

BULLETIN 2003 - 07

Date: February 21, 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 YouthBuild USA <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 the YouthBuild USA.

BACKGROUND: These National Guideline Standards submitted by YouthBuild USA were certified by the OATELS Administrator on February 5, 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

YOUTHBUILD USA

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: February 5, 2003

CERTIFICATION NUMBER: C-2003-04

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

FOREWORD

YouthBuild USA 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 apprenticeships are the most practical and sound training systems available to meet that need, to develop individuals into skilled Journeyworkers, and to ensure the industry an adequate supply of skilled 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, Code of Federal Regulations, 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 Guidelines is to provide policy and guidance to YouthBuild USA affiliates in developing Standards for Apprenticeship for local approval and registration. These National Guideline Standards, developed by YouthBuild USA 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. State Apprenticeship Councils/Agencies recognized by the Bureau of Apprenticeship and Training 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 affiliate that undertakes to carry out an apprenticeship training program. The local standards of apprenticeship will be the program sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as defined by the program sponsor and must meet all the requirements of the local registration agency.

YouthBuild USA duties and responsibilities

YouthBuild USA will be responsible for:

- A. Obtaining certification of these National Guidelines for Apprenticeship Standards from the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services.
- B. Issuing copies of the national guidelines for apprenticeship standards to YouthBuild program sponsor sites, so that program sponsors may use them to govern the creation of their standards of apprenticeship that they will register in their state.
- C. Determining the enrollment schedule for new apprentices and program sponsors and selecting them in accordance with the selection procedures attached hereto and made a part of the national guidelines for apprenticeship.
- D. Monitoring and evaluating the implementation of the apprenticeship program at program sponsor sites.
- E. Providing technical assistance to program sponsors to help them meet the required on-the-job training and related instruction that apprentices must complete.
- F. Maintaining all records certifying that each apprentice has completed both the required on-the-job training and related instruction.
- G. Receiving, reviewing and accepting/denying all program sponsor applications for entry into the apprenticeship program.

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:**

YouthBuild, USA officially adopts these national guidelines for apprenticeship standards on this 10 day of January, 2003.

/s/ Tim Cross
Signature

1/13/03
Date

Tim Cross
Printed Name

/s/ Ian Lipson
Signature

1/13/03
Date

Ian Lipson
Printed Name

SAMPLE

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

(INSERT PROGRAM SPONSOR NAME)

FOR THE OCCUPATION OF

**YOUTH DEVELOPMENT PRACTITIONER
O*NET CODE: 13-1070-01 RAISE 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

FOREWORD

YouthBuild USA recognizes the need for structured training to maintain the high level of skill and competence demanded in the field of youth work. Through the Youth Development Practitioner Apprenticeship, YouthBuild USA will improve services to youth through the professional development of YouthBuild program staff.

Registered apprenticeship provides the most practical and sound method to meet that need, to prepare individuals to be skilled Journeyworkers, and to ensure the industry an adequate supply of skilled workers.

In furtherance of those goals, YouthBuild USA has established these Standards of Apprenticeship outlining all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices. These standards provide the basis for apprenticeship standards developed by each sponsoring YouthBuild program.

BACKGROUND

The Youth Development Practitioner Apprenticeship certificate program is a pilot project designed to increase professional opportunities for youth workers and improve services to the youth they serve.

In 2001 the U.S. Department of Labor (DOL) awarded YouthBuild USA seed money to develop national guideline standards for apprenticeship training programs as part of the Department's broader effort to strengthen and professionally credential the field of youth development.

YOUTHBUILD USA YDPA PROGRAM

The YouthBuild USA Youth Development Practitioner Apprenticeship program is designed and facilitated by YouthBuild USA, but it is managed locally by YouthBuild sites that gain the registration agency approval to be registered apprenticeship programs, i.e. program sponsors. Staff from these sites may apply to the apprenticeship program and, upon successful completion of the program, will receive a DOL certificate of completion of apprenticeship as a Youth Development Practitioner. YouthBuild USA supports the program sponsors by providing certain curriculum materials, training resources, related instruction, and technical assistance.

