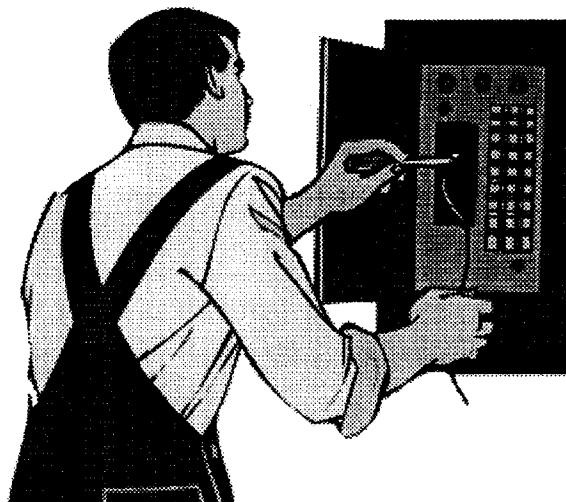


# **School-to-Registered Apprenticeship Program Standards**

in

# **ELECTRICAL CONSTRUCTION**



Sponsored by:

**International Brotherhood of Electrical Workers  
West Michigan Local Union 275, AFL-CIO**

and

**West Michigan Chapter of the  
National Electrical Contractors Association**

in partnership with:

**(School District)**

This Program has been formulated by and between the West Michigan Electrical Joint Youth Apprenticeship and Training Committee (hereinafter referred to as the “JATC”) through the combined efforts of the International Brotherhood of Electrical Workers West Michigan Local Union 275, AFL-CIO, and the West Michigan Chapter of the National Electrical Contractors Association in partnership with the (school) (hereinafter referred to as the “SCHOOL”). The Program is designed to serve as an effective transition from school to work by giving qualified high school students a rigorous academic education while instilling in them an understanding of the world of work and skills necessary for competing in the world of work. To this end, the JATC and the SCHOOL have developed this Program that is skill based, labor and industry approved, and directly linked to explicit work place situations.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the SCHOOL that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, disability, age, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

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## **SECTION I - TERM OF PROGRAM**

1. The term of the Program shall be two (2) years beginning with the start of the junior year of high school and ending with completion of the senior year of high school.

Students shall be required to work at the trade during the summer between their junior and senior years and during the senior year. Additionally, students shall be required to successfully complete classroom instruction at their home school to satisfy graduation requirements and to complete their two-year SCHOOL program.

## **SECTION II - SELECTION CRITERIA**

1. To be eligible for participation in the Electrical Construction Youth Apprenticeship Program, a student must:
  - A. Complete an 11<sup>th</sup> grade year in an approved program at the SCHOOL;
  - B. Be at least 16 years old;
  - C. Have a 3.0 grade point average at the SCHOOL;
  - D. Have a 2.0 or better overall grade point average as shown on student transcript;
  - E. Be in compliance with school attendance policies;
  - F. Obtain a letter of recommendation from the student's SCHOOL teacher and local high school principal or counselor;
  - G. Be able to provide own transportation and successfully complete a summer six-week work experience;
  - H. Be able to perform the essential functions of the trade with reasonable accommodation and without posing a direct threat to the safety or health of themselves or others;
  - I. Have successfully completed program safety instruction; and
  - J. Adhere to the above criteria throughout the Youth Apprenticeship Program.

### **SECTION III - EQUAL EMPLOYMENT OPPORTUNITY**

1. The recruitment, selection, employment, and training of participants shall be without discrimination because of race, color, religion, national origin, sex, or disability.

### **SECTION IV - APPLICATION PROCEDURES**

1. The procedures for applying for the Youth Apprenticeship Program shall be as follows:
  - A. The student must meet all selection criteria;
  - B. The student must attend an orientation session with parent(s) or guardian(s);
  - C. The student must complete a SCHOOL Work-based Learning Application;
  - D. The SCHOOL and JATC will screen and rank applicants to fill slots as predetermined by the JATC according to the Electrical Construction Program Standards of Quality;
  - E. The SCHOOL will notify the JATC of the student(s) who have accepted the assignment;
  - F. Student and parent(s)/guardian(s) will sign and be governed by SCHOOL Youth Apprenticeship and Work-based Learning Program agreements; and
  - G. Students participating in the Program will be required to serve a probationary period.

### **SECTION V - AGREEMENT**

1. Each student selected for the Youth Apprenticeship Program and their parent(s)/guardian(s) shall sign and be governed by written program agreements as stated in Section IV, Paragraph F. Such agreements shall contain language making SCHOOL Youth Apprenticeship Program Standards and Work-based Learning Guidelines and Procedures a part of the agreement and must be signed before the student is admitted into the Program.

