

# Attachment 3A: On-the-Job Learning and Education Outline Machine Tool School To Registered Apprenticeship (Machine Tool Operator)

<i>O*Net Code</i>	<i>RAPIDS Code</i>
51.4081.00	0511

**Section 1 – On-the-Job Learning**

*[29 CFR 29.5(b)(2)]*

1. During the Apprenticeship, the Apprentice shall receive work experience and job related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The program sponsor or its designated apprenticeship committee must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.

The following identifies the major work processes in which Apprentices will be trained.

Work Process Category	Approx. Hours	Or Demonstrated Competency:	
1. Plant Safety	50	Supervisor's Initials:	Date:
2. Quality	200	Supervisor's Initials:	Date:
3. Metal Basics	250	Supervisor's Initials:	Date:
4. Lathe Manual	500	Supervisor's Initials:	Date:
5. Milling (Manual)	200	Supervisor's Initials:	Date:
6. Grinding	150	Supervisor's Initials:	Date:
7. Preventive Maintenance	150	Supervisor's Initials:	Date:
8. CNC Milling	300	Supervisor's Initials:	Date:
9. Machine Maintenance	100	Supervisor's Initials:	Date:
10. Process Planning	100	Supervisor's Initials:	Date:
<b>Total Hours:</b>	<b>2000</b>		

**Section 2 – Apprenticeship Instructor Qualifications**

[29 CFR 29.5(b)(4 (i) (ii))]

Every Apprenticeship Instructor shall:

(1) Meet the State Dept. of Education’s requirements for a vocational technical instructor in the State of Registration.

OR

(2) Be a subject matter expert which is defined as an individual who is recognized within an industry as having expertise in a specific occupation. AND

(3) Have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the Job Related Education (JRE).

**Section 3 – Job Related Education**

[29 CFR 29.5(b)(4)]

Provider(s): Pickens County Career and Technology Center

Method: Classroom, Labs, On-line, and Vendor Demonstration

1. During the term of apprenticeship, each Apprentice is required to complete approximately 144 hours of related education for each year of the Apprenticeship.
2. Each Apprentice’s attendance and progress in related education must be tracked and appropriate records maintained.
3. Courses may be taken during or outside the regular working hours. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes or work through on-line courses, the apprentices shall be compensated at their regular hourly rate.
4. Time devoted to the job related education shall not be considered as part of the on-the-job learning (OJL).
5. Failure on the part of the Apprentice to fulfill their obligation as to the related education and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.

The course listings outline the related education that supplements the on-the-job learning. It is through the combination of both the on-the-job learning and the related education that the apprentice can reach the skilled level of the occupation. The following is the required course curriculum during the term of apprenticeship.

Job Related Education Topic	Hours	Provider		
		PCCTC	UTM	Expert Tech
Plant Safety	10	X		
Molds 100	40		X	X
Blue Print Reading	15	X		
Precision Measuring and Inspection	15	X		
Metallurgy	10	X		
Grinding (Pedestal and Surface)	10	X		
Manual Lathe	60	X		
Manual Milling	50	X		

CNC Machining	60	X		
CNC 200	80		X	X
<b>Total Hours:</b>	<b>312</b>			

# Attachment 3B: Trade Schedule

## Machine Tool School To Registered Apprenticeship (Machine Tool Operator)

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***Section 1 – Minimum Qualifications for Apprenticeship***

***[29 CFR 29.5(b)(10)]***

Applicants shall meet the following minimum qualifications:

1. **Age:** Shall be at least 16 years of age.
2. **Education:** Shall be enrolled in high school. All STRA apprentices will be required to graduate from high school.
3. **Physical/Mental:** Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.

***Section 2 – Term of Apprenticeship***

***[29 CFR 29.5(b)(2)]***

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “Trade Schedule” attached to and made a part of these Standards; plus the required hours per year of related education.
2. The program is premised on competencies demonstrated in lieu of time considerations. However, Title 29, CFR Part 29 requires that time considerations be addressed in the Standards.
3. The term of apprenticeship shall be **2000 hours** of reasonably continuous employment and training on the job, supplemented by the required **312 hours** of job related education.
4. 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 or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

***Section 3 – Probationary Period***

***[29 CFR 29.5(b)(8)] and 29 CFR 29.7(h) (1) and (2)(i) (ii)***

1. The first 90 days as a registered apprentice shall be considered a Probationary Period if the apprentice is a new hire, as consistent with United Tool and Mold’s policy.
2. During this Probationary Period, either party may terminate the Apprenticeship Agreement, without cause.
3. After the Probationary Period, the Agreement may be cancelled for cause, with written notice to the Apprentice and after a reasonable opportunity for corrective action. Written notice of action will be forwarded to the Registration Agency.

***Section 4 – Apprentice to Professional Ratio***

***[29 CFR 29.5(b)(7)]***

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio of apprentices employed (on the job site, department, plant, or employer’s total workforce) to fully skilled professionals will typically be 1:1.

**Section 5 – Apprentice Wage Progression**

**[29 CFR 29.5(b)(5)]**

1. Apprentices shall be paid a progressively increasing schedule of wages for each hour spent on the job during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.
2. The wage schedule is stated on this "Trade Schedule" attached to and made a part of these Standards. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.
3. To qualify for the next level the apprentice must have completed the necessary on-the-job training (OJT) hours and the related education component, as listed on the *On-the-Job Learning and Education Outline* related to this occupation.

Level	Starting Wage	On-the-Job Learning Benchmark	Wage Upon Completion
1	\$9.00	1000 hours	\$9.50
2	\$9.50	2000 hours	\$10.00

The current Wage Rate for an employee at the full performance level for this occupation is \$10.00 per hour. (Updated annually)