

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Cindy Cherise Murphy
CC: Program Planning and Review
Date: March 25, 2025

Program Name: LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services
Industry: Information Technology, Business Services, Arts, Media & Entertainment
DAS File No.: 100629
Grant Awardee: No Yes CAI 2024-2025

Actions:

- Proposed new apprentice program
- Existing apprenticeship program adding new occupations
- Existing apprenticeship program expanding area of operations
- Existing apprenticeship program changing work processes on approved occupations.

Labor Organizations Representing Any of the Apprentices:

None

Request for Approval under Labor Code 3075:

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

LAUNCH is a fiscally sponsored program of the Foundation for California Community Colleges, which is the auxiliary 501(c)(3) of the California Community College Chancellor's Office. LAUNCH manages and grows apprenticeship programs that leverage robust partnerships with high schools, community colleges, universities, and workforce agency partners. LAUNCH provides (1) a structure for registered apprenticeship programs newly created through K-14 and university partners and (2) a streamlined agreement for businesses offering paid

registered apprenticeships that wish to partner with multiple education partners within the LAUNCH network.

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

Cyber Security Specialist	O*Net:	15-1212.00
Professional Worker Wage:	\$30.70 per hour	
Proposed Apprentice Wage:	\$18.45 per hour	
Proposed No. of Apprentices:	5	
Information Technology Support Technician	O*Net:	15-1232.00
Professional Worker Wage:	\$27.33 per hour	
Proposed Apprentice Wage:	\$16.50 per hour	
Proposed No. of Apprentices:	10	
Cybersecurity Professional	O*Net:	15-1212.00
Professional Worker Wage:	\$38.06 per hour	
Proposed Apprentice Wage:	\$18.45 per hour	
Proposed No. of Apprentices:	5	
Multimedia Specialist	O*Net:	27-4011.00
Professional Worker Wage:	\$20.93 per hour	
Proposed Apprentice Wage:	\$16.50 per hour	
Proposed No. of Apprentices:	5	
Cook	O*Net:	35-2014.00
Professional Worker Wage:	\$19.90 per hour	
Proposed Apprentice Wage:	\$16.50 per hour	
Proposed No. of Apprentices:	5	
Public Relations Media Specialist	O*Net:	27-3031.00
Professional Worker Wage:	\$26.86 per hour	
Proposed Apprentice Wage:	\$16.50 per hour	
Proposed No. of Apprentices:	5	
Accounting Associate	O*Net:	43-3031.00
Professional Worker Wage:	\$22.00 per hour	
Proposed Apprentice Wage:	\$16.50 per hour	
Proposed No. of Apprentices:	5	

Proposed Employers:

- Camp Hollywood, 3200 Canyon Drive, Hollywood, CA 90068
 - Occupation(s): Cook
- Compton Unified School District, 501 S. Santa Fe Avenue, Compton, CA 90221
 - Occupation(s): Information Technology Support Technician, Multimedia Specialist, Public Relations Media Specialist
- California State University, San Bernardino, 5500 University Parkway, San Bernardino, CA 92407
 - Occupation(s): Cybersecurity Professional
- Joby Aero, Inc., 333 Encinal Street, Santa Cruz, CA 95060
 - Occupation(s): Accounting Associate, Cybersecurity Professional, Multimedia Specialist, Public Relations Media Specialist

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program Standards

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Article I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule, and Work Training

Occupation	O*Net Code	Attachment
Cyber Security Specialist	15-1212.00	B-1
Information Technology Support Technician	15-1232.00	B-2
Cybersecurity Professional	15-1212.00	B-3
Multimedia Specialist	27-4011.00	B-4
Cook	35-2014.00	B-5
Public Relations Media Specialist	27-3031.00	B-6
Accounting Associate	43-3031.00	B-7

Article III Organization

For each employer participating in this program, an “Employer Agreement” (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto, their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops, or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;

- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article VII Definition of an Apprentice

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations, and decisions of the apprenticeship committee.

Article IX Apprenticeship Agreement

- 1) Each apprenticeship agreement shall conform to the State law governing apprenticeship agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished with a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprenticeship agreement as though expressly written therein.
- 3) If the apprentice is under 18 years of age, the agreement must be signed by the apprentice's parent or guardian. When the period of training extends beyond 18, the apprenticeship agreement shall likewise be binding to such a period as may be covered.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprenticeship agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprenticeship agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprenticeship agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprenticeship agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprenticeship agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

All controversies or differences concerning apprenticeship agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

Article XIII Certificate of Completion

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Interested applicants should complete an Apprenticeship Interest Form at www.LAUNCHApprenticeship.org/apprentice-interest-form/.

Article XVI Records

All records will be maintained, in written or electronic form, for five (5) years and kept at:

FCCC - LAUNCH Apprenticeship Network
1102 Q Street, Suite 4800
Fontana, CA 92336

Article XVII Annual Compliance

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services on December 30th, 2024. (Committee approval date).

