

# **YOUR APPRENTICESHIP COMMITTEE**



A Handbook  
for  
Apprenticeship Committee Members

# Department of Industrial Relations Division of Apprenticeship Standards

## **YOUR APPRENTICESHIP COMMITTEE**

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### **FORWARD**

In 1939, the Shelley-Maloney Apprentice Labor Standards Act became law in California. The purpose of the law is to provide a uniform approach to training youth in skilled occupations through formal apprenticeship training programs.

Since ancient times, master craftsmen have passed on skills in succeeding generations. Civilizations have lived, grown, flourished and died in direct relation to their ability to teach skills to younger generations. The need to pass skills on to youth continues with even more urgency in the present era. Employers are demanding qualified craftsmen to meet industry's needs to replace those who retire, change occupations or die, as well as to provide for industrial growth.

We in California train apprentices under the supervision, administration and guidance of local apprenticeship committees in accordance with the State Apprenticeship Law. This booklet was developed to assist you as a committee member in fulfilling your role in the development of future skilled craftsmen.

### **WHAT IS AN APPRENTICESHIP PROGRAM?**

An apprenticeship program is a formal organized system of on-the-job training supplemented by related technical instruction, in which the apprentice learns by doing, and earns while learning.

The primary objective of the apprenticeship program is to train efficiently, to the degree of competency ordinarily expected of journeymen, the proper number of youths to meet the needs of industry for workers in skilled occupations.

### **APPRENTICESHIP STRUCTURE IN CALIFORNIA**

Members of the California Apprenticeship Council are appointed by the Governor under authorization of the Shelley-Maloney Apprentice Labor Standards Act of 1939, which is found in Chapter 4 of Division 3 of the California Labor Code. The Council is composed of six representatives from management, six from labor, two public representatives, the Director of the California Department of Industrial Relations, one representative from the Bureau of Industrial Education of the California Department of Education and one from the California Community Colleges.

Special Council responsibilities are outlined in the Labor Code. The Director of Industrial Relations is, by virtue of his office, Administrator of Apprenticeship and is authorized to appoint such assistants as necessary to carry out the intents and purposes of the law. Through delegation, the Division of Apprenticeship Standards acts on behalf of the Administrator.

### **YOUR APPRENTICESHIP COMMITTEE**

Apprenticeship Committees may be joint or unilateral. Joint committees have equal representation from labor and from management. Either labor or management may sponsor unilateral committees. Each committee also includes a consultant representing the Division of Apprenticeship Standards or the Bureau of Apprenticeship and Training, U.S. Department of Labor. There is also an advisor from the local public school district and such other advisors and the apprenticeship consultant act without vote.

Your local apprenticeship committee has on file apprenticeship standards approved by the Administrator. These standards describe the apprenticeship program your committee administers. You should be thoroughly familiar with the standards, and with the "Addendum to Standards" which describes the equal opportunity program your committee has adopted. The equal opportunity program includes an affirmative action plan to recruit minority applicants.

Your apprenticeship standards outline the functions and duties of your committee. You will have major concern for:

- The applicant
- The apprentice
- Employers in your industry
- Your parent organization (management or labor)

### **YOU AS A COMMITTEE MEMBER**

You are probably the most important link between the present and the future of your occupation and industry. You represent management or labor on a local apprenticeship committee. You are concerned. You are proud of your trade. As a general rule, you donate your own time for your industry's future.

Your local committee has voluntarily accepted the charge to develop skilled workers under the guidelines established by the California Apprenticeship Council. Employers look to you for the quality craftsmen necessary to meet your industry's needs. Labor looks to you to provide assurance that the organization will continue to furnish the community with competent craftsmen. The consumer looks to you for assurance that quality goods and services will be produced and maintained by skilled craftsmen. Youth of all ethnic backgrounds look to you to provide opportunities to learn a trade and attain the security of possessing a saleable skill.

### **YOUR COMMITTEE'S RESPONSIBILITY**

Your Committee has an obligation to:

1. Elect a chairman, secretary and other officers it deems advisable, and fix their duties and terms of office.
2. Recruit, select and supervise the training of apprentices.
3. Uniformly apply rules and regulations concerning credit for previous experience (if any), equality of wages, periodic advancement, job performance, rotation among all work processes of the trade, school attendance, imposition of penalties or other aspects of the apprenticeship program.
4. Take affirmative action to provide equal opportunity in your program.

Every apprentice agreement must be approved by your committee and filed with the Division of Apprenticeship Standards. Your committee should then keep the Division informed of changes in each apprentice's status, such as transfer, cancellation, or completion.