PURPOSE OF THE APPRENTICESHIP PROGRAM

- Increase the skill and knowledge of youth development professionals
- Improve the quality of service to youth
- Professionally credential the field of youth work
- Provide credentials to youth workers
- Develop a comprehensive vision of youth development to improve program outcomes

DEFINITIONS

APPRENTICE: An individual who has met the qualifications described in the standards of apprenticeship that has signed an apprenticeship agreement with a local YouthBuild Program providing for training and related instruction under the Standards; and is registered with the registration agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the program sponsor and/or the local apprenticeship committee, acting as agent for the employer, setting forth the responsibilities and obligations of all parties to the agreement with respect to the apprentice's employment and training under the 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 (D.O.T.): 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. Much of the data in the D.O.T. was collected much earlier than that, during the 1970's, which does not accommodate the needs of today's labor market. An advisory panel on the D.O.T. was convened in 1990 and published a report in 1993, that laid the basis for the development of the Occupational Information Network, or O*NET.

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(s) covered by this training program.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles is 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. The O*NET classification, which replaces the D.O.T., uses an 8-digit O*NET-SOC code.

PROGRAM SPONSOR: The employer or local YouthBuild program that is implementing the program, in whose name the local standards of apprenticeship will be registered, and who will have the full responsibility for administration and operation of the apprenticeship program.

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.

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).

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

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

SECTION I.- PROGRAM ADMINISTRATION: Defining roles and responsibilities of the program sponsor(s) and of YouthBuild USA.

Local YouthBuild sites will be responsible for:

- A. All communication with the state registration agency regarding the apprenticeship program.
- B. Establishing and registering the Standards of Apprenticeship with the registration agency, and ensuring adherence to them. This includes, establishing and maintaining a framework of rules and requirements governing the policies, administration, supervision, and training of apprentices.
- C. Ensuring that a copy of the Standards of Apprenticeship, and any future changes to them, shall be provided to the registration agency, YouthBuild USA, and the apprentice(s).
- D. Receiving and signing all apprenticeship agreements from apprentices and forwarding them to the registration Agency and YouthBuild USA. In addition, notifying the registration agency, YouthBuild USA, and other appropriate parties of the cancellation, suspension, credit granted for previous experience, extensions, reinstatement, or completion of apprentices.
- E. Ensuring that apprentices receive the required on-the-job training and related instruction that will provide them with the diversity of training delineated in the attached occupational schedule and related instruction outline.
- F. Hearing and resolving complaints regarding apprenticeship agreement violations.
- G. Requesting from the registration agency and YouthBuild USA, the issuance of the certificate of completion of apprenticeship for individuals that have successfully completed the apprenticeship program requirements.
- H. Annually reviewing the affirmative action plan, good faith efforts, and selection procedures, updating the affirmative action plan and goals/timetables, and modifying the affirmative action plan and selection procedure as a result of the review, when appropriate. Such review will include an analysis of the program sponsor success in meeting its goals, the good faith efforts made, and the impact each element of the affirmative action plan and selection procedure had on meeting its goal.
- I. Maintaining copies of all records relating to the recruitment, selection, employment and training of apprentices for a minimum of five years from the last date of action.

SECTION II. - EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)

The recruitment, selection, employment, and training of apprentices 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 this apprenticeship program

as required under title 29, CFR Part 30, as amended, and (insert applicable state regulations here).

SECTION III. – AFFIRMATIVE ACTION PLAN – 29.5(b)

If the local Youthbuild site employs five or more apprentices, the program sponsor will adopt an affirmative action plan and selection procedures as required under Title 29, CFR Part 30. It will be attached as Attachment C.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b)(10)

Apprentice applicants shall be selected on the basis of qualifications alone, without regard to occupationally irrelevant physical requirements and in accordance with objective standards which permit review after full and fair opportunity for application. Applicants shall meet the following minimum qualifications:

A. Age

All applicants shall be at least eighteen (18) years.

B. Education

Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successful completion of General Education Development (GED) credential. Each applicant shall submit a copy of their high school transcript or official report of GED test results.

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these standards. (Attachment - B Sample)

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

SECTION V - 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. The 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 agreement shall be furnished to the apprentices, the registration agency, the program sponsor and the Veteran's 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 VI - RATIO OF APPRENTICES TO JOURNEYWORKERS - 29.5(b)(7)

Only that number of apprentices will be employed as can be given proper supervision and training and can be assured of reasonable opportunity for employment on the completion of the apprenticeship. The program sponsor's ratio shall be as stated on the applicable "Occupational Schedule" (Attachment A) attached to and made a part of the standards.

