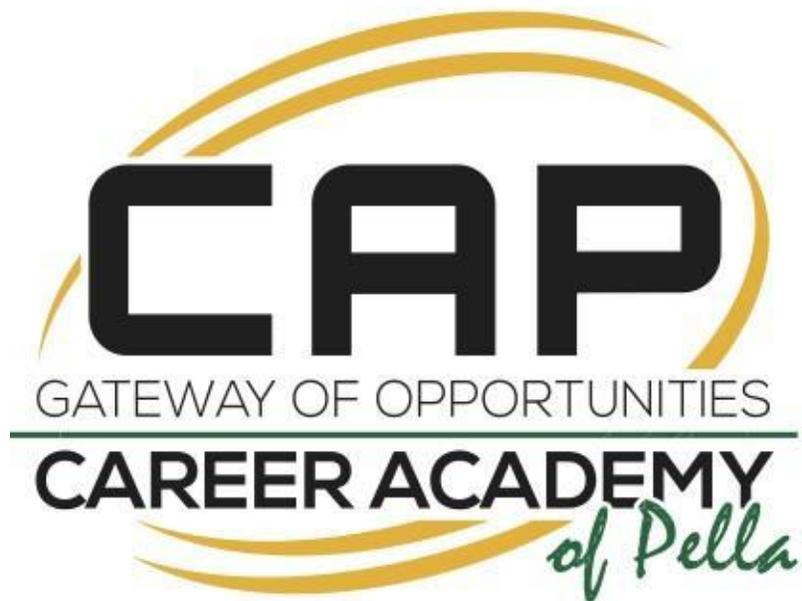




# The Business Process

A guide for employers of registered apprentices



Career Academy of Pella High School  
Registered Apprenticeship Program

The Business Process

5/25/18

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## ***Business Participation Timeline***

***(Starting in the student's junior year)***

<b>Month</b>	<b>Step</b>	<b>Duration</b>
December / January	Interview conducted by Career Academy of Pella staff to verify interest and identify potential placements	1 hour per student
February	Business interview day(s) where students will rotate through interviews with businesses who are potential apprenticeship placements	1-2 days during welding class periods
March	Conduct a job shadow with student(s) at his or her most likely business placement	4 hours
April	Official student registration for apprenticeship with signing ceremony	1 hour
May	Pre-employment screening and offer letter from business	2 weeks
June-July	Onboarding, employment and mentoring in the summer phase of the apprenticeship	8 weeks
Late August-May of Senior year	Four hours per day of employment and mentoring in the school-year phase of the apprenticeship	36 weeks
June to approximately May following graduation	Full time employment and mentoring during the after high school phase of the apprenticeship	Approximately 1 year
After completion of competencies	<p>Business submits completion of technical competencies to CAP</p> <p>Submission of all materials to department of labor by CAP</p> <p>Awarding of certified apprentice status by the Department of Labor</p>	1 month

## ***Career Academy of Pella Interview***

Step 1 - Students will affirm an interest pursuing an apprenticeship.

Step 2 - The instructor will build a schedule for interviews with him or herself and the high school principal or designee.

Step 3 - Responses from the interview will be documented by the CAP representative.

Step 4 - Students are matched with possible employer(s) based upon the answers to the questions asked during the interview and previous experience with the student. This match will be the decision of the officials of the CAP.

Step 5 - CAP staff will make arrangements for the business interview based upon the results of this interview.

## ***Business Interview***

Step 1 - CAP sets the interview dates prior to the start of the school year and informs potential business partners.

Step 2 - CAP will determine the location and schedule for the interviews based upon the number of candidates and business partners available. Business partners will be responsible for the structure of their own interviews but should be aware of a total time slot of 30 minutes for each candidate.

Step 3 - The CAP administrative assistant will communicate with all business partners on the logistics for the day at least two weeks in advance of the interview day(s).

Step 4 - CAP will prepare students for interviews with previous training and information on appropriate dress.

