



MANUFACTURING **Pre-Apprenticeship Agreement**

Offered by:

The Kentucky Department of Education

In Collaboration with

The Kentucky Labor Cabinet

Partnering for Success on...

TRACK

Tech Ready Apprentices for Careers in Kentucky

Welcome Apprentice:

We at [REDACTED] and the [REDACTED] want to welcome you into our pre-apprenticeship program. Our commitment to you as an apprentice is to provide you the opportunity to learn a skilled trade and to become an excellent journeyman in your chosen field. By design, this program is not easy. It will require your commitment, dedication, best effort, and hard work each and every day. Upon successful completion of a registered apprenticeship program, you will have earned a journeyman credential.

The standards are set forth by the Kentucky Labor Cabinet, the U.S Department of Labor - Employment and Training Administration, and the Office of Apprenticeship:

[REDACTED] and the [REDACTED] standards, however, are more demanding than those required by these state and federal agencies. We intentionally set our apprenticeship standards high because we have the best work force in this area and are committed to maintaining that reputation through our apprenticeship program. Our quality of work can only be achieved with properly trained, top quality employees who have a strong work ethic and a personal commitment to be the best.

Purpose:

The following Standards and Guidelines have been written to provide direction for the Pre-Apprenticeship Program of [REDACTED] and the [REDACTED].

- A pre-apprenticeship is a program designed to prepare an individual to enter and succeed in a Registered Apprenticeship program.
- Each apprentice receives training based on industry standards.
- The knowledge you obtain and the technical skills you acquire will prepare you to enter a Registered Apprenticeship program.

Obligations:

The School's/Sponsor's obligations shall include, but not be limited to:

- Designation of a supervisor for each apprentice, who shall be responsible for placing him or her under the immediate supervision and instruction of a qualified trainer or journeyman.
- Maintain adequate records in order to ascertain an apprentice's progress and review and evaluate same periodically.
- Provide for the registration of these standards and should unforeseen circumstances require, request cancellation of the same.
- Periodically, review and evaluate these standards; update and submit for acceptance by the apprenticeship committee.
- Designate a person to receive process and make disposition of any complaint arising as result of these standards.
- Properly notify an apprentice of any adverse actions and causes therefore, with a period for corrective action to be undertaken.
- Assure that qualified training personnel will be used to provide the training.
- Ensure that apprentices are provided an equal opportunity to successfully complete all requirements of this program.

The Apprentices obligations shall include, but not be limited to:

- Be available and on time for school/work, as scheduled.
- Each apprentice will work with their CTE instructor, principal and the industry representative (sponsor) to acquire 4 credits from courses provided at the school and relative to the needs of industry.
- Be attentive and be prepared for all related instruction classes.
- Maintain required grade level.
- Apply themselves in a diligent, faithful, honest and sincere manner that will reflect credit to themselves, and result in their becoming a skilled craftsperson.
- Be knowledgeable in, understand, and practice safe work habits.
- **Keep and provide records of training hours on the required schedule set by:** [REDACTED] and the [REDACTED].

Guidelines and Regulations

Company will agree to operate within the provisions of the Child Labor Laws KRS 339 and 803 KAR 1:100. If the work performed by the student-learner has been deemed particularly hazardous by the U.S. Secretary of Labor, it must be incidental to his/her training and must be acknowledged below:

Web site link:

<http://www.labor.ky.gov/dows/doesam/KCLL/Pages/Child-Labor-Law.aspx>

Training Attendance Requirements

- Apprentices are expected to attend all classes.
- Absenteeism guidelines are set by [redacted] and the [redacted]. The principal is to review school attendance policy with company.
- The school instructor / principal will determine any make up class requirement.
- During the school year, if school is not in session (ex, spring break, snow days, etc.) it is not mandatory for student to report to work. Principal to give school calendar to company.