SECTION VII - 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.

SECTION VIII - PROBATIONARY PERIOD - 29.5(b)(8), (b) (19)

All applicants selected for apprenticeship shall serve a probationary period of 3 months of on-the-job training.

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 on-the-job training and related instruction and any disciplinary action taken during the probationary period.

Any probationary apprentice whose performance is 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, YouthBuild USA, and to the registration agency.

Each probationary apprentice whose performance is 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 IX - HOURS OF WORK

Apprentices shall generally work the same hours as journeyworkers, except that no apprentice shall be allowed to work overtime if it interferes with attendance in related instruction classes.

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

SECTION X - 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 journeyworker status; the program sponsor shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job training and in related instruction classes. In determining whether satisfactory progress has been made, the program sponsor shall be guided by the work experience and related instruction records and reports.

In no case shall an apprentices' starting wage be less than that required by any minimum wage law which may be applicable.

SECTION XI - 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 of apprenticeship.

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, and other documentation/proof of capacity to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program shall start at their current wage rate. The request for credit will be evaluated and a determination made by program sponsor in coordination with YouthBuild USA 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.

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.

The Registration Agency shall be notified of any such credit granted.

SECTION XII - WORK EXPERIENCE - 29.5(b)(3)

During their apprenticeship the apprentice shall receive such on-the-job training and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journey worker. The on-the-job training shall be under the direction and guidance of qualified Journeyworkers.

The work processes for each occupation are covered in the attached occupational schedule(s) (Attachment A).

SECTION XIII - RELATED INSTRUCTION - 29.5(b)(4)

During each segment of training each apprentice is required to attend classes in subjects related to the job as outlined in Attachment A. For each occupation, the recommended term of apprenticeship will be a minimum of 144 hours of related instruction for each year of the apprenticeship. Apprentices **(the sponsor inserts “will” or “will not”)** be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, shall satisfactorily complete all class work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding classroom or on-the-job training without due cause, the program sponsor shall take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to YouthBuild USA and the apprentice.

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 classes and forward periodic reports on apprentice progress to YouthBuild USA.

SECTION XIV - 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 XV - SUPERVISION OF APPRENTICES - 29.5(b)(14)

The program sponsor shall be responsible for the training of the apprentice on the job. The supervisor of the apprentice(s), as designated by the program sponsor, shall, with the advice and assistance of YouthBuild USA, be responsible for the apprentice’s work assignments. The supervisor must ensure that the apprentice is working under the supervision of a skilled journeyworker, as defined by the program sponsor. The supervisor is responsible for the evaluation of the apprentice’s work performance, and for the completion and submittal of progress reports to the program sponsor.

Apprentices shall be under the general supervision of the program sponsor and under the direct supervision of the department supervisor to whom they are assigned. The program sponsor shall be responsible for moving apprentices from one department to another in accordance with the prearranged work schedule.

SECTION XVI - RECORDS AND EXAMINATIONS - 29.5(b)(6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. This record will be included in each apprentice's record file(s) 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 on-the-job progress is found to be unsatisfactory, the program sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice repeat a process or series of processes before advancing to the next wage classification. In such cases, the program sponsor will 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 journeyworker, the program sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, and notify YouthBuild USA.

Written records of progress evaluations and corrective and final actions shall be maintained by the program sponsor. The registration agency and YouthBuild USA will be notified of all cancellations.

SECTION XVII - MAINTENANCE OF RECORDS - 29.5(b)(22)

The program sponsor shall maintain for a period of 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, and records on the apprentice's 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 YouthBuild USA and the registration agency.

SECTION XVIII - 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 on-the-job training and the related instruction as may be required by the Registration Agency.

SECTION XIX. - NOTICE TO REGISTRATION AGENCY - 29.5(b)(18)

The registration agency shall be notified promptly of all new apprentices to be registered, credit granted for previous experience, suspensions for any reason, reinstatements, extensions, completions, and cancellations.

SECTION XX - CANCELLATION AND DEREGISTRATION - 29.5(b)(17)

These apprenticeship standards, upon adoption by the program sponsor will 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. YouthBuild USA and the registration agency shall be notified promptly of any decision to cancel the program.