Employer Organization

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services
15218 Summit Avenue, #300-344, Fontana, CA 92336

Charles Henkels, Executive Director

Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

(DAS approval date)

Adele Burnes, Chief
Division of Apprenticeship Standards

Date

Attachment B-1

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Cyber Security Specialist

O*Net Code: 15-1212.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 576 related and supplemental instruction (RSI) hours, and completed within approximately 36 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be nine (9) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 30.70 per hour effective 12/31/2024.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This

progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials, and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Cyber Security Specialist (15-1212.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

Skills & Work Processes

1. Provides technical support to users or customers. Installs, configures, tests, operates, maintains, and manages networks and their firewalls, including hardware and software that permit sharing and transmission of information.
2. Installs, configures, troubleshoots and maintains server configurations to ensure their confidentiality, integrity and availability; also manages accounts, firewalls, configuration, patch and vulnerability management. Is responsible for access control, security configuration and administration. Configures tools and technologies to detect, mitigate and prevent potential threats.
3. Ability to assist with cyber intrusion prevention and attacks while learning defensive strategies.
4. Reviews network utilization data to identify unusual patterns, suspicious activity, or signs of potential threats.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training

providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 576 instructional hours.

Sample RSI Courses	Minimum Required Hours 576
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Sample Course: Linux Operating System Administration

3 Units (54 hours lecture, total 54 hours)

Course Description: This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam.

Sample Course: Information and Communication Technology

4 Units (54 hours lab with 54 hours lecture, total 108 hours)

Course Description: Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams.

Sample Course: Cisco Networking Academy 1A

4 Units (72 hours lecture, total 72 hours)

Course Description: The first course in the CCNA curriculum introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can perform basic configurations for routers and switches to build simple local area networks (LANs) that integrate IP addressing schemes and foundational network security. Preparation for the CompTIA A+ and Cisco Certified Network Associate (CCNA) certification exam.

Sample Course: Cisco Networking Academy 1B

4 Units (72 hours lecture, total 72 hours)

Course Description: The Switching, Routing, and Wireless Essentials (SRWE) course is the second course in the CCNAv7 curriculum. This course focuses on switching technologies and router operations that support small-to-medium business networks. It includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and

configure and secure a basic WLAN. This course is designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination.

Sample Course: Cisco Networking Security

4 Units (72 hours lecture, total 72 hours)

Course Description: Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. Course is designed to prepare students for CCNA Security Certification (IINS 280-260 exam).

Sample Course: Information and Network Security

3 Units (54 hours lecture, total 54 hours)

Course Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams.

Sample Course: Computer Forensics Fundamentals

3 Units (18 hours lab with 54 hours lecture, total 72 hours)

Course Description: An introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools.

Sample Course: Introduction to Cybersecurity: Ethical Hacking

3 Units (18 hours lab with 54 hours lecture, total 72 hours)

Course Description: Introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. This course aligns with the CEH Certified Ethical Hacker certification exam.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Programming Concepts and Methodology I:C++

Total 108 Hours

Course Description: Introduction to the discipline of computer science incorporating program definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming programs.

Sample Course: Linux Operating System Administration II

Total 72 Hours

Course Description: Advanced administration of the Linux operating system, system architecture, installation, command line and file system. Individuals who complete this course will augment basic knowledge to become skilled in the Linux command line.

Sample Course: Introduction to IT Project Management

Total 72 Hours

Course Description: Concepts and strategies coordinate or manage small-to-medium-sized technical projects. Introduces skills required to manage technical project life cycle while ensuring appropriate communication in teams and organization, managing resources and stakeholders and maintaining project documentation.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding

apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-2

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Information Technology Support Technician

O*Net Code: 15-1232.00

Article I Term of Apprenticeship and Probation

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Article II Wage Schedule

Professional Worker Wage:

\$27.33 per hour effective 12/31/2024

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentices section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentices Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials, and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**Cyber Security Specialist (15-1212.00)
Work Processes (Professional Competencies) and Performance Areas**

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

Skills & Work Processes

1. Sets up and removes employee or client workstations or devices, including setting up access control.
2. Installs, provides user support for, or troubleshoots hardware and commercial software.
3. Supports internal or external clients in the use of audio/visual technology and conference technology.
4. Installs, maintains, and troubleshoots networks. Makes minor software modifications to improve performance or customize to user needs.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which are intended as a guide. The content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive

sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 546 instructional hours.

Sample RSI Courses**Minimum Required Hours 546****Sample Course: Introduction to Computer Information Systems**

3 Units (18 Hours Lab with 54 Hours Lecture, Total 72 Hours)

Course Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions.

Sample Course: Introduction to Operating Systems

3 Units (18 Hours Lab with 54 Hours Lecture, Total 72 Hours)

Course Description: An introduction to operating system design concepts, the role the central processing unit plays in a computer, and the evolution of modems operating systems. Learners will have access to modern Windows desktop, Windows Server, Linux and macOS operating systems and look at the history and evolution of Operating systems and computing in general. This will prepare students for more advanced courses in operating systems, networking, system security, and programming by providing fundamental knowledge, skills and abilities around operating systems that are applicable across Computer Information Systems and Computer Science coursework.

