

# CSU/SETC-United Joint Apprenticeship Training Committee



**Create Tomorrow Together**  
**2008 CSU FACILITIES MANAGEMENT CONFERENCE**

# CSU/SETC-United

## Joint Apprenticeship Training Committee

### AIA/CES Information

***“The California State University” is a Registered Provider with The American Institute of Architects Continuing Education Systems. Credit earned on completion of this program will be reported to CES Records for AIA members. Certificates of Completion for non-AIA members are available on request.***

**This program is registered with the AIA/CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product. Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.**

# CSU/SETC-United Joint Apprenticeship Training Committee

- Session Objectives
  - Background
  - Cover Procedures
  - Question & Answer

# JATC MISSION STATEMENT

The JATC Program will provide employees opportunities for upward mobility, help achieve a more diverse skilled trades workforce, and ensure the transfer of critical institutional knowledge from long-term employee Mentor to new Apprentice.

**CSU is the only 4 year institution of Higher Education in California that has a State certified Joint Apprenticeship Program.**





# Legacy of Apprenticeship and the Future of the CSU



## Apprentice Program

**Building Service Engineer**

**Electrician**

**Painter**

**Locksmith**

**Plumber**

**Engineer**

**Air Conditioning/Refrigeration**

**Mechanic**

**Carpenter**

**Auto Mechanic**

**Welder**

**Operating**





**The California State University**

CAPITAL PLANNING, DESIGN AND CONSTRUCTION

---

**Local Educational Administrator**

**Oscar Meier, LAUSD**

**Email: [oscar.meier@lausd.net](mailto:oscar.meier@lausd.net)**



**The California State University**

CAPITAL PLANNING, DESIGN AND CONSTRUCTION

---

# **Benefits of Hiring an Apprentice over a Journey Level Worker**

# Apprentice Hiring Process

- Select a Campus committee
- Apprentice Recruitment
- Apprentice Selection
- Submittals to JATC

# Campus Sub Committee

- 2 management & 2 SETC members
  - Select Chair
  - Secretary

# Recruitment

- Per established campus procedures

# General Meeting

## By Invitation Only

- Mandatory for Applicants
- Sub-committee, mentors, shop supervisor, shop manager, apprentice graduates
- Schedule the Aptitude Test

# Prerequisites

- High School Diploma or
- A California GED
- or Equivalent

Bring proof to the Aptitude Testing



# Commitment

- |             |            |            |
|-------------|------------|------------|
| • 7200 hrs  | 5400 hours | 3600 hours |
| • 48 months | 36 months  | 24 months  |
| • 4 years   | 3 years    | 2 years    |

## Important Facts

- On the Job training
- Classroom training – 144 hours per year
- Work progress report every six months
- Step Increase
  - Upon completion of approx. 900 Hours

# Apprentice Candidate Package

- cover letter
  - Applicants name
  - Apprentice Skill Trade
  - Recommended Salary – Identify if red circle applies.
- Application & the work progress tracking sheet (form B)
- Educational Plan
- Copy of the position description & Job Standards
- Proof the employee passed the math test
- Overview of all the applicants for the position
- A signed Apprentice Agreement for your approval

# QUARTERLY UPDATE BY CAMPUS SUB-COMMITTEE

- Meeting must have a formal agenda
- Mentor and apprentice.
- Documentation for the Step Review.
- 1) FORM A must be filled out for each meeting.
- 2) Attach the meeting Agenda
- 3) Meeting minutes – signed by secretary

## Step Review packets

- submitted to the JATC every 6 months period or when approximately 900 OJT hours are completed
- Cover letter with sub committee recommendation
- And supporting documentation

## Step Review - Sub-committee packets

- 1) Cover letter
- 2) Form B – Work Progress tracking Sheet
- 3) Form C – Classroom Training
- 4) Class schedule or Completed semester grades
- 5) Copies of the Daily Record for that period
- 6) Copies of the Monthly Progress Report
- 7) Apprentice Log

## Sub-committee packets

Each JATC member will require a full copy of the Step Review packet. A campus must submit for each apprentice, the original copy and ten (10) photo copies for the JATC Board for review.



**The California State University**

CAPITAL PLANNING, DESIGN AND CONSTRUCTION

---

**Keep records of all the above**



**The California State University**

CAPITAL PLANNING, DESIGN AND CONSTRUCTION

---

# Questions & Answers

**This concludes The American Institute of Architects  
Continuing Education Systems Program**



**The California State University**

WORKING FOR CALIFORNIA

State Employees Trades Council - United



**The California State University**

CAPITAL PLANNING, DESIGN AND CONSTRUCTION

2008 CSU Facilities Management Conference