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

ON-THE-JOB TRAINING HOURS - 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:

Competency	Hours
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

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INNERCITY COMMUNITY UNILATERAL APPRENTICESHIP COMMITTEE

File # 19718

CARPENTER

*O*NET:* **47-2031.01**

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

Sample #5: SOLVENCY Sample Letter

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: Employer/Employee contrabutions, grants from the local Employment Training Panels (ETP) and the Local Workforce Development Board (LWDB).

Once grant funds have been consumed, continuing fundile will be provided ind indemnified by the following employers:

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
Overall Rating	**1**	**2**	**3**	**4**	**5**
Overall Impression of Applicant					
Strengths					
Background					
Concerns					
Other Notes					
Statement of minium passing score					