Sample Course: Information and Communication Technology Essentials

4 Units (54 Hours Lab with 54 Hours Lecture, Total 108 Hours)

Course Description: Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams.

Sample Course: Information and Network Security

3 Units (54 Hours Lecture, Total 54 Hours)

Course Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams.

Sample Course: Computer Network Fundamentals

3 Units (32 Hours Lab with 48 Hours Lecture, Total 80 Hours)

Course Description: An introduction to network architecture, functions, components, and models computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It explores the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the roles of protocols and services networking models. Preparation for the CompTIA Network+ certification exam.

Sample Course: Installing, Configuring & Administering Microsoft Operating Systems

3 Units (32 Hours Lab with 48 Hours Lecture, Total 80 Hours)

Course Description: Install and configure Windows desktops, server, mobile computers and devices that run on Windows in a network environment. Addresses Windows application, tools, settings in network client and server systems. Course content follows the Microsoft Official Academic Course curriculum and is intended to prepare students to take the Microsoft Client component of the Microsoft Certified IT Professional (MCITP), Microsoft Certified Solution Associates (MCSA) and Microsoft Certified Technology Specialist (MCTS) certification exam.

Sample Course: Systems and Network Administration

3 Units (32 Hours Lab with 48 Hours Lecture, Total 80 Hours)

Course Description: Build, maintain, troubleshoot and support server hardware and software technologies. Focuses on network operating system administration concepts, structure, functions, performance, and resource management is covered. Current desktop and server operating systems, such as Windows, Linux or UNIX, Mac OS are explored in this course. File and storage management techniques, system security measures, device management, and utilities in network administration and technical support procedures are examined in this course. The students will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts of incident handling; understand server roles / specializations and interaction within the overall computing environment.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Programming Concepts and Methodology I:C++

Total 108 Hours

Course Description: Introduction to the discipline of computer science incorporating program definitions, algorithm development, and structured programming logic for

business, scientific and mathematical applications. The C++ language will be used for programming programs.

Sample Course: Fundamentals of Systems Analysis

Total 72 Hours

Course Description: An introduction to operating system design concepts, the role the central processing unit plays in a computer, and the evolution of modems operating systems. Learners will have access to modern Windows desktop, Windows Server, Linux and macOS operating systems and look at the history and evolution of Operating systems and computing in general.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend

new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-3

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Cybersecurity Professional

O*Net Code: 15-1212.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 450 related and supplemental instruction (RSI) hours, and completed within approximately 36 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be nine (9) months.

Article II Wage Schedule

Professional Worker Wage:

\$38.06 per hour effective 12/31/2024.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This

progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials, and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Cybersecurity Professional (15-1212.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

Skills & Work Processes

1. Demonstrate knowledge of IT project management, including needs analysis, project costs and design concepts, provide guidance, resolve conflicts on policies and procedures, and review or conduct audits of information technology (IT) programs and projects.
2. Demonstrate knowledge of administration of database processes, including maintaining database management systems software, performing backup and recovery of databases, providing recommendations on new database technologies and architectures, implementing data management standards, and installing and conjuring database management systems and software.
3. Audit IT programs, such as developing methods to monitor and measure risk, compliance, and assurance efforts; evaluating the effectiveness in addressing information security requirements; reviewing service performance reports and initiating corrective actions; and conducting reviews for acquiring systems and software.
4. Provide forensic analysis, including developing a plan to investigate alleged crime, violation, or suspicious activity utilizing computers and the Internet; establishing relationships between the incident response team and internal or external stakeholders; analyzing organizational cyber policy; performing file and registry monitoring on the running system; and analyzing incident data for emerging trends.
5. Demonstrate knowledge of assessment of vulnerability, such as analyzing cyber defense policies and configurations; maintaining knowledge of applicable cyber defense policies, regulations, and compliance documents;

preparing audit reports; performing technical and nontechnical risk and vulnerability assessments; and making recommendations regarding the selection of security controls to mitigate risk.

6. Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information.
7. Assess system vulnerabilities for security risks and propose and implement risk mitigation strategies.
8. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure.
9. May respond to computer security breaches and viruses.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA or bachelor's degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 450 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required Hours 450</u>
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Sample Course: Management of Information Technology

3 Units (Total 45 hours)

Course Description: This course focuses on how best practice organizations use information technology to gain competitive advantage and accomplish mission. The course exposes students to numerous examples of IT applications in finance, accounting, marketing, public administration, human resource, entrepreneurship, and supply chain operations.

Sample Course: Systems Analysis and Design

3 Units (Total 45 hours)

Course Description: This course introduces students to the principles and methods of systems analysis and design. Topics include: systems development life cycle, prototyping, planning and managing projects, systems evaluation, interface design with controls, and object-oriented design concepts and tools. The course exposes students to UML (Unified Modeling Language) and other graphical modeling tools to model information systems based on user requirements and specification.

Sample Course: Information Systems Planning and Policy

3 Units (Total 45 hours)

Course Description: Advanced study of information systems planning and policy formation for top management. Covers strategic use of information technology in organizations; the theory, methods and practices of enterprise systems planning; and design and implementation of information systems policy. Policy issues surrounding project management, information classification, IT audit, and legal issues related to privacy and security will also be covered.

