSOR PROVIDES TITLE)

\_\_\_\_\_  
PRINTED NAME

**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**

Skilled Youth Development Practitioner/Journeyworker

Total Youth Development Practitioner/Journeyworker

Women : \_\_\_\_\_ (   %) of Journeyworkers

Minority : \_\_\_\_\_ (   %) of Journeyworkers

Apprentices:

Total Apprentices:

Women : \_\_\_\_\_ (   %) of Apprentices

Minority : \_\_\_\_\_ (   %) of Apprentices

**DETERMINATION OF UTILIZATION**

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

Female 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**

***(INSERT NAME OF PROGRAM SPONSOR)***

**DEVELOPED IN COOPERATION WITH THE  
U. S. 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**

Applicants shall meet the following minimum qualifications:

A. Age:

An applicant, who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants.

**(EXAMPLES)**

B. Education:

A high school diploma or General Education Development (GED) credential is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical:

Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical examination or drug screening or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening shall be the responsibility of the program sponsor.

**SECTION II. - APPLICATION PROCEDURES (EXAMPLES)**

A. Applicants shall be accepted throughout the year. 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 required supporting documents (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 qualifications. 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 appeal rights 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 (EXAMPLES)**

- A. The program sponsor shall schedule the interview and evaluation session. All applicants who have met the minimum 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 sponsor informed of their current mailing address and telephone 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 years (2), 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 year (2) period that were on the ranking list, will be required to reapply.

- H. During the two-year (2) 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.
- I. Youth who complete a Job Corps training program in the occupation of Youth Development Practitioner occupation, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The program sponsor shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or gender. ***(Note: This is a method of direct entry into the apprenticeship program)***
- J. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the Youth Development Practitioner occupation may be given direct entry into the apprenticeship program. The program sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The program sponsor will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

#### **SECTION IV. - COMPLAINT PROCEDURE**

- A. Any apprentice or applicant for apprenticeship who believes that he/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/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's or applicant's election, with the private review body established by the sponsor (if applicable).
- B. 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.
- C. 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.

- D. 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.
- E. 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 and the original application for each applicant. 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 nonminority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview (if applicable) 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 of applicant selections shall be maintained for not less than 5 years and made available upon request to the U.S. Department of Labor or other authorized representative.

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

The *(Insert Name of Program Sponsor)* hereby officially adopts these selection procedures on this \_\_\_\_\_ day of \_\_\_\_\_, (INSERT YEAR).

\_\_\_\_\_  
SIGNATURE OF (PROGRAM SPONSOR TO PROVIDE TITLE)

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF (PROGRAM SPONSOR TO PROVIDE TITLE)

\_\_\_\_\_  
PRINTED NAME

**ATTACHMENT D**

**SAMPLE EMPLOYER ACCEPTANCE AGREEMENT**

The following **(Insert Name of Employer)** 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/Sponsor established under these standards. I have been furnished a true copy of these 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 sponsor or 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 PLACE ON FILE WITH THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE REGISTRATION AGENCY FOR THEIR RECORDS, IN ACCORDANCE WITH REGISTRATION AGENCY POLICY.**