Step 5 - Each business will have a private location for the interview and should conduct the interview with at least two people in the room. Students will answer questions and rotate through potential employers every 30 minutes. Interviews will only be conducted with businesses who have been identified as potential placements during the CAP interview.

Step 6 - Following the interviews, each employer should indicate who they would find acceptable as an apprentice. Interviewers who rate any student as “not acceptable” will provide guidance for the student to improve their interview skills for future opportunities. Each student will be rated on the 3-point scale: 1) Not acceptable 2) Acceptable 3) Preferred.

Step 7 - Representatives from CAP will meet individually with apprenticeship candidates to discuss placement options. All placements will be based on company requests and student preferences but placement decisions will be made by CAP staff to assure a balance between business partners.

Step 8 - CAP staff will notify apprentice candidates, parents and employers of placement decisions and specific timeline dates moving forward.

## ***Job Shadow***

Step 1 - CAP administrative assistant contacts business partners who have indicated an interest in a specific apprentice candidate to set up a date for a three- to four-hour shadow opportunity. This contact should clarify the following details:

- Time and date for the job shadow
- Contact information of the job shadow leader
- Appropriate attire and safety equipment for the day. (All Personal Protective Equipment will need to be provided by the business partner.)
- Clarify responsibilities of student, parent(s), business partner, and career academy (see appendix B)
- Agenda for the day (see example in appendix B).

Step 2 - Obtain parent permission and complete student agreement (see appendix B).

Step 3 - Business partners determine safety guidelines for the experience and clearly communicate them to student and the job shadow leader in advance of the event.

Step 4 - Student is instructed by the career academy on the purpose of the experience and the expectations for applications into his or her current course work (see student question sheet in appendix B).

Step 5 - Shadow leader will be trained by business partner to assure a positive, productive student experience.

Step 6 - Student should report to the facility with the contact information at least 10 minutes in advance of the appointment time.

Step 7 - Job shadow leader and apprenticeship candidate will conduct the job shadowing experience. All notes taken by the student should be kept in a form that can be used for the final report.

Step 8 - A thank you note should be sent to the job shadow leader within 48 hours of the conclusion of the experience.

Step 9 - Student will complete the job shadowing report and turn it in to the instructor.

## ***Student Registration for Apprenticeship***

Step 1: Students reaffirm their interest following job shadow opportunity.

Step 2: Parent(s)/Guardian is/are contacted by instructor to confirm approval.

Step 3: Program Registration and Apprenticeship Agreement form (Appendix A) is distributed to students and parent(s)/guardian.

Step 4: Signing day is scheduled with student, parent, Career Academy of Pella instructor, and apprentice employer.

Step 5: The press is contacted by the career academy once the day is secured.

### ***At signing ceremony:***

Step 6: Student and parent/guardian completes Part A of application located on page 29 of the standards document.

Step 7: Career Academy of Pella completes Part B.

Step 8: Press takes pictures for publication.

Step 9: Copies of the agreement are made and given to student, employer, and CAP.

Step 10: Original document is sent to Career Academy of Pella.

Step 11: Document is uploaded into the RAPIDS system for official storage with the Department of Labor.

[Letterhead]

[Date]

[Name]

[Address]

[Address]

Subject: Apprentice Opportunity

Dear [Student Name],

We are glad you have chosen to participate in the [School and Program Discipline] Apprentice Program and are excited to provide you with an offer of employment at [Company Name]. We invite you to join us as a [Position Title] Apprentice reporting to [Supervisor Name]. Your mentor will be [Mentor Name]. As we support your competency requirements for the [Program Name] Apprentice Program, we believe your skills and talents will be valuable within our organization throughout the program period and beyond. Below you will find additional details regarding this opportunity.