Sample Course: Advanced Networking and Security

3 Units (Total 45 hours)

Course Description: Advanced computer networks and their application in organizations. Students are introduced to the technology of routed and switched networks, wireless networks and network security. Through hands-on experience and using popular packet analyzer tools and simulators, students learn how to design, configure, administer, secure and debug heterogeneous IP networks. Topics include: routing protocols, configuring routers and switches, VLANs, network management techniques, routing IP traffic, wireless networks, network security, access control list.

Sample Course: Advanced Database Management and Information Assurance

3 Units (Total 45 hours)

Course Description: Advanced computer database concepts and skills including: data modeling, advanced Structured Query Language (SQL), client-server application, database security, and emerging database technologies. Also covers Database System Administration issues: data certification/classification, life cycle, access control and legal requirements. Students will create applications using an advanced database program package.

Sample Course: Cybersecurity Management

3 Units (Total 45 hours)

Course Description: This course covers the technical and managerial knowledge required to effectively design, engineer, and manage the overall security posture of an organization. Topics include: Security and risk management, asset security, communication and network security, identity and access management, security assessment and testing, security operations, software development security.

Sample Course: Penetration Testing and Ethical Hacking

3 Units (Total 45 hours)

Course Description: This course covers the process and methods for assessing the security posture of information systems. It reviews in depth the phases of penetration testing to include but not limited to: planning, reconnaissance, scanning, exploiting, post-exploitation and reporting. Tools, techniques and procedures for each of the phases will be discussed, demonstrated and used in lab exercises.

Sample Course: Enterprise System Administration

3 Units (Total 45 hours)

Course Description: This course is a capstone course that will integrate the various topics as it relates to the administration of an information system. This course may include but is not limited to: installing, managing and maintaining network based operating systems, installing and configuring network services, user and group account management, automating network tasks with scripts, managing a database, modifying a system for improved performance and security, and securing the system in preparation for a penetration test. Because of the dynamic nature of information systems and the rapid development that takes place continually, this course will cover topics that are timely as determined by current conditions and future trends.

Sample Course: Incident Handling and Cyber Investigation

3 Units (Total 45 hours)

Course Description: A systematic inspection of systems for evidence of a crime and use in civil litigation. Identify sources of digital evidence, preserve and analyze digital evidence, present findings (deposition of legal evidence in a court of law), and learn tools forensics experts use. The topics may include terrorism, identify theft, fraud, hacking, societal issues and embezzlement. Students will learn best practices with hands-on experience in identifying and preserving digital evidence.

Sample Supplemental Course: Project Management

3 Units (Total 45 hours)

Course Description: This course introduces students to project management theory, terms and concepts. Students will learn about project management constraints and their impact on a project's ability to meet business goals: time, cost, and performance. Students will learn techniques to manage people and how the workforce will impact, and be impacted by, the project management constraints. Topics include: project life cycle, how to build a successful project from pre-implementation to completion, sequencing and budgeting, project evaluation and control, project feasibility, risk analysis, resource allocation and project management tools.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance

employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Fundamentals of Systems Analysis

Total 18 Hours

Course Description: This course introduces students to foundational information technology concepts and skills, including the integration of generative AI diverse applications across business operations. Topics include hardware and software fundamentals, their use in organizations, generative AI and prompt engineering. The course also covers becoming better global digital citizens, developing a digital mindset, online safety, and the ethical issues arising from the use of computers and AI in business and society. Hands-on lab sessions on popular software applications, prompt engineering, and enterprise resource planning systems.

Sample Course: Computer Networks and Security

Total 45 Hours

Course Description: This course covers the fundamentals of computer networks for business students. Topics include: layered network architecture, communication protocols, local and wide area networks, hardware basics, network security, traffic monitoring, packet level analysis and operating system command line. Students will learn much of this through hands-on experience using popular packet analyzer tools and simulators.

Sample Course: Cybersecurity

Total 45 Hours

Course Description: Study in information assurance and systems security for information systems professionals. This course covers several key domains of knowledge essential to becoming a cybersecurity professional. The topics include (but are not limited to): threats, attacks and vulnerabilities; technologies and tools; architecture and design; identity and access management; risk management/cryptography and PKI.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the

committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-4

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Multimedia Specialist

O*Net Code: 27-4011.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 300 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

\$20.93 per hour effective 12/31/2024.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This

progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Multimedia Specialist (27-4011.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

Skills & Work Processes

1. Design and produce events for live audiences; properly operate tools and equipment; gain technical proficiency with industry-standard hardware and software; and work collaboratively in a variety of production environments, including performances, concerts, festivals, tournaments, and/or conferences.
2. Understand the cinematic process; properly operate tools, equipment, hardware, and software used in filmmaking; gain proficiency in digital editing and work collaboratively in physical (live-action) production environments across scripted, unscripted, episodic, commercial, music video and/or virtual production to produce original work.
3. Apply narrative and journalistic processes to the development and refinement of original audio and/or visual (A/V) content; learn how to capture and edit content for specific purposes and audiences; and properly operate tools, equipment, hardware, and software for capturing, editing, broadcasting, and streaming content in different environments.
4. Develop skills in design processes, user experience and interface design, graphic arts, and visual storytelling; engage in iterative processes; and work collaboratively to design campaigns, products, publications, services, artwork, environments, and experiences for a variety of audiences and clients.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA or bachelor's degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 300 instructional hours.