On The Job Training

[redacted] and the [redacted] will provide an outline of the progressive work processes in which the apprentice will receive supervised work experience and training on the job, and allocations of time to be spent in each major process. Employer and student acknowledge that work of the student-learner shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person if that work has been deemed particularly hazardous by the U.S. Secretary of Labor. ***Each apprentice shall keep his/her hourly work training reports up to date. Work training reports for the previous month are to be turned in to the [redacted] and the [redacted] no later than the fifth day of each month. Reports submitted after the 5th day of each month will not be recorded or counted as work training hours.*** In essence, you lose all hours worked for that month for failing to turn in your hours as stated here. They will not be counted toward your apprentice training hour's requirement.

Safety and Health Training

[redacted] and the [redacted] shall instruct the apprentice in safe and healthful work practices and shall insure the apprentice is trained in compliance with Occupational Safety and Health Standards and/or state standards. In addition to classroom safety training, all students must successfully complete eight (8) safety modules, as chosen by the employer, from those courses offered by the Kentucky Labor Cabinet at <http://www.laborcabinettrain.ky.gov>. Completion certificates must be kept in the student record file and submitted to the OCTE administrator upon completion of the program.

Pre-Apprenticeship Training

Each apprentice will be assigned to trainer or journeyman. The apprentice will work under the direction of the trainer or journeyman to learn safety, operation of machines, material selection, job planning, tool selection, and other related processes. The apprentice's assigned trainer or journeyman along with the school instructor will review the student's progress after the first semester of training and adjust accordingly, if necessary.

The student's on-the-job hours will be stated in hours per process and recorded on the **Hourly Log Report** that can be found at: <http://education.ky.gov/CTE/cter/Pages/TRACK.aspx>

Work-Based Learning Forms- All Work-Based Learning forms must be completed in addition to this agreement.

Agreement Details

Student Name: _____ **School Name:** _____

Name of Registered Apprenticeship Occupational Title: _____

Registered Apprenticeship Program Number: _____

List selected courses* found within the KDE/OCTE Program of Studies document:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

* Must acquire a minimum of four (4) credits.

Hours counted towards the Registered Apprenticeship will include:

- 50% of the classroom and lab time of the chosen courses
- 100% on-the-job hours

Is the work to be performed by the student-learner been declared particularly hazardous by the U.S. Secretary of Labor in 29 CFR part 570, Subpart E? (_____) *yes or no*

<http://www.dol.gov/whd/cl/SidebySideHOsFinalRule.htm>

If so, please list the work deemed hazardous:

Company specifications (ex, minimum grade in chosen courses, overall GPA, pre-requisites, on-the-job attendance policy, etc.)

NOTE: A PATHWAY REQUEST FORM MUST BE COMPLETED AND SUBMITTED WITH THIS AGREEMENT. Choose the TRACK option on the following link, complete, print and include in packet:
http://education.ky.gov/CTE/Documents/CPRequestForm_distributed.pdf

Completion of the Pre-Apprenticeship Program:

Upon completion of the pre-apprenticeship program, the school is responsible for submitting the apprentice's hourly log, completed safety module certificates and transcript to the Office of Career and Technical Education (OCTE) for verification. OCTE will then submit to the Kentucky Labor Cabinet and a pre-apprenticeship certificate will be issued.

Should the student fail to comply with the criteria, rules and/or regulations or their performance deemed unsatisfactory by the company, the apprentice will be dismissed from the program with no further obligation required from the company.

Company/School/Student Agreement

I, _____, have read and understand the requirements of the program.
(Student Name)

I also understand I am completely responsible to track my worked training hours monthly and to turn these in to the school's pre-apprenticeship representative by the 5th of each month. *Failure to turn in these hours in by the 5th of each month will void all worked training hours for that month (they will not count towards my required apprenticeship hours).*

Student Signature

Date

Parent or Guardian Signature

Date

Principal Signature

Date

Company Representative Signature

Date

District Representative

Date

Send completed document to:

Scan/email:

Mary.Taylor@education.ky.gov

OR

Mail:

Mary Taylor
Capital Plaza Tower, 20th Floor
500 Mero St
Frankfort, KY 40601

Copies of this agreement must be kept on file by both the school and the employer. A copy of the signature page will be returned to the school.

OCTE Use Only: Received: _____ Approval: _____ Other: _____

KLC Use Only: Received: _____ ATR Approval: _____ SA Approval _____