<b>Apprentice Step</b>	Summer	Senior Year (Part-time)	Post High School
<b>Start Date</b>	June 4, 2018	To Be Determined	To Be Determined
<b>Weekly Schedule</b>	To Be Determined Averaging 40 hours	To Be Determined Averaging 20 hours	To Be Determined Averaging 40 hours
<b>Compensation</b>	Hourly Rate of \$12.00	Hourly Rate of \$12.00	Hourly Rate of \$15.00
<b>Pay Period</b>	Paid on a (X) basis	Paid on a (X) basis	Paid on a (X) basis

As a [optional: full-time, part-time, apprentice] team member of [Company Name], you are eligible to receive the following benefits and perks: [list benefits and/or perks]. This offer is not to be considered a contract and rather an at-will relationship which at any time your employment may be terminated with or without cause by either party. Additionally, your employment may be extended upon successful completion of the apprentice program. This offer is conditional upon acceptable results of employment requirements to include a [optional: drug screen, employment background check, physical evaluation, and employment eligibility and verification]. By signing the below and returning it to [Contact Name] at [Email Address] by [Deadline Date], you accept this offer. Thereafter, instructions to complete the employment requirements and additional information pertaining to your first day and orientation will be provided to you.

[Student Name], we are confident the training you've received through the [School Name] has prepared you well for this exciting experience ahead and for your success through the completion of the [Program Discipline] Apprentice Program. We greatly look forward to having you join our team!

Sincerely,

[Contact Name]

[Title]

[Phone Number]

Acceptance of Offer:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# ***Summer Phase of Apprenticeship***

## **Outline:**

- Approximately 40 hours per week for minimum of 8 weeks (approximately 320 hours)
- Assigned to a full time mentor
- Work to fulfill competencies (see appendix C)

## **Student Requirements:**

- Spend approximately 40 hours per week on the work site
- Complete specific competencies with the supervisor at the work site
- Meet all employment requirements at apprenticeship placement

## **Career Academy of Pella Requirements:**

- Maintain student competency records
- Maintain a communication link between CAP and the apprenticeship supervisor

## **Business Requirements:**

- Establish work schedule
- Communicate onboarding process in advance
- Maintain an assigned workplace mentor/supervisor
- Meet minimum payment requirements
- Track the training, demonstration, proficiency, and completion of workplace competencies
- Submit reports to CAP administrative assistant documenting competency completion
- Communicate with CAP about concerns that need attention

# ***Senior Year Phase of Apprenticeship***

## **Outline:**

- Approximately 20 hours per week on the job
- Assigned to a full time mentor/supervisor
- Maintains status as a full time student

## **Student Requirements:**

- Enrollment in at least three courses to be a full time student
- Spend four hours per day on the work site
- Complete specific competencies with the supervisor at the work site
- Meet all employment requirements at apprenticeship placement
- Maintain passing grades in all courses
- Meet classroom attendance requirements

## **Career Academy of Pella Requirements:**

- Maintain student competency records
- Maintain a communication link between CAP and the apprenticeship supervisor
- Track student progress in related academic courses

## **Business Requirements:**

- Establish work schedule
- Maintain an assigned workplace mentor/supervisor
- Meet minimum payment requirements
- Track the training, demonstration, proficiency, and completion of workplace competencies
- Submit reports to CAP administrative assistant documenting competency completion
- Communicate with CAP about concerns that need attention

## ***Post High School Phase of Apprenticeship***

### **Outline:**

- Full-time employment as assigned by the employer
- Assigned to a full time mentor/supervisor
- Term of approximately one year

### **Student Requirements:**

- Full-time employment as assigned by the employer
- Complete specific competencies with the supervisor at the work site
- Meet all employment requirements at apprenticeship placement

### **Career Academy of Pella Requirements:**

- Maintain student competency records
- Maintain a communication link between CAP and the apprenticeship supervisor

### **Business Requirements:**

- Establish work schedule
- Maintain an assigned workplace mentor/supervisor
- Meet minimum payment requirements
- Track the training, demonstration, proficiency, and completion of workplace competencies
- Submit reports to CAP administrative assistant documenting competency completion
- Communicate with CAP about concerns that need attention