Sample RSI Courses

Minimum Required Hours 300

Apprentices will have the option to choose one pathway to complete their required related instruction for this apprenticeship:

PATHWAY #1: VIDEO PRODUCTION

Sample Course: Video Production 1

Total 150 hours

Course Description: Video Production is focused on digital media that includes both visual and audio concepts in preparation for a career in the video / film industry. It requires students to answer essential questions divided by various production project units while applying their knowledge and skills with reference to the Common Core reading, writing, listening, and speaking ELA standards. Upon completion of the Video Production course, students will have answered the unit based essential questions. The essential questions address the understanding of the digital media industry and the influence of video on global communications and the role it plays in social behaviors.

Sample Course: Video Production 2

Total 150 hours

Course Description: Students will learn advanced camera operations, aesthetic production lighting, advanced audio filters and audio sweetening. They will gain a greater understanding and mastery of non-linear editing equipment for studio and field production. Students will develop, create and write original storyboards, video scripts and budgets. Students will produce a

minimum of five in-depth video projects. Students will work alone and in teams to facilitate the many phases of the creative process, collaboration and team building. Students will learn advanced computer file management, advanced video formatting and exportation of video for television, the web and for the creation of DVD.

PATHWAY #2: GAME DESIGN

Sample Course: Game Design VFX 1

Total 150 Hours

Course Description: Students will develop their creative and technical skills and prepare for careers in animation and visual effects (VFX). Students will learn principles of art, storytelling, and visual development. Students will develop skills in two-dimensional (2D), three-dimensional (3D) animation, and VFX using industry-standard software. They will work collaboratively in animation production pipeline environments and gain generalist knowledge to pursue careers in animation across film and television, virtual production, gaming, immersive media, and VFX. Students will understand the array of careers in animation, from pre-production to marketing and distribution.

Sample Course: Game Design VFX2

Total 150 Hours

Course Description: Students will refine their creative and technical skills and prepare for careers in animation and VFX. Students will apply principles of art and storytelling to visual development. They will develop skills in 2D animation, 3D animation, and VFX while working collaboratively in animation production pipeline environments. Students will gain proficiency in industry-standard tools and software required to pursue careers in animation across film and television, virtual production, gaming, immersive media, and VFX. Students will understand the specialized skills required for careers in animation, from pre-production to marketing and distribution. Pathway completers will develop a professional portfolio and understand the application of skills in workplace environments.

PATHWAY #3: AUDIO PRODUCTION

Sample Course: Audio Production 1

Total 150 Hours

Course Description: Students will develop their creative and technical skills and prepare for careers in the music industry. Students will learn to play and create music, properly operate equipment and digital audio workstations, record and/or perform in professional environments, and explore careers across music technology, music business, studio operations, and live performance. Students will learn industry-standard software and tools to prepare them for specialized careers for artists, engineers, producers, and music-specific audio professionals.

Sample Course: Audio Production 2

Total 150 Hours

Course Description: Students will refine their creative and technical skills and prepare for careers in the music industry. Students will build a collection of original music, properly operate equipment and digital audio workstations, record and/or perform in professional environments, and explore careers across music technology, music business, studio operations, and live performance. Students will gain proficiency in industry-standard software and tools that will prepare them for specialized careers for artists, engineers, producers, and music-specific audio professionals. Pathway completers will develop a professional portfolio and/or Electronic Press Kit (EPK) and understand the application of skills in workplace environments.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Introduction to Telecommunications

Total 54 Hours

Course Description: A survey of electronic media including the history and development of electronic media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry.

Sample Course: Beginning Film, Television and Video Production Project

Total 126 Hours

Course Description: Supervised production of an approved project in television production, film production, audio or graphics in media. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking

employment as apprentices – referred to as “front-loaded” agreements – within the committee’s jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee’s jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee’s jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise ten (10) apprentice(s)

Attachment B-5

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Cook

O*Net Code: 35-2014.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 324 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 19.90 per hour effective 12/31/2024.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This

progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Cook (35-2014.00)
Work Processes (Professional Competencies) and Performance Areas

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

Skills & Work Processes

1. Inspect and sanitize food preparation areas, such as equipment, work surfaces, and serving areas, to ensure safe and sanitary food-handling practices.
2. Ensure proper understanding of freshness of food safety and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
3. Ensure food is stored and cooked at the correct temperature by regulating the temperature of ovens, broilers, grills, and roasters by checking with a calibrated thermometer for 15 seconds.
4. Season and cook food according to recipes or experience and personal judgment.
5. Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or temping with a thermometer.
6. Properly portion, present on the plate with the appropriate garnish for food to be served (when applicable), being aware of any allergy considerations requested by clients.
7. Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.
8. Utilize methods such as bake, roast, broil, and steam meats, fish, vegetables, and other foods in accordance with the recipe, meal plan, or desired menu.
9. Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption in accordance with individualized techniques.