De-registration of these standards of apprenticeship 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 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 XXI - AMENDMENTS OR MODIFICATIONS - 29.5(b)(17)

These standards of apprenticeship may be amended 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, and provided further that such amendment shall be submitted to the registration agency for approval and registration prior to being placed in effect. A copy of each amendment or modifications adopted will be furnished to each apprentice to whom the amendment applies.

SECTION XXII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - 29.5(b)(21)

The program sponsor shall have full authority to supervise the enforcement of these apprenticeship standards. Its decision will be final and binding 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 consider all complaints, for which written notification is received within 15 (fifteen) days of violations, concerning the apprenticeship agreement and the registered apprenticeship standards. The program sponsor shall make such rulings as it deems necessary in each individual case within 30 (thirty) days of receiving the written notification. Either party to the apprenticeship agreement may consult with YouthBuild USA and the registration agency for an interpretation of any provision of the Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: (program sponsor shall insert applicable information).

TITLE 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he or 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 or 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 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.

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 XXIII - TRANSFER OF TRAINING OBLIGATIONS - 29.5(13)

In the event the program sponsor is unable to fulfill its obligation the apprentice may be transferred to another employer operating the same program.

Such transfers are subject to the consent of the apprentice and of the program sponsor. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXIV - 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 XXV - EMPLOYER ACCEPTANCE AGREEMENT

This written agreement whereby the employer agrees to the terms and conditions set forth in these standards or apprenticeship registered by the program sponsor. (Attachment D)

SECTION XXVI - CONFORMANCE WITH STATE AND FEDERAL LAWS

No section of these standards of apprenticeship shall be construed as permitting violation of applicable State and Federal law.

SECTION XXVII – SELECTION OF APPRENTICES

Selection into apprenticeship programs will be in accordance with the selection procedure made a part of these standards. (Attachment C)

SECTION XXVIII. SIGNATURE PAGE ADOPTING APPRENTICESHIP STANDARDS

The apprenticeship standards must include a signature page for the program sponsor and the Registration Agency to sign.

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

YouthBuild USA hereby adopts these Standards for Apprenticeship on this _____ Day of _____, 2003.

REPRESENTING THE PROGRAM SPONSOR :

Signature

Printed Name

Signature

Printed Name

SAMPLE

ATTACHMENT A

**OCCUPATIONAL SCHEDULE FOR: YOUTH DEVELOPMENT PRACTITIONER
O*NET CODE: 13-1070-01 RAIS CODE: 1039**

This occupation schedule guideline is attached to and a part of the National Guidelines for Apprenticeship Standards for the Youth Development Practitioner Apprenticeship.

1. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of 3000-4000 hours of on-the-job training supplemented by 343 hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

To ensure adequate supervision and training, it shall be the policy of the Program Sponsor to employ not more than two apprentices for one journeyworker.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the programs current journeyworker wage rate.

(Please note that each program sponsor will need to assess the wage scale increase and determine an appropriate progression. The example below is meant to be suggestive not prescriptive.)

RECOMMENDED WAGE SCHEDULE

(Preferably in Percentage)

Adjust based on the term.

3000 Hour Program					
<u>Periods</u>	<u>Rates</u>	<u>Periods</u>	<u>Rates</u>		
1st 3 Months	60%	4th 3 Months	85%		
2nd 3 Months	70%	5th 3 Months	90%		
3rd 3 Months	80%	6th 3 Months	95%		

4. SCHEDULE OF ON THE JOB TRAINING AND RELATED INSTRUCTION

Occupational Description: Work with young people to build their job readiness and their capacity to establish and meet goals for personal development. Assesses youth job readiness and personal development goals; assist youth in a broad range of skill and knowledge acquisition; assist youth with job search; maintain youth case records, program data and other statistical records. Monitor youth on-the-job performance. Establish agreements with businesses to provide placement and on-the-job training; establish agreements with non-profit agencies or post secondary institutions to provide necessary life skills to youth.

The following outlines the on-the-job training for the occupation of Youth Development Practitioner. The suggested related instruction which supplements the on-the-job training follows the on-the-job training outline.