**Apprenticeship Standards Documentation**  
**\*\* Completed In Welding 1 & Welding 2 Class at the**  
**Career Academy of Pella**

<b>WELDING SKILLS – (MUST BE DONE IN PELLA – ADVANCED WELDING*)</b>
<i>First Semester Competencies (List)</i>
<i>Safety and Related Instruction</i>
<i>Gas and Metal Arc Welding</i>
<i>Blueprint Reading for Welders and Fitters</i>
<i>Second Semester Competencies (List)</i>
<i>Gas Metal Arc Welding – GMAW (Spray Transfer)</i>
<i>Shielded Metal Arc Welding</i>
<i>Flux Cored Arc Welding</i>
<i>Introduction to Fabrication</i>
<i>Pass AWS Certification at the completion of the Welding 1 &amp; 2 classes</i>

**Related Training and Instruction**

<b>SAFETY AND RELATED INSTRUCTION 39 HOURS</b>
<i>Safety Procedures and Practices</i>
<i>Job Safety Analysis Tests</i>
<i>Safety Videos</i> <ul style="list-style-type: none"> <li>● <i>Electric Shock</i></li> <li>● <i>Fumes and Gases</i></li> <li>● <i>Fire and Explosions</i></li> <li>● <i>MSDS - Material Safety Data Sheets</i></li> <li>● <i>PPE - Personal Protective Equipment</i></li> <li>● <i>Cutting Safety</i></li> </ul>
<i>Utilize all Welding Safety in All Classes</i>

**GAS METAL ARC WELDING – GMAW (SHORT CIRCUIT) 60 HOURS**

*Introduction to Gas Metal Arc Welding*

*Safety and Health of Welders and Implement in class*

*Installation, Setup and Maintenance of Equipment*

*Seven Essentials of Welding*

*Quality of Welds - Discontinuities*

*Shielding Gases*

*Distortion Control*

*Surfacing Welds - Flat Position*

*Fillet Weld - T-joint & Lap - Horizontal Position (2F)*

*Fillet Weld - T-joint Vertical Up (3F)*

*Fillet Weld - T-joint Overhead (4F)*

*Triple Pass Weld - Horizontal Position (2F)*

*Square Groove Weld - Flat Position (1G)*

*Square Groove Weld - Horizontal (2G)*

*Square Groove Weld - Vertical (3G)*

*Square Groove Weld - Overhead (4G)*

*Single V-Groove Weld - Flat position (1G)*

*Fillet Weld Around 1" to 2" Circle*

*Macro Etch Test*

*Weld Parts to Blueprint*

**GAS METAL ARC WELDING - GMAW (SPRAY TRANSFER) 20 HOURS**

*Introduction to Gas Metal Arc Welding*

<i>Safety and Health of Welders and Implement in class</i>
<i>Installation, Setup and Maintenance of Equipment</i>
<i>Quality of Welds - Discontinuities</i>
<i>Shielding Gases</i>
<i>Surfacing Welds - Flat Position</i>
<i>Fillet Weld - T-joint &amp; Lap - Horizontal Position (2F)</i>
<i>Fillet Weld - T-joint Vertical (3F)</i>
<i>Fillet Weld - T-joint Overhead (4F)</i>
<i>Triple Pass Weld - All Positions</i>
<i>Square Groove Weld - Flat Position (1G)</i>
<i>Square Groove Weld - Horizontal (2G)</i>
<i>Square Groove Weld - Vertical (3G)</i>
<i>Square Groove Weld - Overhead (4G)</i>
<i>Single V-Groove Weld - Flat position (1G)</i>
<i>Fillet Weld Around 1" to 2" Circle</i>
<i>Macro Etch Test</i>
<i>Practice Session for AWS V Groove Certification 1G-L or UL</i>
<i>Weld Parts to Blueprint</i>