In carrying out its functions, your committee has certain authority under the law. Your actions, therefore, must be in accordance with your approved apprenticeship standards and should be recorded in the minutes.

Your committee is also charged with the responsibility to aid in the adjustment of apprenticeship disputes. Any interested person may appeal to the Administrator from a decision, order or action of an apprenticeship committee. A well functioning committee

that enjoys the respect and confidence of employers and apprentices seldom has difficulty in this respect.

Many successful committees have adopted a policy of friendship toward their apprentices in order to gain their confidence and cooperation and instill in them a feeling of loyalty and responsibility to the industry. Methods used by such committees include meeting from time to time with the apprentices, taking them on field trips, encouraging them to bring their troubles to the committee, fostering apprentice competition and issuing awards to outstanding apprentices.

### **IF YOU ARE CHAIRMAN**

As chairman you are a leader. It is your responsibility to guide the program, which is planned to meet the needs of your trade or industry. Most committees meet on a regular schedule, usually once a month.

To conserve time most committees have found it advisable to have a written agenda. Meetings should be conducted in accordance with Roberts Rules of Order.

#### **A suggested agenda includes:**

1. Call to order, roll call, and determination of quorum.
2. Recognition of visitors and new members or consultants.
3. Approval of minutes of previous meeting.
4. Taking action on applicants, apprentices, employers, or other official visitors who are waiting to be heard.
5. Taking action on written applications from employers for approval.
6. Checking on-the-job training and related instruction progress records of apprentices
7. Reading communications, bills, etc.
8. Treasurer's Report.
9. Consultants' and Coordinators' Reports.
10. Good and Welfare.
11. Setting time and place of next meeting.
12. Adjournment.

As chairman you are a conciliator. It is your duty to see that all interested parties are heard, and to resolve misunderstandings before they become grievances. It is better to lead differing parties to agreement than to dictate decisions. You must be consistent and firm without being unyielding and arbitrary.

As chairman you are an organizer. Make certain that each person on the committee understands the responsibility and duty assumed as a committee member. Plan each meeting carefully; conduct the meeting in an orderly manner. See that all committee recommendations and actions are carried out.

## **IF YOU ARE SECRETARY**

As secretary of your apprenticeship committee, you have a vital role in its functions. You are the correspondent, historian and record keeper. Much of the effectiveness of your committee depends on you.

### **Some of the duties normally expected of a committee secretary include:**

1. Preparing and maintaining a list of names and addresses of all those who receive meeting notices, such as:
  - a) Committee Members
  - b) Committee Aides:
    - DAS Consultant
    - BAT Field Representative
    - School Coordinator
    - Apprenticeship Coordinator
    - Others, as appropriate
2. Assisting the chairman in preparation of committee meeting agenda.
3. Keeping accurate minutes of each meeting, which usually include:
  - a) Time and place of meeting;
  - b) List of those present;
  - c) Name of presiding officer;
  - d) Actions taken on individual apprentices;
  - e) Motions made, name of maker (name of second not usually needed) and disposition of motion;
  - f) All other actions.
4. Keeping a file of correspondence and reporting to the committee at its regular meetings.
5. Keeping a record of all official documents, including:
  - a) Minutes of all committee meetings;
  - b) Apprenticeship standards;
  - c) Revisions of apprenticeship standards (DAS 24);
  - d) Approval of employers to train apprentices (DAS 7 or 7-B);
  - e) Denial or cancellation of approval (OJT-9);
  - f) Apprentice agreement for each apprentice (DAS 1A);
  - g) Apprentice progress records.
6. Disseminating information regarding date and time of accepting apprentice applications and keeping applications and other information on file as required under the California Plan for Equal Opportunity.

## **TOOLS OF THE TRADE**

Craftsmen in all trades have tools with which to work.

### **Tools of the Apprenticeship Committee members include copies of:**

1. Shelley-Maloney Apprentice Labor Standards Act

2. California Administrative Code, Title 8, Chapter 2
3. State of California Plan for Equal Opportunity in Apprenticeship
4. Local apprenticeship standards including selection procedures
5. Committee rules and regulations
6. Minutes of previous meetings

### **APPRENTICE COMPLETION CEREMONIES**

A certificate of apprenticeship completion, signifying journeymen status, is issued by the California Apprenticeship Council upon the recommendation of the local apprenticeship committee and awarded to the successful apprentice at the end of his training. Many committees like to present these certificates to their new journeymen at ceremonies where public recognition can be given to the “graduates” as well as to the apprenticeship program. Successful ceremonies range from those participated in by all committees in a community to those conducted by a single committee.