10. Knowledge of safe use of kitchen equipment, including sanitation of items and understanding how to assemble and disassemble all food equipment.
11. Arrives at work on time each day, prepared to work in accordance with proper uniform standards, maintain personal hygiene guidelines, and ready to interact with colleagues and guests in a professional manner.
12. Efficiently take orders from the head chef in a timely manner with a positive attitude.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 324 instructional hours.

<u>Sample RSI Courses</u>	<u>Minimum Required Hours 324</u>
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Sample Course: Culinary Fundamentals

4 Units (Total 216 hours)

Course Description: Culinary fundamentals and techniques for basic food preparation are learned and experienced. Culinary Arts basics and foundations, including classic knife cuts, basic cooking methods of meats, eggs, & breakfast cookery, terminology, equipment, measurements, culinary math and ingredients is covered.

Sample Course: Culinary Nutrition

2 Units (Total 108 hours)

Course Description: Fundamental culinary nutrition principles and theories for various groups are investigated. Healthy foods, pleasing to the eyes and the palate, will be prepared to cater to the growing number of health-minded customers. Recipe and menu development including ingredient selection and cooking techniques will be discussed. Special diets such as low fat, low sodium, diabetic, gluten-free and caloric intake will be discussed.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Culinary Fundamentals II

Total 216 Hours

Course Description: Introduction to lunch or dinner cooking techniques. Students will prepare lunch or dinner for the local café. Students will be part of a rotation in the cafe and rotate all throughout the stations. Student will cover advanced cooking techniques, culinary management, supervision, leadership, customer service, communication, teamwork and time management.

Sample Course: Purchasing and Receiving

Total 162 Hours

Course Description: Provides training in duties and functions of the professional food buyer. Basic information on sources, grades, quality, and standards for selecting food items. Points stressed are specifications for: receiving, storing, issuing procedures, cost and operational expenses, and seasonal variations.

Sample Course: Menu Planning

Total 108 Hours

Course Description: Examines the fundamentals of menu planning using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed. Emphasis is placed on developing the skills necessary to effectively create a professional menu. Provides training in duties and functions of the professional food buyer working in purchasing capacity.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment

services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee’s jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee’s jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee’s jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)

Attachment B-6

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Public Media Relations Specialist

O*Net Code: 27-3031.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 300 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

\$26.86 per hour effective 12/31/2024.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This

progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**Public Relations Media Specialist (27-3031.00)
Work Processes (Professional Competencies) and Performance Areas**

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

Skills & Work Processes

1. Respond to requests for information from the media or designate an appropriate spokesperson or information source.
2. Plan or direct development or communication of programs to maintain favorable public or relative partner perceptions of an organization's accomplishments, agenda, or environmental responsibility.
3. Post and update content on the organization's website and social media platforms.
4. Write press releases or other media communication.
5. Establish or maintain relationships with representatives of community, employees, executives or public interest groups.
6. Coach staff in effective communication with the public or other relevant parties.
7. Study the objectives, promotional policies, or needs of organizations to develop public relations strategies that will influence public opinion or promote ideas, products, or services.
8. Prepare or edit internal communications.
9. Arrange public appearances, lectures, speaking engagements, or exhibits to increase service awareness or promote goodwill.
10. Develop plans or materials to communicate organizational activities that are beneficial to the environment, public safety, or other important social issues.

11. Prepare or deliver speeches for further public relations objectives.
12. Draft, coordinate, or disseminate public responses to media inquiries.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA or bachelor's degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 300 instructional hours.

Sample RSI Courses	Minimum Required Hours 300
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Apprentices will have the option to choose one pathway to complete their required related instruction for this apprenticeship:

PATHWAY #1: VIDEO PRODUCTION

Sample Course: Video Production 1

Total 150 hours

Course Description: Video Production is focused on digital media that includes both visual and audio concepts in preparation for a career in the video / film industry. It requires students to answer essential questions divided by various production project units while applying their knowledge and skills with reference to the Common Core reading, writing, listening, and speaking ELA standards. Upon completion of the Video Production course, students will have answered the unit based essential questions. The essential questions address the understanding of the digital media industry and the influence of video on global communications and the role it plays in social behaviors.

Sample Course: Video Production 2

Total 150 hours

Course Description: Students will learn advanced camera operations, aesthetic production lighting, advanced audio filters and audio sweetening. They will gain a greater understanding and mastery of non-linear editing equipment for studio and field production. Students will develop, create and write original storyboards, video scripts and budgets. Students will produce a minimum of five in-depth video projects. Students will work alone and in teams to facilitate the many phases of the creative process, collaboration and team building. Students will learn advanced computer file management, advanced video formatting and exportation of video for television, the web and for the creation of DVD.

