



Roles with an Apprenticeship Program

Apprenticeship Committees

Apprenticeship programs start with apprenticeship committees. Committees include both employer and employee representatives from the aerospace industry.

Apprenticeship committees decide their current and future training needs and develop guidelines for the programs. Consultants from the Bureau of Labor and Industries who are familiar with industry standards and related training guidelines work with them.

Based upon market conditions and industry needs, the committee decides:

- Criteria for becoming an apprentice
- Skills required and the level of proficiency in those skills necessary to reach journey level status
- Numbers of apprenticeship openings
- Wage rates and wage progressions based upon demonstrated competencies
- Required course curriculum to complement on-the-job training; (usually a minimum of 144 hours of related classroom training for each year of apprenticeship)
- Methods for supervising apprentice progress
- Procedures for selection, employment and training that guarantee fair and equal opportunity to all applicants and workers

Committees may also choose instructors and make arrangements for a local community college or educational service district to provide classroom training.

Apprenticeship committees meet at least twice a year to review the progress of apprentices and to update standards and curriculum to current industry needs.

The Employer

The apprentice's employer has the following role:

- Oversees apprentice's on-the-job training and monitors attendance at related training classes
- Evaluates apprentice's progress before recommending advancement to the next pay level
- Recommends "Award of Completion" certificate when an apprentice has satisfactorily completed the required course work and on-the-job training
- Commits to retain employee for duration of apprenticeship



The Employees/Apprentices

Each apprenticeship program has different durations, eligibility requirements and policies. In general the apprentice responsibilities include:

- Commit to the program for its full duration
- Work the required work hours while getting on the job training
- Attend and complete the required supplemental training which is typically held off work hours
- Agree to and follow their employer's requirements as well as the requirements put forth by the AJAC committee

The Schools

The community colleges and other training facilities are responsible for offering related coursework to apprentices receiving on-the-job training. Schools and community colleges provide:

- Coursework that is coordinated with the on-the-job training program. Examples include advanced mathematics, basic and advanced electronics, theory and classroom experience with industry machinery and equipment
- Teachers with expertise in the occupation
- Opportunities to earn credit for completed academic courses and on-the-job training

Washington State Labor and Industries Division

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/default.asp>

The Washington State Labor and Industries Division apprenticeship consultant facilitates cooperation among employers, workers and schools. An apprenticeship consultant:

- Helps the committee design training programs to meet an industry's specific need
- Advises committees on standards and curricula used elsewhere in the state and nation
- Provides information on statewide employment needs and trends
- Works with committees to ensure compliance with applicable state and federal regulations and the requirements of the state Apprenticeship Council
- Assists in updating standards to maintain state-of-the-art training