<b><i>SHIELDED METAL ARC WELDING - SMAW 20 HOURS</i></b>
<i>Introduction to Shielded Metal Arc Welding</i>
<i>Safety and Health of Welders and Implement in class</i>
<i>Installation, Setup and Maintenance of Equipment</i>
<i>The Five Essentials</i>

<i>Striking and Controlling the Arc</i>
<i>Power Sources</i>
<i>Quality of Welds - Discontinuities</i>
<i>Electrode Selection</i>
<i>Surfacing Welds - Flat Position (E6010 and E7018)</i>
<i>Fillet Weld - T-joint &amp; Lap - Horizontal Position (2F)</i>
<i>Fillet Weld - T-joint Vertical (3F)</i>
<i>Fillet Weld - T-joint Overhead (4F)</i>
<i>Triple Pass Weld - All Positions</i>
<i>Square Groove Weld - Flat Position (1G)</i>

<b><i>FLUX CORED ARC WELDING - FCAW 20 HOURS</i></b>
<i>Introduction to Flux Cored Arc Welding</i>
<i>Safety and Health of Welders and Implement in class</i>
<i>Installation, Setup and Maintenance of Equipment</i>
<i>The Five Essentials</i>
<i>Quality of Welds - Discontinuities</i>
<i>Fillet Weld - T-joint Horizontal Position (2F)</i>
<i>Fillet Weld - T-joint Vertical Position (3F)</i>
<i>Fillet Weld - T-joint Overhead Position (4F)</i>
<i>Triple Pass Weld - Horizontal Position (2F)</i>
<i>Square Groove Weld - Flat Position (1G)</i>

**BLUEPRINT READING FOR WELDERS AND FITTERS 45 HOURS**

*Welding Symbols*

*Review of Mathematics : Fraction/Decimals/Conversions*

*Metrics and Conversions*

*Orthographic Views*

*Standard Drawing Lines and Symbols*

*Interpreting Blueprint Information*

*Surface and Center Line Relationships*

*Auxiliary Views*

*Scale Drawings*

*Dimensional Tolerance and Stock Allowance*

*Setup Tools*

*Setup Applications*

*Blueprint Magnet Tests*

**INTRO TO FABRICATION 60 HOURS**

*Teach safe use and how to operate all listed below*

- *Bandsaw*
- *Plasma Cutter*
- *Oxy-Acetylene Cutting and Heating*
- *Iron Worker*
- *Drill Press*
- *Punch Press*
- *Grinder*

*Review and discuss ASTM*

*Measuring Tools*

- *Calipers*
- *Micrometer*
- *Tape Measure*

<p><i>Basic Lay-out</i></p> <ul style="list-style-type: none"> <li>• <i>Combination Square and Scribe</i></li> <li>• <i>Angle Protractor</i></li> <li>• <i>Produce Weldment from Blueprint</i></li> </ul>
<p><i>Layout Parts in a Fixture</i></p>

**\*\* Completed In On-The-Job Training**

		<i>Place a check mark in the box when complete.</i>			
	<i>Gas Metal Arc Welding – 0.035” diameter electrode</i>	<i>Field Training</i>	<i>Demonstrates Fundamentals</i>	<i>Proficient in Task</i>	<i>Completion Date</i>
1	<i>Weld a 3/16” (0.2”) [5 mm] horizontal fillet weld in T joint in the horizontal position in a straight line</i>				
2	<i>Weld a 5/16” (0.3”) [8 mm] horizontal fillet weld in Lap joint in the horizontal position in a straight line</i>				
3	<i>Weld square groove butt joint in the flat position</i>				
4	<i>Weld flare bevel groove T joint in the flat and horizontal positions</i>				
5	<i>Weld a 3/16” (0.2”) [5 mm] horizontal fillet weld in T joint in the horizontal position around a small diameter pipe</i>				
6	<i>Weld a 5/16” (0.3”) [8 mm] horizontal fillet weld in T joint in the horizontal position around a small diameter pipe</i>				

