

**Sample #1: RELATED SUPPLEMENTAL INSTRUCTION (RSI) OUTLINE**

**Occupation Title: Chemistry Quality Control Technician**

**O\*NET CODE: 19-4031.00**

**Term of apprenticeship: 24 months/4,000 hrs**

Related instruction – Over the course of the term of apprenticeship, the apprentice shall complete and the instruction shall include, but not be limited to:

**APPROXIMATE HOURS**

**Safety, Trade Theory and Practice**

**168**

Good Documentation Practices

Introduction to Good Manufacturing Practices (GMPs)

Pest Control

Building Design and Construction

Sanitary Facility

Equipment and Utensils

Employee Health, Hygiene & Hand Washing

Cleaning and Sanitizing Procedures

Production Controls

Raw Materials, Ingredients & Storage

Process Controls

Prevent Adulteration

Building Sanitation Procedures

OSHA General Industry

OSHA HAZWOPER

Terminology

Theory of Jobs and Processes

**Trade Science**

**80**

History of the Trade

Technology of Jobs and processes

Physical Properties of Materials

Principles of Business management

**Other Related Courses as Necessary**

**40**

Quality Concepts

Team Basics

Continuous Improvement Techniques

Customer-Supplier Relations

Certified Quality Improvement Associate Exam

Foreign Language

**TOTAL MINIMUM HOURS**

**288**

**Sample #2 LOCAL EDUCATION AGENCY (LEA) SAMPLE LETTER**

John Doe, Apprenticeship Consultant  
State of California/Dept. of Industrial Relations  
Division of Apprenticeship Standards

January 9, 2016

Dear Mr. Doe

XXX Adult School will partner with Manor Convalescent Hospital through the apprenticeship program for the following occupations:

Activity Director                                      O\*Net code 12-1245.00

We will be available to provide any training for health care occupations they require as the need arises. Manor Convalescent Hospital will sponsor the apprentices for the training. XXX Adult School agrees to act as the LEA and provide the formal training for these sponsored students.

Sincerely,

Jane Doe, R.N., B.S.N.  
Director of Nurse Education  
XXX Adult School  
(555) 555-5555

**Sample #3: WORK PROCESSES SCHEDULE**

**WORK PROCESSES SCHEDULE****OCCUPATIONAL TITLE: Chemistry Quality Control Technician****O\*NET CODE: 19-4031.00****DESCRIPTION:**

Term of apprenticeship: 2 years (24 months):

Over the course of the term of the apprenticeship, the apprentice shall complete:

<b>Competency</b>	<b>Hours</b>
Tests and inspects products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products.	445
Interprets engineering drawings, schematic diagrams, or formulas and confers with management or engineering staff to determine quality and reliability standards.	445
Per SOP, performs Selects products for tests at specified stages in production process, and tests products for variety of qualities, such as dimensions, performance, and mechanical, electrical, or chemical characteristics.	445
Records test data, applying statistical quality control procedures.	445
Evaluates data and writes reports to validate or indicate document deviations or non-conformances from existing approved standards/requirements.	444
Recommends modifications of existing quality or production standards to achieve optimum quality within limits of equipment capability.	444
May set up and perform destructive and nondestructive tests on materials, parts, or products to measure performance, life, or material characteristics.	444
May Prepare graphs or charts of data, or enter data into computer for analysis, and report performance trend data.	444
May specialize in particular area of quality control engineering, such as design, incoming material, process control, product evaluation, inventory control, product reliability, research and development, and administrative application.	444

**TOTAL APPROXIMATE HOURS:****4,000****Sample #4: WAGES**

INNERCITY COMMUNITY UNILATERAL APPRENTICESHIP COMMITTEE

O\*NET: 47-2031.01

CARPENTER

Effective Date: 08-22-2015      Expire Date: 06-30-2016

County: San Diego

		Journeyman Wage >		\$35,100	\$35,100	\$6,600	\$4,410	\$3,450	\$,570	\$50,130	
Period	Percent %	Duration Months	OJT Hours	Hourly Basic Rate	Hourly Taxable Wage	Health & Welfare	Pension	Vacation /Holiday	Training	Other	Hourly Total Rate
1	45	6	1,000	\$15,800	\$15,800	\$6,600		\$2,450	\$,570		\$25,420
2	50	6	600	\$17,550	\$17,550	\$6,600		\$2,450	\$,570		\$27,170
3	60	6	600	\$21,060	\$21,060	\$6,600		\$3,450	\$,570		\$31,680
4	65	6	600	\$22,820	\$22,820	\$6,600	\$4,410	\$3,450	\$,570		\$37,850
5	70	6	600	\$24,570	\$24,570	\$6,600	\$4,410	\$3,450	\$,570		\$39,600
6	75	6	600	\$26,330	\$26,330	\$6,600	\$4,410	\$3,450	\$,570		\$41,360
7	80	6	600	\$28,080	\$28,080	\$6,600	\$4,410	\$3,450	\$,570		\$43,110
8	90	6	600	\$31,590	\$31,590	\$6,600	\$4,410	\$3,450	\$,570		\$46,620

Footnote(s):  
For update of standards only

Jane Doe  
Apprenticeship Consultant  
San Diego DAS District Office

The related training portion and the administrative expenses of the WWF Industries, LLC Apprenticeship Program shall be financed by educational funds (aka Related and Supplemental Instruction - RSI) through the *XXXX Union High School District, XXXX Adult School, XX Road, Anytown, California 95555*.

In addition to the traditional funding sources the XXX Industries, LLC Apprenticeship shall also seek funding through grants from the local Employment Training Panels (ETP) and the Local Workforce Development Board (LWDB).

John Doe  
*President* Finance and Administration WWF Industries

**Sample #6: AFFIRMATIVE ACTION PROGRAM:**

We will engage in outreach and positive recruitment activities which will increase minority and women's participation in our area, as indicated:

- a. Develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations.
- b. Apply them uniformly in the selection of applicants for apprenticeship.
- c. Recruitment will focus on underserved populations.
- d. Efforts will be made to recruit women into the program.
- e. Efforts will be made to provide pre-apprenticeships to prepare those who may need assistance to qualify.

**Sample #7: ORAL INTERVIEW ASSESSMENT:**

**Applicant Name:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

**40 POINTS MAXIMUM**

**SCORE:** \_\_\_\_\_

Skills	Rating				
Overall Motivation	1	2	3	4	5
Motivation to Complete Program	1	2	3	4	5
Self-Direction	1	2	3	4	5
Professionalism	1	2	3	4	5
Communication	1	2	3	4	5
Customer Service	1	2	3	4	5
Overall Skills	1	2	3	4	5
Technical Skills/Management Skills	1	2	3	4	5
<b>Overall Rating</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Overall Impression of Applicant</b>					
<b>Strengths</b>					
<b>Background</b>					
<b>Concerns</b>					
<b>Other Notes</b>					