## **SECTION VI - CLASSROOM INSTRUCTION**

1. Each student shall successfully complete two years of career-technical training during the Program term in the study of subjects related to the trade, in accordance with the schedule set forth on Appendix A which is attached hereto.
2. The classroom instruction shall be scheduled in consultation between the SCHOOL and the JATC, and may include concentrated training (blocks of instruction of up to forty (40) hours per week.
3. The SCHOOL shall be solely responsible for providing the classroom instruction.
4. Each student shall be required to successfully complete a minimum of sixteen (16) hours of safety training prior to being allowed to work.
5. Each student shall be required to attend all classroom sessions.
6. The time spent in classroom instruction shall not be considered as hours of work, nor shall wages be paid for it.
7. In case of failure on the part of any student to fulfill his/her obligation in school attendance and classroom work, the JATC may suspend or revoke student participation in the Electrical Construction Youth Apprenticeship Program; and the SCHOOL and employer hereby agree to carry out the intention of the JATC in this respect.

## **SECTION VII - WORK EXPERIENCE**

1. The JATC shall endeavor to assist the Youth Apprenticeship students in finding work and, as far as possible, assist them in getting diversified work, with the object of giving them a rounded-out training. This does not obligate the JATC to actually employ the students, but it means that the JATC shall use its best efforts to keep the students continuously employed and adequately instructed.
2. The major processes in which the students shall be trained are set forth on Appendix A which is attached hereto.
3. The JATC may schedule work experience in concentrated training blocks (a rotating one (1) week of classroom instruction and one (1) week of work experience).
4. The JATC shall determine the adequacy of an employer to give proper training. Where it is impossible for one (1) employer to provide the diversity of experience necessary to give the student all around instruction in the branches of the trade, or where the employer's business is of such character

not to provide continuous employment over the period of the Program, the JATC shall transfer the student to another employer.

5. The ratio of students to journeypersons shall be as set forth in the applicable collective bargaining agreement between the Union and an employer.
6. The hours of employment for students shall be the same as those for journeypersons employed in the trade and in conformity with state and federal laws. In assigning work to the student, however, due consideration shall be given to the variety of operations necessary to develop their trade skills.
7. No student shall be allowed to work overtime if it interferes with their attendance at related instruction or pre-approved extra-curricular or school functions.
8. Students shall be paid at a rate determined by the JATC in accordance to state and federal law.

## **SECTION VIII - PROBATIONARY PERIOD**

1. Students participating in the Program shall, upon being employed, serve a probationary period, to be determined by the JATC which shall not be more than two consecutive student report card grading periods, which could include the student's summer work experience. Students shall be given the opportunity to acquire experience at the trade, during the probationary period, which will serve as the basis for determining suitability for the trade.
2. During the probationary period, the student shall be observed by the Employer, training supervisor for the Employer, and School-based Mentor. A mid-term progress report on the student's ability and attitude shall be completed by the Employer and submitted to the JATC and SCHOOL each grading period. A student report card will be completed by the same parties each grading period thereafter.
3. During the probationary period, the Program agreements may be terminated by the JATC or the student without cause. After the probationary period, the Program agreements may be terminated by the JATC and/or SCHOOL only after adequate cause has been shown and all parties to the agreement have had an opportunity to be heard.

## **SECTION IX - EMPLOYER OBLIGATIONS**

1. To sign and provide the JATC with a letter requesting an opportunity to employ Youth Apprenticeship students and agreeing to comply with the intent and purpose of the Program Standards.
2. To see that each student is provided with reasonable continuous employment.

3. To see that students are assigned to work so that they can obtain diversified experience and training in all phases of the trade on-the-job as well as obtain the related and supplemental instruction in accordance with the Program Standards.
4. To see that work assignments do not interfere with required classroom attendance.
5. To see that students work with and under the immediate supervision of qualified journeypersons who will devote the necessary time and interest to the student's training.
  - A. An employer shall designate a particular person in the shop or on the job site (this may be a superintendent or foreman) to be known as the "supervisor" of "students". The supervisor shall be responsible for the student's work experience on the job and the recording of the same on the record form(s) adopted by the JATC and the SCHOOL for this purpose. It shall be the supervisor's duty to see that the record form(s) are complete in all details and forwarded to the JATC and the SCHOOL, in accordance with the JATC's instructions.
6. To follow guidelines and procedures as outlined in the SCHOOL Work-Based Learning Handbook.
7. To ensure any hazardous work performed by the trainee shall be incidental to the training, be intermittent and for short periods of time, be under close supervision of a qualified and experienced supervisor, and be documented on the Training Agreement and Training Plan.
8. To ensure Worker's Compensation coverage and liability insurance is secured prior to placement.
9. To ensure Medical insurance for a student is provided by the employer if it is not provided by the parent(s)/guardian(s).
10. To maintain and submit records and forms required by the JATC and SCHOOL for each student indicating his/her work experience.
  - A. The failure of an employer to timely fill out and return any employer reporting form(s) mandated by the JATC and the SCHOOL shall be grounds for the JATC and the SCHOOL to withdraw any student(s) and grounds for denying the employer further students.