	<b>Gas Metal Arc Welding – 0.045” diameter electrode</b>	<b>Field Training</b>	<b>Demonstrates Fundamentals</b>	<b>Proficient in Task</b>	<b>Completion Date</b>
7	<i>Weld a 5/16” (0.3”) [8 mm] horizontal fillet weld in T joint in the horizontal position in a straight line</i>				
8	<i>Weld a 3/8” (0.4”) [10 mm] horizontal fillet weld in T joint in the horizontal position in a straight line (2 pass)</i>				
9	<i>Weld a 1/2” (0.5”) [13 mm] horizontal fillet weld in T joint in the horizontal position in a straight line (3 pass)</i>				
10	<i>Weld a 5/16” (0.3”) [8 mm] horizontal fillet weld in T joint in the horizontal position around a small diameter pipe</i>				
11	<i>Weld bevel (single, Vee, flair) groove welds in the flat position</i>				
	<b>Hoist and Rigging</b>	<b>Field Training</b>	<b>Demonstrates Fundamentals</b>	<b>Proficient in Task</b>	<b>Completion Date</b>
12	<i>Safety procedures</i>				
13	<i>Use of straps, cables, chains</i>				
14	<i>Use of lifting devices</i>				
15	<i>Estimation of load weights and center of gravity</i>				
16	<i>Moving, loading, and manipulation of loads</i>				
	<b>Jigs and Fixtures</b>	<b>Field Training</b>	<b>Demonstrates Fundamentals</b>	<b>Proficient in Task</b>	<b>Completion Date</b>
17	<i>Verify shape of metal parts according to blueprints</i>				

<b>18</b>	<b><i>Assemble metal parts in jigs and fixtures</i></b>				
<b>19</b>	<b><i>Tack parts together</i></b>				
	<b><i>Safety</i></b>	<b><i>Field Training</i></b>	<b><i>Demonstrates Fundamentals</i></b>	<b><i>Proficient in Task</i></b>	<b><i>Completion Date</i></b>
<b>20</b>	<b><i>Safety procedures and practices</i></b>				
	<b><i>Lean Manufacturing</i></b>	<b><i>Field Training</i></b>	<b><i>Demonstrates Fundamentals</i></b>	<b><i>Proficient in Task</i></b>	<b><i>Completion Date</i></b>
<b>21</b>	<b><i>Principles of 5S</i></b>				
<b>22</b>	<b><i>Weld to takt time</i></b>				
<b>23</b>	<b><i>Kaizen event participation</i></b>				

\*\* AEA Online program will store all of the documentation of the completed competencies

## **Awarding Registered Apprentice Status**

- ***The administrative assistant from the Career Academy of Pella will oversee the submission and documentation of all competencies through the RAPIDS system from the Department of Labor***
- ***Completion of all competencies will be certified by the principal at the Career Academy of Pella and submitted to the Department of Labor for processing***

# Appendix A

## (Apprentice Registration)

\*\* Proper formatting\*\*

Program Registration and  
Apprenticeship Agreement  
Office of Apprenticeship

**U.S. Department of Labor**  
Employment and Training Administration



**APPRENTICE REGISTRATION – SECTION II**      OMB No. 1205-0223 Expires:

**Warning:** This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.

**PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.**

1. Name (Last, First, Middle) and Address      *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee			
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> Youth Build <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship			
8. Signature of Apprentice      Date		9. Signature of Parent/Guardian (if minor)      Date	

**PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.**

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a. Occupation (The work processes listed in the standards are part of this agreement).	2b. Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No
9a. Related Instruction (Number of Hours Per Year)		3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid	4. Term (Hrs., Mos., Yrs.)
9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		5. Probationary Period (Hrs., Mos., Yrs.)	
10. Wages: (Instructions on reverse)		6. Credit for Previous Experience (Hrs., Mos., Yrs.)	7. Term Remaining (Hrs., Mos., Yrs.)
10a. Pre-Apprenticeship Hourly Wage \$ _____		10b. Apprentice's Entry Hourly Wage \$ _____	
10c. Journeyworker's Hourly Wage \$ _____		8. Date Apprenticeship Begins	
11. Signature of Sponsor's Representative(s)      Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)	

# ***Appendix B***

## ***Job Shadowing Manual***

### **Expectation of Parents:**

- Sign consent form and provide emergency information.