#### **Some features of ceremonies drawn from the experience of various committees include:**

1. Printed programs, listing the completing apprentices as honored guests.
2. Presentation of the State Completion Certificate by a member or representative of the California Apprenticeship Council.
3. Presentation of Certificates of Meritorious Service, issued by the Council, to committee members with five or more years of service.
4. Presentation of special awards to outstanding apprentices or contest winners.
5. Press, television, and radio publicity prior to and following the ceremony.
6. Inclusion of the apprentice’s spouse or guest in the invitation list.
7. Invitations to elected representatives and to civic, labor and management leaders of the community.
8. A program including one or more speakers and music or entertainment as appropriate. Most committees find it desirable to have a short talk by a completing apprentice. There is general agreement that speechmaking should be held to a minimum.
9. Seating arrangements giving prominence and full recognition to the completing apprentices and committee members.
10. A photographer to take pictures of the whole group and of outstanding individuals.

The apprentice completion ceremony, with the publicity given to it, not only serves as a means of honoring the new journeyman but also focuses the attention of the public upon the importance of apprenticeship.

## COOPERATING AGENCIES

Assisting committees in the supervision and administration of their training programs are: the Division of Apprenticeship Standards, the Bureau of Industrial Education, the California Community Colleges, local public schools and the Employment Development Department.

### DIVISION OF APPRENTICESHIP STANDARDS AND BUREAU OF APPRENTICESHIP AND TRAINING

These two agencies coordinate their efforts to provide consultative services to apprenticeship committees under the direction of the Chief of the Division, who serves as secretary to the California Apprenticeship Council.

#### **Activities include:**

1. Assisting in the formulation of apprenticeship standards and revisions of standards to meet the State's minimum requirements.
2. Promoting the establishment and maintenance of committees.
3. Advising and assisting on committee problems and procedures, such as affirmative action plans, selection of apprentices in accordance with goals and timetables, evaluation of apprentices, recruitment and counseling of applicants, apprentice records, rotation and on-the-job training of apprentices, completion ceremonies, publicity, etc.
4. Assisting on problems arising from interpretation of apprenticeship standards and agreements.
5. Assisting in adjustment of disputes and controversies.
6. Making field visits to employers, unions and apprentices.
7. Assisting committees in getting more employers interested in training apprentices.
8. Making compliance visits on contractors subject to the public works provisions of the California Labor Code.
9. Serving as liaison between committees and the Headquarters of the Division of Apprenticeship Standards, in such matters as registration and cancellation of apprentice agreements, reinstatement of apprentices, procurement of certificates of completion, research and development, etc.
10. Assisting committees in determining training needs through industry surveys, job analyses, and providing current information and data to committees.
11. Providing forms for apprenticeship standards and agreements, apprentice records, etc.
12. Provisions are made in the Labor Code for the Division of Apprenticeship Standards to cooperate with the Department of Education, the Employment

Development Department and the Community Colleges in the promotion and development of on-the-job training programs other than apprenticeship.

Other on-the-job programs are designed for:

- a) Journeymen in an apprenticeable occupation to keep them abreast of current techniques, methods and materials and opportunities for advancement in the industry.
- b) Workers in other than apprenticeable occupations entering the labor market for the first time.
- c) Workers learning new occupations by reason of having been displaced from former occupations.

13. The Division of Apprenticeship Standards is the State Approval Agency under the Veterans' Assistance Program for apprenticeship and "other on-the-job training."

**BUREAU OF INDUSTRIAL EDUCATION,  
CALIFORNIA COMMUNITY COLLEGES  
AND LOCAL PUBLIC SCHOOL DISTRICTS**

The Bureau of Industrial Education, the California Community Colleges and local school districts have the responsibility to provide related and supplemental instruction for apprentices. The Bureau of Industrial Education has a special supervisor for apprentice training and maintains an instructional materials laboratory for developing and publishing textbooks for use in related instruction classes.

**Community Colleges and local public school districts:**

1. Select and train apprentice school coordinators and teachers.
2. Provide classroom facilities and instructional materials.
3. Designate trade advisory committees.
4. Provide in some areas a counseling and testing service for apprentice applicants in cooperation with apprenticeship committees.
5. Provide consultants on school problems to apprenticeship committees.

**California Employment Development Department**

This agency cooperates with local apprenticeship committees by:

1. Furnishing information on employment conditions in the area.
2. Administering aptitude tests.
3. Promoting apprenticeship opportunities and providing applicants to apprenticeship committees.
4. Assisting in job placement of veterans through its Veterans' Employment Representatives.