PATHWAY #2: AUDIO PRODUCTION

Sample Course: Audio Production 1

Total 150 Hours

Course Description: Students will develop their creative and technical skills and prepare for careers in the music industry. Students will learn to play and create music, properly operate equipment and digital audio workstations, record and/or perform in professional environments, and explore careers across music technology, music business, studio operations, and live performance. Students will learn industry-standard software and tools to prepare them for specialized careers for artists, engineers, producers, and music-specific audio professionals.

Sample Course: Audio Production 2

Total 150 Hours

Course Description: Students will refine their creative and technical skills and prepare for careers in the music industry. Students will build a collection of original music, properly operate equipment and digital audio workstations, record and/or perform in professional environments, and explore careers across music technology, music business, studio operations, and live performance. Students will gain proficiency in industry-standard software and tools that will prepare them for specialized careers for artists, engineers, producers, and music-specific audio professionals. Pathway completers will develop a professional portfolio and/or Electronic Press Kit (EPK) and understand the application of skills in workplace environments.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Reporting and Writing

Total 54 Hours

Course Description: This course provides an introduction to the skills and practices of news reporting as applied to the various types of media outlets. Focus is placed on various story types - news, feature, editorial, online, column sports, and press release.

Sample Course: Public Relations and Publicity

Total 54 Hours

Course Description: In this course, students will study and practice the techniques and responsibilities of corporate, agency, and non-profit public relations with special attention to publicity writing and public relations campaign development.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend

new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise ten (10) apprentice(s)

Attachment B-7

Training Schedule and Working Conditions

LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality,
and Professional Services

Occupation

Occupation: Accounting Associate

O*Net Code: 43-3031.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 324 related and supplemental instruction (RSI) hours, and completed within approximately 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

\$22.00 per hour effective 12/31/2024.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state, or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage or a dollar amount of the current hourly journey worker wage rates. Participating employers not following the minimum wage progression shown below will provide an apprentice wage progression plan with the DAS-752 Employer Agreement form when registering with the LAUNCH Apprenticeship Network Information Technologies, Business, Hospitality, and Professional Services Program, which will be reviewed for approval by the Apprenticeship Committee. This

progression plan will be made available to apprentices employed by that same employer.

To advance from one period to the next, the apprentice shall have met the following requirements:

In-School Youth Apprentice Schedule

In-School Youth apprentices must be compensated at or above the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. Upon completion of high school, In-School Youth apprentices must be compensated at or above the wage schedules shown in the Out-of-School Youth and Non-Youth Apprentice section of these Standards.

To advance from one period to the next, In-School Youth apprentices shall have met the following requirements for no less than the wages stated below:

Entry Wage	0% of Demonstrated Competencies	\$16.50 /hour**
2nd Period	33% of Demonstrated Competencies	Entry Wage + \$0.50/hour
3rd Period	66% of Demonstrated Competencies	Entry Wage + \$1.00/hour
Exit Wage	100% of Demonstrated Competencies	Entry Wage + \$1.50 /hour*

Out-of-School Youth and Non-Youth Apprentice Schedule

All apprentices participating in the program while not enrolled in High School must be compensated at or above the wage scales shown below.

Counties	Entry Wage 0% of Competency	2nd Period 33% of Competency	3rd Period 66% of Competency	Exit Wage 100% of Competency
Alameda, Marin, San Mateo, Santa Clara and San Francisco	\$20.50	\$21.00	\$21.50	\$22.00
Contra Costa	\$20.21	\$20.51	\$21.21	\$21.51
Los Angeles	\$19.30	\$19.80	\$20.30	\$20.80
Orange	\$18.76	\$19.26	\$19.76	\$20.26
San Diego	\$18.94	\$19.44	\$19.94	\$20.44
All Other Counties	\$18.45	\$18.95	\$19.45	\$19.55

* All mention of previous wage periods reference the current appropriate rate for that period and not necessarily the rate reflected in these Standards at the time of approval.

** References to specific minimum wages use the CA State minimum wage as a general example. All employers must pay the appropriate wages for the type of work and area where the job is being performed. See https://www.dir.ca.gov/dlse/minimum_wage.htm for details.

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

**Accounting Associate (43-3031.00)
Work Processes (Professional Competencies) and Performance Areas**

On-the-Job Learning Outline

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work Activities: Initial and Date each task as Competency Check List is completed.

1. Demonstrate ability to maintain financial or account records.
2. Demonstrate ability to operate computers or computerized equipment.
3. Demonstrate ability to execute sales or other financial transactions.
4. Demonstrate the ability to verify accuracy of financial or transactional data.
5. Demonstrate ability to compile data or documentation.
6. Demonstrate ability to prepare cash for deposit of disbursement.
7. Demonstrate ability to calculate financial data.
8. Demonstrate ability to monitor organizational compliance with regulations.
9. Demonstrate ability to collect deposits, payments, or fees.
10. Demonstrate ability to operate office equipment.
11. Demonstrate ability to reconcile records of sales or other financial transactions.
12. Demonstrate ability to monitor fiscal information.
13. Demonstrate ability to code data or other information.
14. Demonstrate ability to answer telephones to direct calls or provide information.

