

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Douglas Kawa
CC: Program Planning and Review
Date: August 23, 2024

Program Name: Orange County Department of Education Apprenticeship Program
Industry: Public Sector
DAS File No.: 101217
Grant Awardee: ☐ No ☒ Yes CAI 2023

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:

Orange County Department of Education Apprenticeship Program 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.

Area Covered by Standards:

Orange County

Comments:

The Orange County Department of Education's youth apprenticeship program will provide Orange County youth with opportunities to launch careers in high-demand, non-traditional fields. By focusing on careers with strong local labor market indicators, we address the skills gap and promote diversity in the workforce, benefiting both youth and the local economy.

Through partnerships with employers, youth apprentices will receive mentorship, training, and real-world experience, gaining the confidence and expertise needed to succeed in growing industries. Apprentices will gain the confidence, expertise, and professional network to launch successful careers in fields with strong growth potential. By supporting youth in exploring non-traditional paths, we drive innovation, promote social equity, and contribute to a thriving local economy.

Orange County Department of Education Apprenticeship Program will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Professional Wage Rate & O*Net Code:

- | | | |
|------------------------------|------------------|------------|
| • Early Childhood Educator | O*Net: | 25-2011.00 |
| Professional Worker Wage: | \$19.00 per hour | |
| Proposed No. of Apprentices: | 3 | |

- | | | |
|--------------------------------|------------------|------------|
| • Child Development Specialist | O*Net: | 39-9011.00 |
| Professional Worker Wage: | \$19.00 per hour | |
| Proposed No. of Apprentices: | 5 | |

- | | | |
|------------------------------|------------------|------------|
| • Teacher Aide I | O*Net: | 25-9042.00 |
| Professional Worker Wage: | \$19.00 per hour | |
| Proposed No. of Apprentices: | 2 | |

- | | | |
|-------------------------------------|------------------|------------|
| • Cyber Security Support Technician | O*Net: | 15-1212.00 |
| Professional Worker Wage: | \$20.00 per hour | |
| Proposed No. of Apprentices: | 7 | |

- | | | |
|--|------------------|------------|
| • Creative Director (Graphic Designer) | O*Net: | 27-1024.00 |
| Professional Worker Wage: | \$20.00 per hour | |
| Proposed No. of Apprentices: | 2 | |

- | | | |
|--|------------------|------------|
| • Office Manager (Operations Management) | O*Net: | 11-1021.00 |
| Professional Worker Wage: | \$19.00 per hour | |
| Proposed No. of Apprentices: | 2 | |

Proposed Apprentice Wages for All Occupations

- High School Apprentices

1st period	(Starting Wage)	\$ 16.50 /hour
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- Non-High School Apprentices

1st period	(Starting Wage)	\$ 18.76 /hour
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Proposed Employers:

- Spyder3D, LLC - 480 Atlas St., Brea, CA 92821
- Carpenter Training Partners - 1734 Kerry Court, West Covina, CA 91792
- Cyber Forward, LLC - 1315 N El Camino Real, San Clemente, CA 92673

Orange County Department of Education Apprenticeship Program Standards

Incorporating and Adopting

U.S. Department of Labor, Office of Apprenticeship Approved Standards

200 Kalmus Drive, Costa Mesa, CA 92626

(714) 966-4000

kboyd@ocde.us / ocpathways.com

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Article I Purpose and Policy – CA LC §3075, 3076, 3089; CCR §205, 206, 212.1, 212.2, 218

The parties hereto declare their purpose and policy to incorporate the attached standards approved by the U.S. Department of Labor Office of Apprenticeship to establish an organized, planned system of apprenticeship conducted as an education-sponsored, employer-based undertaking. All provisions in the U.S. Department of Labor Office of Apprenticeship attached hereto, that do not conflict with California laws and regulations shall be incorporated, 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 under the California standards. In case of conflict of law, California Law shall prevail. No Section of these standards of apprenticeship shall be construed as permitting violation of any Federal Law or Regulations and the State of California Law or Regulations.

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. An "Employer Agreement" [DAS-752, 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.

Area Covered by Standards: Orange County

Article II Craft, Trade, Occupation – CA LC §3078 (c); CCR §212 (a,1)

The approved occupations are set forth in the U.S. Department of Labor Office of Apprenticeship standards attached to this California State standard. Additional occupations may be added or deleted by the above-named master apprenticeship committee by first submitting the proposed change(s) to the U.S. Department of Labor Office of Apprenticeship. Once the U.S. Department of Labor Office of Apprenticeship approves the change, the revised standards may be submitted to the California Division of Apprenticeship Standards (DAS) for approval of the Administrator of Apprenticeship.

