



## Program Outline: Industrial Manufacturing Technician 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 Business Developer
- 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) Have a High School Diploma or equivalent and be at least 17 years old.
- b) Able to perform the physical requirements of the occupation.
- c) Meet minimum scores on COMPASS test, ASSET test, WOWI assessment or college level math and English classes (90 or greater).
- d) Sign an Apprenticeship Agreement with AJAC and abide by the AJAC Standards of Apprenticeship.
- e) Register for class before the first night.
- f) Pay ½ of community college tuition (depending on company reimbursement policy).
- g) Attend apprenticeship courses, off-hours, for a minimum of 144 hours per year.
- h) Demonstrate progress on the job.
- i) Submit monthly work progress reports through Apprentice Tracking System (ATS).

Please visit [www.ajactraining.org](http://www.ajactraining.org), call 206-764-7940 or e-mail [info@ajactraining.org](mailto: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 July 2017**

## **OJT Tasks & Hours:**

<b>Task Name</b>	<b>Approximate OJT Hours</b>
Set-Up Production Equipment	800
Operate Production Equipment	1,000
Quality Assurance, Inspection and Measurement	600
Interpret Technical Information	200
Routine Machine Maintenance	300
Inventory Materials	100
<b>TOTAL HOURS</b>	<b>3,000</b>

*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.*

## **Base Established Wage for Occupation - \$17.50**

<b>Step</b>	<b>Number of Hours</b>	<b>Percentage of Journey Level Rate</b>
<b>1</b>	0000 - 1000	85% (\$14.88)
<b>2</b>	1001 - 2000	90% (\$15.75)
<b>3</b>	2001 - 3000	95% (\$16.63)

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