The following ten competency areas have been identified to lend focus and direction to the professional development of the Youth Development Apprentice Practitioner. The apprentice will attain a basic level of mastery across all ten competency areas before receiving certification as a Youth Development Practitioner. Basic mastery will be represented by; the apprentice being able to articulate their learning within each competency area, and demonstrate that they have successfully integrated all of the competencies in their work.

COMPETENCY		OJT	R.I.
I	Knowledge & Awareness of Self	0	6
II	Youth Development Theory & Practice	900-1100	65
III	Teaching, Training & Education	500-600	52
IV	Counseling & Case Management	400-500	50
V	Life Skills Development	300-400	48
VI	Leadership Development, Community Engagement	300-400	43
VII	Developing A Satisfying Work life	300-500	30
VIII	Organizational & Program Development	200-300	27
I	X Systems Awareness & Analysis	50-100	14
X	Health Awareness & Promotion	50-100	8
TOTAL HOURS		3000-4000	343

Competency I: Knowledge & Awareness of Self

Recommended Hours Allotment: O.J.T.: 0 & R.I.: 6

Definition:

A well developed ability to articulate one's personal motivation for choosing youth development work.

Knowledge and Skill Development:

- ❑ Heightened awareness of one's learning and teaching style.
- ❑ Reflection on one's pivotal life moments and how one might share those experiences to support others.
- ❑ Documentation of one's reasons for working with youth and ability to share those reasons in a public forum.

Performance Criteria: The Apprentice will be able to:

- ❑ Examine the beliefs and the motivations behind their actions in relation to young people.
- ❑ Identify the difficulties they have in working with others.
- ❑ Demonstrate ability to act non-judgmentally in work with young people.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self-directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, Journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides technical assistance (TA) to identify related instruction (RI) resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources:

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

COMPETENCY II: YOUTH DEVELOPMENT THEORY & PRACTICE
Recommended Hours Allotment: O.J.T. – 900-1100 & R.I. - 65

Definition:

Learn, practice, communicate and demonstrate a keen awareness of Youth Development theory, principles and practices.

Knowledge and Skill Development:

- Gain a foundation in adolescent growth and brain development.
- Become versed in the value of, and strategies for, youth empowerment.
- Recognize opportunities for youth leadership in all aspects of the program.
- Seek opportunities for youth to practice critical thinking and analytical reasoning skills.
- Be able to incorporate the best practices of youth development theory.
- Determine appropriate relationship boundaries with young people.
- Deepen ability to effectively communicate with young people.
- Show concern and interest in and about the well being of youth.
- Heightened in awareness of, and involvement with, other youth development organizations.
- Be equipped to support the ideas of young people and guide their development.

Performance Criteria: The Apprentice will be able to:

- Facilitate developmental conversations between young people in a variety of settings.
- Demonstrate the use of various skills, tools and learning modalities in program activities.
- Describe strategies to inspire, motivate and teach young people.
- Model & teach effective negotiation skills for problem solving and conflict resolution.
- Design and implement a workshop(s) on a topic(s) of Youth Development.
- Demonstrate and teach the importance of positive behavior across differences of race, class, age, gender, faith, sexual orientation, ability level, etc.

Opportunities for Learning Available to the Apprentice:

- On-site workshops: TBD by Sponsor.
- Discussions & supervision sessions with mentor, journeyworkers and supervisors.
- YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA identifying RI resources: see Program Manual for details.

Evaluation Tools:

- Self evaluation.
- Supervisor's evaluation.
- Records/ documentation of completed, relevant work.

Notes, Partners & Resources

Resources

- YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- Other: TBD.

Competency III: Teaching, Training & Education

Recommended Hours Allotment: O.J.T. – 500-600 & R.I. – 52

Definition:

Ability to address various learning styles with sound teaching methodology. Ability to design and deliver compelling training to young people.

Knowledge and Skill Development:

- ❑ Deepen ability to utilize and teach the basics of facilitation and training.
- ❑ Become well versed in differing learning styles and be able to work with young people accordingly.
- ❑ Demonstrate your capacity to develop and facilitate training materials and workshops, as well as train young people in these same skills.
- ❑ Be prepared to utilize and interpret a variety of assessment tests for young people.
- ❑ Hone skills in instructional design and delivery.