## **SECTION X - TERMINATION FROM THE PROGRAM**

1. If a student fails to apply himself/herself, and/or seems unwilling or unable to adapt to trade conditions, and/or shows a lack of interest, and/or does not have the ability to acquire required competencies, and/or is otherwise unsuited for the trade, all the facts of the case shall be placed before the JATC and the SCHOOL for its recommendation and action.
2. Upon a finding by the JATC and the SCHOOL that a student has failed to apply himself/herself, and/or seems unwilling or unable to adapt to trade conditions, and/or shows a lack of interest, and/or does not have the ability to acquire required competencies, and/or is otherwise unsuited for the trade; the student may be permitted to continue or be placed in a probationary status, and/or be required to repeat a specified process or series of processes, or program agreements may be suspended or terminated.
3. In case of termination, all parties to the placement shall be notified.

## **SECTION XI - ADJUSTMENT OF DIFFERENCES**

1. In case of any dissatisfaction between an Employer and a Student that they are unable to adjust between themselves, either party has the right and privilege of appeal to the JATC and the SCHOOL for adjustment of such matters as come within these Standards. The JATC and the SCHOOL will decide all matters not in conflict with the applicable collective bargaining agreement.
2. A Student shall have the right to appear before the JATC and the SCHOOL to discuss any question, problem, or matter which he/she may be experiencing.

## **SECTION XII - LIABILITY**

1. The SCHOOL shall be responsible for and indemnify, defend and hold the JATC harmless from any and/or all claims, demands, liability, damages, and expenses arising from any and/or all injuries or illness occurring to a student while engaged in any activity related to and/or connected with attending school.
2. The JATC and the Employer shall not be responsible for: (a) any claims, demands, liability, damages, and expenses arising from any and/or all injuries or illness occurring to a student while engaged in any activity related to and/or connected with attending school, and (b) defending against any claim for relief arising out of any and/or all injuries or illness occurring to a student while engaged in any activity related to and/or connected with attending school.

### **SECTION XIII - AMENDMENT**

1. Youth Apprenticeship Program Standards may be amended at any time upon mutual consent of the JATC and the SCHOOL. Such amendments shall not alter program agreements in effect at the time of such change without the expressed consent of all parties to such Agreements.
2. Nothing in these Program Standards shall be interpreted as being contrary to the present or subsequent bargaining agreement(s).

## SECTION XIV - DURATION

1. This Program shall become effective on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and shall remain in full force and effect until the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and from year to year thereafter unless a party hereto gives the other party written notice of its intent to terminate the Program at least sixty (60) days before the expiration date or any anniversary date thereafter.

IN WITNESS WHEREOF, we have set our hands this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
West Michigan Joint Apprenticeship and Training Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
Date

# Appendix A

## ELECTRICAL CONSTRUCTION - HIGH SCHOOL CAREER PATH

This program plan specifies the courses needed to complete high school graduation requirements and provide the best technical preparation for employment and/or qualify for acceptance into the Youth Apprenticeship Program in Electrical Construction with the JATC. Students may exceed the course work with counselor approval. **Students in their senior year must be able to attend the SCHOOL full time and be at the work site full time on a weekly rotating basis and if necessary be able to take senior academic requirements through independent study.** Course sequencing may vary as long as course requirements are met.

FOUR YEARS -- HIGH SCHOOL			
GRADE 9	GRADE 10	GRADE 11	GRADE 12
SEMESTER 1/SEMESTER 2	SEMESTER 1/SEMESTER 2	SEMESTER 1/SEMESTER 2	SEMESTER 1/SEMESTER 2
English I Algebra Living/Environmental Science or Phys. Science Phys. Ed/Health Geography or World History Tech. Ed., Ind. Arts, or Computers --Elective	English II Geometry Earth/Physical Science or Biology U.S. History Mechanical Drawing Tech. Ed., Ind. Arts, or Computers --Elective	English III, Speech, or Applied Communications Government/Economics Electronics, Building Trades or Computer Systems Technology Advanced Math or Physics Elective	(6 week summer externship between junior and senior years) Building Trades, Electronics Welding and/or CAD and Youth Apprenticeship in Electrical Construction for alternating weeks

## ELECTRICAL TRADES COMPETENCIES LEARNED IN YOUTH APPRENTICESHIP PROGRAM

Safety Rules and Practices  
Basic Trade Skills  
Trade Information and Practices  
Blueprints and Specifications  
Identification and Use of Materials  
Circuit Layout and Wiring  
Electrical Installation  
Testing/Troubleshooting