Article III Occupations – CA LC §3078.5

The occupational supplement(s) included in the attached U.S. Department of Labor Office of Apprenticeship standards set forth the terms of the occupation, ratio, work processes, and related supplemental instruction for each individual occupation.

The work process/competency schedule outline highlighted in each occupational framework [see attached, all Appendixes A] can be modified upon approval by the program sponsor to meet the needs of employers that are signatory to the program sponsor. It is reasonable to

expect that there may be slight deviations to the work process/competency schedule outline from the standards, as every employer may have unique needs, requirements, processes, and resources that are specific to their organization. Please note that the apprentice's training plan and content, despite any modifications, will be adequate to qualify and support the apprentice as a highly skilled worker at the end of their apprenticeship program. A copy of the modifications will be provided to each apprentice to whom the modification applies.

Where the related instruction or work process schedule differ from or require clarification of, the attached U.S. Department of Labor Office of Apprenticeship standards, the following work process/competency schedule applies:

The term length for all occupations shall be approximately 12 months.

Article IV Responsibilities of Program Sponsor – CA LC §3076, 3076.3; CCR §205, 206, 212, 212.3

The program sponsors are responsible for the administration and enforcement of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved.

Sponsors with multiple employers will establish an Apprenticeship Training Committee to fulfill the responsibilities and duties required of a Program Sponsor as described in the attached U.S. Department of Labor Office of Apprenticeship standards.

In addition, the Sponsor(s) agree 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 and provide a copy of such to each apprentice; (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) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures; (7) 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; (8) 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; (9) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction; (10) 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; (11) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship

Standards; (12) 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; (13) ensure training in the recognition of illegal discrimination and sexual harassment; (14) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure 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; (15) 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; (16) have a Local Education Agency (L.E.A.) provide a letter approving the Related and Supplemental Instruction pursuant to LC 3074 [see Attachment A]; (17) grant apprentices credit for previous experience; (18) apprenticeship programs with more than one employer or an association of employers shall include provisions sufficient to ensure meaningful representation of the interests of apprentices in the management 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 V Apprenticeship Agreements – CA LC § 3077, 3077.5, 3078, 3079, 3086; CCR §205, 206, 207

To obtain approval in the State of California, the program sponsor shall register Apprentices, by electronic or other means, to the Division of Apprenticeship Standards within 30 days of execution of the Apprentice Agreement [California Apprenticeship Agreement (DAS-1), see attachment C] in addition to having already been registered for federal purposes by the U.S. Department of Labor, Office of Apprenticeship. These standards, and the U.S. Department of Labor standards, shall be a part of the apprenticeship agreement. Apprentices shall be furnished a copy of the standards or given an opportunity to read them before registration.

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. 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 apprentice agreement shall likewise be binding to such a period as may be covered. A program sponsor shall not provide a maximum age for apprentices.

Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee. Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice 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.

If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other signatory employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article VI Hours and Working Conditions – CA LC §3078 (k); CCR §208 (a, d), 209, 210, 212

Apprentices shall work under and with competent professional workers and/or instructors and shall be assigned to work and learning tasks so that they obtain the diversified training on-the-job provided for in the apprenticeship standards.

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.

There shall be no liability on the part of the employer for an injury sustained by an apprentice engaged in schoolwork at a time when the employment of the apprentice has been temporarily or permanently terminated.

Article VII Wages and Wage Progression – CA LC §3076, 3078 (f); CCR §208 (a, d), 212 (a, 5)

The wages shall be a progressively increasing wage, employee benefits and other compensation as set by Section CCR §208 and CA LC §3078 (f).

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.

Where wages/wage schedules differ from or require clarification of, the attached U.S. Department of Labor Office of Apprenticeship standards, the following wage schedule applies:

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

Wages for All Occupations

High School Apprentices

1st period	Starting Wage	\$ 16.50 /hour
2nd period	50% of competencies	1st* plus \$ 1.75 /hour
3rd period	100% of competencies	2 nd * plus \$ 1.25 /hour

Non-High School Apprentices

1st period	Starting Wage	\$ 18.76 /hour
2nd period	50% of competencies	1st* plus \$ 1.00 /hour
3rd period	100% of competencies	2 nd * plus \$ 1.25 /hour

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

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

Article VIII Responsibilities of Apprentices – CCR §205, § 206, 207, 212

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

Article IX Certificate of Completion - CCR §205, 212, 224

A "Certificate of Completion of Apprenticeship", attesting to the completion of an apprenticeship, will be issued under the authority of the Division of Apprenticeship Standards upon receipt of such competent evidence as may be required.