### **Expectations of Student:**

- Make connections with employer to confirm time and location for the job shadowing experience.
- Obtain written permission from your parent/guardian(s) using the form in this guide.
- Follow all rules of conduct that would exist at school.
- Show up at the workplace in advance of the time established for the experience.
- Dress appropriately for the worksite - These details should be clearly worked out through the CAP instructor.
- Introduce yourself at the reception area and be prepared with the name of your contact in the organization.
- Listen to all instructions and strictly observe all safety procedures.
- Be prepared with the student question sheet and any additional questions you may have prepared.
- Be respectful and attentive. Remember that your host is giving of his or her time to assist you.
- Write a thank you to your contact within 48 hours of the experience.
- Complete a shadowing reflection for submission to your instructor.

### **Expectations of Employer:**

- Identify shadow employees that are enthusiastic toward working with high school students.
- Release shadow employees for the time period that has been established.
- Follow an established agenda for the shadowing experience.
- Stay with the student for the entire experience.
- Follow all expected safety requirements.
- Provide Personal Protective Equipment.

### **Expectations of the Career Academy of Pella:**

- Make connections with employer to set up time and location for the job shadowing experience.
- Obtain written permission from your parent/guardian(s) using the form in this guide.
- Provide students with contact information to establish the experience.
- Accept liability for students while they are on the job site.
- Deal with any discipline issues that may arise.
- Require a post-experience reflection from the student.
- Allow for an exempt absence for the student.

# Sample Shadowing Agenda

Previous safety training for apprenticeship candidates includes:

- Safety procedures and practices
- Welding related Job Safety Analysis (JSA) study and tests
- Lincoln Electric Safety videos
  - o Electric shock
  - o Fumes and gases
  - o Fire and Explosion
  - o Material safety data sheets
  - o Personal protection equipment
  - o Cutting safety

Prior to going on the factory floor, the weld engineering technician will review the current JSA for welding and also have the candidate watch a safety video on welding PPE. Candidates will be provided with the appropriate welding PPE. He or she will be introduced to the appropriate Plant Safety Personnel in the plant that they visit. When in the weld cell, the candidate will be introduced to the welding group leader and the welder. He or she will be allowed to observe the welder weld but will not be allowed to do any welding during this job shadow experience.

While in the weld cell, the weld engineering technician will take the opportunity to explain, demonstrate, and potentially allow the candidate to try some of the additional tasks that a welder does as part of the job. Those tasks include:

- Reading blueprints and weld symbols
- Checking piece parts for size using blueprints
- How to load a fixture
- How to set welding parameters using a WPS and settings chart
- How to develop a tacking plan
- 5S
- Proper workpiece grounding
- Weld inspection

# JOB SHADOW PARENTAL PERMISSION FORM

I hereby give permission for \_\_\_\_\_ to participate in the job shadowing experience at \_\_\_\_\_ (name of job site) on (specify date) \_\_\_\_\_.

- I have read through all the information provided and approve of my child's participation.
- I understand that my son/daughter and I will be responsible for providing his/her own transportation to and from the site.
- He/she must also make all arrangements such as: Appropriate dress, arrival/departure time, lunch, etc. prior to the date of the job shadowing.
- I also understand that my son/daughter is not to operate any power equipment during this experience.

I understand that this visit is considered a school activity and will take place during the school day and will count as an absence from school for my child if he/she does not show up at the job site. I am also aware that my son/daughter must complete a minimum of three (3) hours of shadowing or they will be considered truant from school for the day and will receive the appropriate disciplinary consequence.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# JOB SHADOW STUDENT AGREEMENT FORM

I, \_\_\_\_\_, understand that I am responsible for:

- My own transportation to and from the job shadowing site.
- Reporting to the site at the specified time.
- If a conflict arises, I know that I am to contact my instructor immediately.
- Dressing appropriately for the job.
- Behaving in a respectful and courteous way.