Performance Criteria: The Apprentice will be able to:

- ❑ Design and deliver workshops on topics of group facilitation, workshop design and agenda development.
- ❑ Incorporate methods that address a variety of learning styles and capacities.
- ❑ Use appropriate assessment tools in conjunction with teaching.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDAP initiative.
- ❑ Other: TBD
- ❑ *ASSET Aptitude Test* [American College Testing Program, P.O. Box 168, Iowa City, IA 52243] assesses skill in language usage, reading and math.
- ❑ *Learning Styles Inventory* [Education Activities, Inc., 800-645-3739] Assesses individuals preferred style of receiving and expressing information. Measures cognitive, social and expressive style.

COMPETENCY IV: COUNSELING & CASE MANAGEMENT
Recommended Hours Allotment:: O.J.T. – 400-500 & R.I. – 50

Definition:

Conceptual understanding of, and practical competence in, case management and one-on-one and group counseling strategies and approaches.

Knowledge and Skill Development:

- ❑ Learn to maintain case files and facilitate case management with other staff when necessary.
- ❑ Maintain data on placement, retention and other statistics.
- ❑ Attain proficiency in basic counseling skills with youth.
- ❑ Build capability in grief counseling for youth.
- ❑ Learn to assist youth in acquiring skills in behavior, stress and anger management.
- ❑ Build awareness of, and relationship to, social service organizations that provide resources to youth and their families.
- ❑ Understand and incorporate the family or support systems for young people whenever possible.

Performance Criteria: The Apprentice will be able to:

- ❑ Create a template for case management that can be implemented by all staff.
- ❑ Maintain and regularly update case records and files on all young people in the program.
- ❑ Facilitate case management meetings with staff.
- ❑ Effectively train others in the basics of case management and counseling.
- ❑ Utilize a variety of counseling skills with young people.
- ❑ Design and lead regular individual counseling and rap groups with young people.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

COMPETENCY V: LIFE SKILLS DEVELOPMENT

Recommended Hours Allotment: O.J.T. – 300-400 & R.I. – 48

Definition:

Ability to clearly define what life skills are - and engage young people in developing them.

Knowledge and Skill Development:

- ❑ Construct a plan for the teaching of life skills to youth.
- ❑ Learn the principles of behavior management and how to use them.
- ❑ Deepen skills of: conflict resolution, violence prevention, stress and anger management, and problem solving.
- ❑ Assist young people in increasing their time management and personal planning skills.
- ❑ Utilize different strategies for motivating young people.
- ❑ Show and be able to educate young people on the basic knowledge, skills and behaviors necessary to understand, respect and utilize diversity.
- ❑ Deepen public speaking capacity.
- ❑ Teach personal money management and investment strategies, as they relate to setting life goals and plans.
- ❑ Understand the needs and circumstances of young people with special needs or disabilities.
- ❑ Facilitate life and leadership skills development through modeling and coaching.
- ❑ Assist young people in building their capacity to work in teams.

Performance Criteria: The Apprentice will be able to:

- ❑ Facilitate the transfer of relevant leadership skills to young people.
- ❑ Document the planning/ goal setting work done with young people.
- ❑ Be able to explain the process used to guide youth in their life skills development.
- ❑ Demonstrate work with youth in, public speaking, financial management, time management and behavior management.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Constructions Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

COMPETENCY VI: LEADERSHIP DEVELOPMENT, COMMUNITY ENGAGEMENT

Recommended Hours Allotment: O.J.T. – 300-400 & R.I. – 43

Definition:

Recognition of the importance of civic involvement and active support of the development of young people as agents for positive social change.

Knowledge and Skill Development:

- ❑ Become well versed in teaching resource and asset mapping of communities.
- ❑ Learn to engage young people in community advocacy.
- ❑ Identify opportunities for service learning.
- ❑ Build facility in teaching ethics, civic responsibility and advocacy.

Performance Criteria: The Apprentice will be able to:

- ❑ Reflect on historical youth movements and the importance of civic/community action and involvement.
- ❑ Assist young people with identifying critical community issues and developing action plans for addressing them.
- ❑ Manage successful community service project(s)

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, journeyworkers and supervisors.
- ❑ YouthBuild USA

YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

Competency VII: Developing a Satisfying Work life
Recommended Hours Allotment: O.J.T. – 300-500 & R.I. – 30

Definition:

Be able to work effectively with young people in their workforce and career development.