15. Demonstrate ability to file documents or records.
16. Demonstrate ability to search files, databases or reference materials to obtain needed information.
17. Demonstrate ability to convert data among multiple digital or analog formats.
18. Demonstrate ability to prepare documentation for contracts, transactions, or regulatory compliance.
19. Demonstrate ability to calculate costs of goods or services.
20. Demonstrate ability to maintain inventory records.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete the prescribed courses of related and supplemental instruction. The Local Education Agency (LEA) will provide letters agreeing with the minimum required RSI hours and courses, or equivalent courses as specified below. If the LEA offers instruction that is significantly different or exceeds the minimum required hours, these additional hours and/or courses will be specifically outlined and documented in the LEA's letter.

Time spent in related and supplemental instruction may not be compensated.

The following are suggested or sample courses which is intended as a guide. As mentioned above, the content outlined in the course descriptions may be delivered through different courses provided by different educational institutions and training providers, as determined, and approved by the sponsor and employer. To the extent possible, these courses are intended to be degree applicable and transferable for apprentices who eventually want to earn an AA or bachelor's degree. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies. In total, these or similar courses must amount to a minimum of 324 instructional hours.

Sample RSI Courses

Minimum Required Hours 324

Sample Course: Principles of Accounting

Total 54 hours

Course Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements.

Sample Course: Introduction to Business

Total 54 hours

Course Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective.

Sample Course: Business Law I

Total 54 Hours

Course Description: Covers the fundamental legal principles pertaining to business transactions. Provides and overview of an introduction to the legal process and dispute resolution. Coverage of federal and state court systems and a comprehensive study of contracts under the common law and the Uniform Commercial Code. Additional coverage includes sources of law, business ethics, constitutional law, tort law, agency, business organizations, and criminal law as applied to business.

Sample Course: Business Mathematics

Total 54 Hours

Course Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead.

Sample Course: Management Communications

Total 54 Hours

Course Description: Examines the dynamics of organizational communication relevant in current business environment. Focus is on composition and delivery of appropriate methods of communication in various business situations as a manager, including business documents, presentations, and job interviews. Practical experience is attained in verbal/non-verbal and written communication skills that fosters growth and advancement in business opportunities. Best suited for those aspiring to advance their careers by being prepared to be potential managers and leaders.

Sample Course: Introduction to Computer Information Systems

Total 54 Hours

Course Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions.

Supplemental RSI Courses

While not required if demonstrating sufficient competency in all occupational areas, and upon mutual agreement by the program, employer, and apprentice, apprentices may attend additional courses of related instruction provided by the local education agency. These additional courses will serve to advance specific skill areas, enhance employability of apprentices, address worker safety, complete relevant credentials, or diversify training for apprentices.

Sample Course: Principles of Accounting II

Total 54 Hours

Course Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization.

Sample Course: Cost Accounting

Total 54 Hours

Course Description: Presents the theory, procedures, and practice relating to product costs, including job order, process, and standard cost systems. Also includes analytical skills used to interpret accounting data used by management in planning and controlling business activities.

Mechanism for Employment Procurement

As a Collaborative Impact Partner within the auxiliary 501(c)(3) of the California Community College Chancellor's Office, the LAUNCH Apprenticeship Network works cooperatively with California community colleges in leveraging both the educational, instruction and training resources of these institutions, as well as the employment services, labor market research and industry engagement resources that are robustly – and intentionally – provided to jobseekers in their respective communities. In accordance with these standards to use every effort to keep apprentices employed, in alignment with selection procedures, Labor Code 3080(a), and for the purposes of firmly establishing equal opportunity access to apprenticeship employment, the committee may approve new apprentice agreements for individuals seeking employment as apprentices – referred to as “front-loaded” agreements – within the committee's jurisdiction, and will authorize local education agency partners to begin providing related supplemental instruction and services that enhance the procurement of employment for apprentices. This same mechanism will be available to apprentices that lose employment during their apprenticeship (notwithstanding apprentices in violation of rules and regulations referred to the committee). Further, the committee will conduct annual completion rate reviews to determine the effectiveness of front-loading and will discontinue if annual completion rates of front-loaded apprentices fall below 50 percent of the State average graduation rate in its trade.

The committee will adopt language in its local education agency agreements that outline protocols needed for unemployed apprentices and local education agencies

shall evaluate their capacity and preparedness to facilitate job placement prior to the completion of new apprentice agreements. In addition, the committee may stipulate the maximum number of agreements that may be initiated, as well as stipulate the maximum intended durations of unpaid related and supplemental instruction for apprentices not employed within the committee's jurisdiction and establish other procedures that ensure apprentices are provided with reasonable expectations of continuous employment. If this mechanism is demonstrably underperforming and apprentices are not placed within the established duration but have maintained enrollment in required related instruction courses while also completing assigned pre-hire activities provided by the local education agency, the committee will suspend new apprentice agreements under these conditions until unemployed apprentices are placed in employment within the committee's jurisdiction.

In alignment with Labor Code 3080(b), unemployed apprentices will receive written procedures regarding the employment procurement process and apprentices with concerns about the procurement procedures or the implementation may present their concerns directly to the committee.

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)