The work site will be the recognized authority while I job shadow. However,:

- I am still under the jurisdiction of Career Academy of Pella and am expected to follow all school rules.
- I am aware that my instructor may check to see if I arrived on time, stayed at least three (3) hours and behave in an appropriate way throughout the day.

After the job shadowing experience,:

- A thank you should be sent to the contact within 48 hours.
- I understand the questionnaire must be submitted no later than one week after job shadowing.

I have read the above agreement and understand my responsibilities:

Student Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

(This form must be turned into your instructor prior to job shadowing.)

# Job-Shadowing Questionnaire

Your name:

Date and time of job-shadowing experience:

Location of experience:

Name of individual shadowed:

**Directions:** Ask the following questions to the person with whom you are shadowing. Do not just give these questions to your person to fill out. INTERVIEW the person yourself. The interview sheet must be turned in within one week of the job shadow.

1. What activities/ duties/ responsibilities are involved in the job/ position?
2. What training and/ or education is required?
3. What are the working conditions?
4. What are the earning potentials?
5. What are the chances of advancement?
6. What skills/ personal qualities does an individual need to be successful?
7. Equipment -- machines, computers, tools, etc. -- needed to do the job [list a few essential items].
8. What product(s) or service(s) does the company provide?
9. Who are the customers of the product or service provided by the company?
10. Does the person you are job shadowing work independently or are they part of a team? Explain.

## **Questions for student to answer:**

11. What other interesting and/ or useful information did you learn from this shadowing experience?
12. If you were offered a job related to this shadowing experience, would you accept the position?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - Please explain your answer in detail:
13. Would you like more information about this job/ career?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - What questions do you still have?
14. Do you think this experience was helpful to you? Why/ why not?
15. How was your job shadow leader helpful in this experience? Why/ why not?

## ***Appendix C - Glossary of Terms***

**Apprenticeship** - Method in which trainees learn a craft or trade by hands-on experience while working with a skilled worker.

**Apprenticeship Standards** - Department of Labor document that shows the requirements of what must be learned and mastered to achieve registered apprentice status.

**Business Interview** - A true employment interview between the candidate and potential businesses who are looking to hire a registered apprenticeship candidate.

**Career Academy of Pella Interview** - An interview with a student and CAP personnel to affirm that the student is ready and willing to enter into the apprenticeship program.

**Job Shadowing** - A career exploration activity where a student follows an employee at a business for a short period of time to learn about a particular occupation or industry. This opportunity is unpaid and under the liability of the career academy.

**Offer Letter** - Extension of an employment arrangement made by the employer in writing.

**On-the-job training** - Time spent in paid employment where standards are being learned, mastered, and documented as proficient for each apprenticeship.

**Personal Protective Equipment (PPE)** - All required safety equipment necessary for the occupation.

**RAPIDS** - Department of Labor software program that houses all documentation of standards completion by the apprentice.

**Registered Apprenticeship Status** - Final product awarded by the US Department of Labor certifying that the apprentice has met all of the standards and is nationally recognized as having the skills necessary as a person who has completed the program.

**Screening** - Pre-employment steps that must be completed before officially starting a position.

## ***Appendix D – Completing a 2-Year Degree Through A Registered Apprenticeship Program***

Unless some exception applies, there should be no cost to students or their parents for the Community College credits students take while in high school since these credits would draw down supplemental weighted funding from the State, as a part of the School's agreement with the Community College.

Tuition for the 18 credits selected after high school and leading toward the Community College degree, while the student is employed, will be at the normal College tuition rate then in place. Books and supplies would be additional. There may be scholarships or grants available that will be explored at the time the student prepares to enroll to assist with tuition and other costs. It is our goal to minimize any out-of-pocket expense to the student. Community college tuition may vary.