Knowledge and Skill Development:

- ❑ Learn the tools and practices for guiding career exploration, assessment, planning and readiness.
- ❑ Deepen ability to assist young people in assessing their own interests and goals.
- ❑ Be prepared to teach skills of basic employment competence.
- ❑ Work with young people to develop individual career development plans and continually monitor their progress.
- ❑ Identify opportunities for youth to do job shadowing or internships.
- ❑ Build effective working relationships with potential employers of young people.
- ❑ Maintain a working knowledge of computer based employment services and programs that are accessible and useful for youth.
- ❑ Maintain contact with youth through their employment and provide regular support and evaluation.
- ❑ Learn to monitor the labor market -identify growth fields for potential employment for young people.

Performance Criteria: The Apprentice will be able to:

- ❑ Present a strategy for identifying employment opportunities for young people.
- ❑ Document the process of matching a young person's skills with likely job opportunities.
- ❑ Maintain a network of potential employers and internship opportunities.
- ❑ Assist young people in developing career plans.
- ❑ Conduct career readiness training for youth on: preparing job applications & resumes, and on interviewing strategies.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, Journeyworkers and supervisors.
- ❑ YouthBuild USA

YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ *Career Ability Placement Survey (CAPS)* [Educational and Industrial Testing Service, P.O. Box 7234, San Diego, CA 92107] Career assessment predictor measured on eight ability scales: mechanical reasoning, spatial relations, verbal reasoning, numerical ability, language usage, word knowledge, perceptual speed & accuracy, and manual speed & dexterity.
- ❑ *Guide for Occupational Exploration* [Department of Labor] Provides information about interests, aptitudes, adaptability and other requisites of occupational groups.

COMPETENCY VIII: ORGANIZATIONAL & PROGRAM DEVELOPMENT
Recommended Hours Allotment: O.J.T. – 200-300 & R.I. – 27

Definition:

Know the basics of organizational development, structure and management and be able to apply the concepts to program development.

Knowledge and Skill Development:

- ❑ Learn skills in resource development, marketing, outreach, documentation, writing and data management.
- ❑ Deepen skills of the administrative work required to run a youth program.
- ❑ Build capacity for supervising and evaluating other staff.
- ❑ Learn to engage community support for youth and youth serving organizations.
- ❑ Acquire computer and web competence.
- ❑ Build capacity to write reports and other necessary correspondence.

Performance Criteria: The Apprentice will be able to:

- ❑ Effectively contribute to running a youth development program.
- ❑ Supervise staff and young people in achieving the goals of the program.
- ❑ Create and maintain documentation on the program to be used for reporting.
- ❑ Identify appropriate funding sources and develop a resource development strategy.
- ❑ Build alignment between the goals of the program and the goals of the young people.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

COMPETENCY IX: SYSTEMS AWARENESS & ANALYSIS
Recommended Hours Allotment: O.J.T. – 50-100 & R.I. – 14

Definition:

Knowledge of the systems that impact and influence the daily lives of young people.

Knowledge and Skill Development:

- ❑ Learn the local, state and federal confidentiality protocols and laws.
- ❑ Develop a working knowledge of the different levels of government.
- ❑ Gain a working knowledge of the juvenile justice system and the key people that work with young people.
- ❑ Develop an understanding of the public education system and how it impacts out of school youth.
- ❑ Gain a basic understanding of the economy and labor market.

Performance Criteria: The Apprentice will be able to:

- ❑ Facilitate learning opportunities between young people and ‘institutional representatives’, i.e. law enforcement, social services, local government, etc... in order to increase awareness and partnership.
- ❑ Develop and document relationships with public institutions that interact with young people.
- ❑ Train staff on key legal and ethical issues as it relates to working with young people.
- ❑ Act as an advocate for young people with all institutions that impact their lives.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, Journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDPA program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor’s evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

COMPETENCY X: HEALTH AWARENESS & PROMOTION
Recommended Hours Allotment: O.J.T. – 50-100 & R.I. – 8

Definition:

Knowledge of the physical and mental health issues that affect the development of young people.

Knowledge and Skill Development:

- ❑ Learn about the physiology of drug and alcohol abuse as well as the resources available for young people.
- ❑ Deepen ability to implement programs to assist young people to address drug and alcohol abuse issues.
- ❑ Be prepared to describe the importance of exercise, nutrition, sleep and other healthy behaviors.
- ❑ Be conversant in common psychological issues affecting youth.
- ❑ Be prepared to describe the importance of, healthy relationships with family and significant others.

