

## **UA Local 290 Apprentice and Journeyman Training Institute Work Based Instructional Plan**

### **I. Objectives:**

#### **a) General**

The US Department of Labor and the State of Oregon Bureau of Labor and Industries, Apprenticeship Training Division requires that all apprenticeship programs have a significant requirement for work-based instruction. Furthermore, this instruction must be competency based and evaluated by employer, journeymen and/or apprenticeship instructional staff.

#### **b) Development**

The competencies used at the UA Local 290 AJTI were developed in cooperation with the UA International Training Fund. Modifications and additions were made to reflect the needs of local employers.

### **II. Activities to Achieve the Objectives:**

#### **a) Overview**

These courses consist of paid OJT apprenticeship performed in a business, industry, trade, or technical career setting within the student's occupational area. The on the job training component will be verified by an employer and will be placed on the student's record.

#### **b) Length**

Work-based apprenticeships are 8,000 hours in length.

#### **c) Records**

The UA Local 290 AJTI maintains all records of student apprenticeship during the course of apprenticeship. The Local Union Health and Welfare Office keeps duplicate copies of their employer reported OJT work hour records.

#### **d) General**

Upon successful completion of this course, the student will be able to:

1. Work successfully as a team member at a construction site.
2. Demonstrate the proper use of equipment and materials in an actual job setting.
3. Demonstrate safe work practices and environmentally friendly work practices.

#### **e) Specific**

Objectives for each specific work experience are contained in the work processes for each trade.

## **Experiences**

### **a) Procedure**

When a student starts the apprenticeship program they are placed with an employer. Employers are provided the competencies that the student is required to achieve during a particular term in the program. Employers are required to provide experiences which encompass 90-100% of the required competencies.

### **b) Strategies**

Jobsite activities will be determined by the employer in conjunction with the UA Local 290 AJTI Progress Report. The UA Local 290 AJTI Assistant Coordinator will attempt to find job placements which allow the student to:

1. Experience the fullest range of circumstances that may occur in the work setting.
2. Work closely with journeymen to learn the craft in a hands-on setting.
3. Identify safe and unsafe work situations and remediate those situations.

### **c) Records**

The UA Local 290 AJTI keeps all employment records throughout the term of apprenticeship.

## **Competencies/Work Processes**

### **a) Scope**

Classroom, Laboratory and Work Based Instruction Competencies/Work Processes have been developed for each program. These were developed by NOCTI, employers, instructors and journeymen members who met as curriculum committees. The competencies were then reviewed and modified by the instructional staff of UA Local 290 AJTI and forwarded for approval by the Oregon Bureau of Labor and Industries, Apprenticeship Training Division. The work processes for each instructional program are appended to this document.

### **b) Usage**

All the classroom and laboratory classes use the competencies as a basis for their instructional objectives. For workplace instruction, the student, the employer and the journeymen members are informed of the required competencies for each term of enrollment. At the end of the term, when the students are evaluated, the employers and Foremen in the field are also provided feedback on whether the students are being properly exposed to the competency levels. The employers and journeymen are invited to give written feedback on the appropriateness of the competencies. This feedback is reported back to the occupational advisory committee.

### **c) Review**

The trustees and occupational advisory committees of the UA Local 290 AJTI use these competencies as the basis for program review and modification. Significant changes to the competencies are first discussed with Apprenticeship Representative from the Oregon Bureau of Labor and Industries, Apprenticeship Training Division and then submitted to the full State Council for approval.

## **Evaluation**

### **a) General**

The Assistant Coordinator insures that the apprentice is meeting all the work progress obligations of the program. Assistant Coordinators, under the direction of the JATC, may have to move apprentices to other employers to meet all work progress objectives.

### **b) Procedure**

At the end of each term, a written evaluation is sent to the employer to determine what competencies the apprentice has achieved during that term. After being reviewed by the Assistant Coordinator, the student is informed of any inadequacies and may be asked to participate in additional lab/shop sessions to attain competency in a particular area. Apprentices are required to attain a level of competency in all work processes that they have been exposed to during their on the job training. The evaluation form is appended.

### **c) Records**

UA Local 290 AJTI keeps records of the apprentices' competency achievements. Apprentices are given feedback on their competency attainment through the apprenticeship advancement record.

## **III. Roles & Responsibilities:**

### **a) Employers**

- i. Provide on the job training related to UA Local 290 AJTI work processes and program requirements.
- ii. Report apprentice hours work on the job.
- iii. Submit written evaluations on all apprentices employed.

### **b) Assistant Coordinators**

- i. Finding appropriate job placements for apprentices.
- ii. Evaluate employer written evaluations of apprentices and provide any extra training to meet areas of apprentice deficiencies.

## **IV. Guidelines for Review and Evaluation:**

The Work Based Instructional Plan will be reviewed and evaluated annually by the Institutional Advisory Committee and the JATC. They will take into account results of employer evaluation, the needs of the field regarding apprentice training, any changes to curriculum, etc. These committees may choose to make any changes to the plan. The Director of Training and Assistant Coordinators will be responsible for implementing any necessary changes.