



APPRENTICE INSTRUCTIONS

INTRODUCTION

Welcome and congratulations on becoming a registered apprentice!

The purpose of an apprenticeship program is to ensure a skilled and productive workforce. This is achieved by providing each apprentice with systematic work experience in all areas of the trade under the direction of a skilled craft worker. This on-the-job training is supplemented by related-trade instruction, which is usually provided during non-work hours. The enclosed apprenticeship packet is to provide you, the apprentice, with information regarding your apprenticeship program, including policies and procedures that govern your apprenticeship. Read it carefully and refer to it throughout your training period.

APPRENTICESHIP STANDARDS

These Apprenticeship Standards are a written agreement between your employer/sponsor and the U.S. Department of Labor, Office of Apprenticeship. Standards are the governing document regarding the conduct of your training. The purpose of written standards is to both increase the quality of training and to ensure the fair treatment of those involved. You should familiarize yourself with these standards and retain them for the duration of your apprenticeship. Your employer/sponsor will provide you with a copy of your Apprenticeship Standards.

APPRENTICESHIP AGREEMENT

Each apprentice (and parent or guardian, if a minor) shall enter into and sign a written agreement with the employer/sponsor. This agreement contains a statement making the terms and conditions of the apprenticeship standards part of the agreement between the apprentice and the employer/sponsor. This agreement also registers the apprentice with the U.S. Department of Labor's Office of Apprenticeship. Your copy of this agreement is in this packet and should be retained throughout your apprenticeship.

WORK PROCESS

The Work Process in your standards is an outline of the skill areas that you are to receive on-the-job training in, and the approximate number of hours for each area. Your employer/sponsor has committed to make all reasonable efforts to train you in each of the listed areas. Efforts to carefully follow the work process will avoid the problem of narrow specialization and ensure that you are broadly trained in your chosen trade.

RELATED TRAINING

Related-trade instruction is an essential part of an apprenticeship program. Its purpose is to provide the apprentice with the technical knowledge necessary to become a journeyworker. Methods of related-trade instruction delivery to apprentices will vary. Your program may require you to attend classes at night or on the weekends or some other combination. However it is delivered you need to know that completion of the trade-related instruction is a mandatory part of apprenticeship. Your employer/sponsor can defer scheduled wage increases, and even discharge you, should you fail to make satisfactory progress in related-trade instruction.

WAGE PROGRESSION

Your apprenticeship standards provide for periodic wage increases during your apprenticeship. The number and frequency of increases are listed in the Standards of Apprenticeship. This requirement is based on the belief that as your skill and productivity increases so should your pay. However, these wage increases are not automatic, but depend on your performance both on-the-job and in the related instruction component of your apprenticeship.

APPRENTICESHIP RECORDS

All apprentices are to keep a daily record of their on-the-job activities. The purpose of keeping these records is to ensure that you receive broad training in as many parts of your trade as possible (see the Work Process Schedule in the Standards of Apprenticeship). Apprenticeship lasts for years and without daily records it would not be possible to keep track of which skill areas you have received training in, and how much. It is your responsibility to post this record daily and to have your employer/sponsor review and certify monthly. These records should be kept by you as a permanent record. Records will also enable you to track exactly when you are due for your next wage increase. Should you change employers these records will also serve to prove how far you have progressed through your apprenticeship. The Office of Apprenticeship supplies your employer/sponsor with the necessary record keeping forms, which they will make available to you upon request.

ACCIDENT PREVENTION

During your apprenticeship, you will be given instructions with respect to accident prevention and safe working methods. You should strive at all times to conduct yourself in such a manner as to ensure your own safety and that of your fellow workers.

ADJUSTMENT OF DIFFERENCES

In many circumstances you or your employer/sponsor have the right of appeal to the U.S. Department of Labor, Office of Apprenticeship for any dispute or controversy arising from an interpretation of the provisions of the apprenticeship standards. The Office of Apprenticeship will hear appropriate disputes and recommend adjustments it considers reasonable.

U.S. Department of Labor, Office of Apprenticeship
605 West 4th Avenue, Room G30
Anchorage, AK 99501
(907) 271-5035
(907) 271-5024 Fax

VETERANS ADMINISTRATION BENEFITS

Veterans can contact the following people about veteran benefits for registered apprentices:

Wayne Boettcher, Education Liaison Representative AK/ID
Department of Veteran Affairs
P.O. Box 8888
Muskogee, OK 74401
Phone: (918) 781-7827
Fax: (918) 781-7855
E-mail: Wayne.Boettcher@va.gov
<http://www.gibill.va.gov>