Performance Criteria: The Apprentice will be able to:

- ❑ Design and deliver training on: the physiological and emotional impacts of substance abuse, and on other topics related to physical and psychological health.
- ❑ Work with staff on identifying signs of, and strategies for working with, youth on unhealthy trajectories.
- ❑ Demonstrate the intentional design of program activities that promote healthy living.

Opportunities for Learning Available to the Apprentice:

- ❑ On-site workshops: TBD by Sponsor.
- ❑ Journal writing: a self directed reflection tool.
- ❑ Discussions & supervision sessions with mentor, Journeyworkers and supervisors.
- ❑ YouthBuild USA
YouthBuild USA currently offers 234 hours of RI relevant to the YDAP program, will be adding to these offerings, and provides TA to identify RI resources: see Program Manual for details.

Evaluation Tools:

- ❑ Self evaluation.
- ❑ Supervisor's evaluation.
- ❑ Records/ documentation of completed, relevant work.

Notes, Partners & Resources:

Resources

- ❑ YouthBuild USA Program Handbooks on the topics of Leadership Development, Counseling, Construction Site Management, Teaching/ Education, and Alumni Resources, provide both conceptual and practical tools and ideas for working most effectively with young people.
- ❑ YouthBuild USA will continue to develop a listing of valuable resources in support of the YDPA initiative.
- ❑ Other: TBD.

ATTACHMENT B

APPRENTICESHIP AGREEMENT

ATTACHMENT C

SAMPLE

**GUIDELINES FOR DEVELOPING AFFIRMATIVE ACTION PLAN
AND SELECTION PROCEDURES**

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. (Attachment C)

SECTION I - INTRODUCTION

The program sponsor enters this plan 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 affirmative action plan.

This plan is a supplement to the apprenticeship standards. Any changes made by the program sponsor shall become part of this written plan, once approved by the 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 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, 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. (See attached form)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT (to be put into effect after year 1 Pilot of initial program sponsor sites as secured by YouthBuild USA

The program sponsor’s affirmative action plan 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 (2) week period.

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with local 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 and 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 program sponsor shall provide for pre-testing experience and training. In initiating and conducting these programs, may be required to work with other 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 trade training, or others designed to afford related work experience or prepare candidates for apprenticeship, shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journeymen to assist in the implementation of the program sponsor's 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.

- J. 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 journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:)

FOR EACH BOX CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT YOU WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The program sponsor will make an annual review of its current affirmative action plan 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. They will work diligently to identify the cause and effect that results 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 affirmative action plan must be submitted to the registration agency for approval. 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 will be reviewed annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by:

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

(PRINTED NAME)

(TITLE)

(DATE)

**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 Skilled Name of occupations

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 accepted and registered as apprentices must meet the following minimum qualifications:

- Age: Shall be at least 18 years of age.
- Education: Applicants shall be high school graduates or provide proof of equivalent educational attainment such as a General Education Development (GED) credential. Each applicant shall submit a copy of their high school transcript or official report of GED test results.
- Physical: Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health or safety of the individual or others.

SECTION II - APPLICATION PROCEDURES

- A. 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 appeals right 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

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

SECTION IV - COMPLAINT PROCEDURE

Any apprentice or applicant for apprenticeship who believes that he or 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 or 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 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.

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 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, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, as may be required by the U.S. Department of Labor. 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 non-minority) participants.

In addition to the above requirements, adequate records shall include a brief summary of each interview 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 shall be maintained for 5 years from the date of the last action taken and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURE

The foregoing Selection Procedure is hereby officially adopted by:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Printed/Typed Name

Title

ATTACHMENT D

SAMPLE EMPLOYER ACCEPTANCE AGREEMENT

The following 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 established under these standards. I have been furnished a true copy of these apprenticeship 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 program sponsor or the 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 FILE WITH THE PROGRAM SPONSOR. AN ADDITIONAL COPY WILL BE FORWARDED TO THE REGISTRATION AGENCY FOR THEIR RECORDS, IN ACCORDANCE WITH REGISTRATION AGENCY POLICY.