

Program Outline: Operations Specialist

3,000 Hours

Employer Responsibilities for Participation:

- a) Become an AJAC Training Agent by signing the Training Agent agreement and EEO forms.
- b) Grant equal treatment and training opportunities for all apprentices and apply those conditions uniformly.
- c) Determine journey level wage rate and report to AJAC annually.
- d) Determine tuition reimbursement policy for apprentices, if applicable.
- e) Identify (or hire) employees to train through apprenticeship.
- f) Identify experienced employees to mentor apprentice(s), provide well-rounded, structured on-the-job training and maintain the appropriate 1:1 mentor to apprentice ratio. If you need assistance or guidance on how to do this, contact your AJAC Regional Program Manager
- g) Identify all shop equipment and processes, and over the course of the apprenticeship - rotate apprentices in the various processes and equipment of the skilled occupation
- h) Periodically review and evaluate apprentices before advancement to the apprentice's next step and wage progression.
- i) Pay your apprentice(s) the percentage of Journey wage rate for hours worked (see table).

Apprentice Requirements:

- a) Be at least 17 years of age or older.
- b) Have a High School Diploma or GED, **OR** Meet minimum qualifying test scores on either the WOWI assessment (or equivalent placement test), **OR** Show proof of passing a college level Math and English classes (90 or greater) with a score of 75% or above.
- c) Sign an Apprenticeship Agreement with AJAC and abide by the rules that apply to AJAC apprenticeship training.
- d) Pay apprenticeship rate (discounted 50%) of community college tuition each quarter (approx. \$300). Many employer reimburse this tuition cost.
- e) Attend and pass college courses off-hours (typically one night per week).
- f) Participate in mentored on-the-job training and demonstrate progress on the job.
- g) Submit monthly work progress reports.

OJT Tasks & Hours:

Task Name	Approximate OJT Hours
Monitors and builds daily production goals	1,000
Conducts continuous improvement meetings and projects	800
Directs and aids line production staff in daily tasks	600
Performs operational trainings on production equipment	300
Supports internal and external quality assurance programs	300
TOTAL HOURS	3,000

The above schedule of tasks and hours is designed as a guide. Hours will be completed over the course of the apprenticeship. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each company will adhere to the schedule as closely as facilities will permit in order to provide the apprentice with well-rounded experience and practice on all relevant equipment and processes in the shop.

Step	Number of Hours	Percentage of Journey Level Rate
1	0000 - 1000	85% (\$29.75/hour)
2	1001 - 2000	90% (\$31.50/hour)
3	2001 - 3000	95% (\$33.25/hour)

Base Established Wage for Occupation - \$35.00/hour

Please visit www.ajactraining.org, call 206-764-7940 or e-mail info@ajactraining.org

It is the mission of AJAC that the training of apprentices shall be without discrimination based on race, sex, color, religion, national origin, age, disability, veteran status, sexual orientation, gender identity or as otherwise specified by law. AJAC also encourages women, minorities and veterans to apply with their employer. **Version 1.0 November 2022**