Article X Controversies – CA LC §3078 (h), 3081; CCR §201

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

Article XI Written Applications

Applications for apprenticeship will be available at:

<https://www.apprentiscope.com/jobs/partner/Ov3gMmJByYKnWAwrmrOf>

Article XII Records

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

Orange County Department of Education Apprenticeship Program
200 Kalmus Drive
Costa Mesa, CA 92626

Article XIII Modification of Standards - CA LC § 3073, 3075, 3078, 3078.5; CCR §205, 212 (b,13)

These standards shall be modified to conform to any changes in prevailing practices, conditions and wages in the area and the industry when such changes occur. Requests of the program sponsor for modification are subject to the approval of the Administrator of Apprenticeship.

Article XIV Collective Bargaining Agreements - CA LC 3086

Where applicable, if the employer(s) has a collective bargaining agreement with a labor organization applicable to these occupation(s), approval by the labor organization will be affixed to the Employer Agreement (DAS-752).

Nothing hereunder, nor in any approved apprentice agreement, shall operate to invalidate any apprenticeship provision in any collective bargaining agreement between employers and employees setting higher apprenticeship standards.

Orange County Department of Education Apprenticeship Program 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 Orange County Department of Education Apprenticeship Program on March 1, 2024 (Committee approval date).

Employer Organization

Orange County Department of Education Apprenticeship Program
200 Kalmus Drive, Costa Mesa, CA 92626

Kathy Boyd, Director – Career Education

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

Registered Apprenticeship Standards

☐ National Program Standards

☐ National Guidelines for Apprenticeship Standards

☒ Local Apprenticeship Standards

Orange County Department of Education Apprenticeship Program

For All Occupations Listed in These Standards

O*NET-SOC Code: See Appendix A

RAPIDS Code: See Appendix A

Developed in Cooperation with the
U.S. Department of Labor / Office of Apprenticeship

Approved by the
U.S. Department of Labor / Office of Apprenticeship

Registered By: **MR. DOUGLAS HOWELL**

Signature:

Title: **State Director/Region 6/CA**

Office of Apprenticeship

Registration Number: **2023-CA-116900**

☐ Check here if these are revised standards.

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

A. Responsibilities of the sponsor: Orange County Department of Education Apprenticeship Program must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of Title 29, CFR part 29.7. Form ETA 671 may be used for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes

it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 16 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation.

- ☐ **Educational Requirement:** None
- ☐ **Physical Requirement:** None
- ☐ **Aptitude Test:** None
- ☒ **Other:** Applicants must have successfully completed the required pre-requisite courses.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices **will not be paid** for hours spent attending related instruction classes. See Appendix A.

E. Credit for Previous Experience – 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. **Orange County Department of Education Apprenticeship Program** will evaluate the request for credit and decide during the apprentice's probationary period.

F. Probationary Period – (29 CFR § 29.5 (b)(8) and(20)

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. See Appendix A.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5 (b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journey workers for adequate supervision. See Appendix A.

H. Apprentice Wage Schedule - 29 CFR § 29.5 (b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. See Appendix A.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Orange County Department of Education Apprenticeship Program will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Orange County Department of Education Apprenticeship Program will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

Orange County Department of Education Apprenticeship Program acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship
200 Constitution Ave. NW, Washington, DC 20210

(202) 693-2796

ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification.

Ms. Kathy Boyd

200 Kalmus Drive. Costa Mesa, CA 92626

kboyd@ocde.us

Complaints described above which cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

- K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17).** The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Mr. Arthur Page

550 West C Street. Suite 980. San Diego, CA 92101

page.arthur@dol.gov

- L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13 (a)(7)**

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☒ **Appendix C** – *Affirmative Action Plan* (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))
- ☒ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <http://www.va.gov/education/eligibility/> for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Orange County Superintendent of Schools**, on this 30th day of June, 2023.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

Signature of Sponsor (designee)

Patricia McCaughey, Administrator, Business Operations
Printed Name

Printed Name

SECTION V - DISCLOSURE AGREEMENT *(Optional)*

I, Patricia McCaughey
(Sponsor Representative) acting on behalf of **ORANGE COUNTY Superintendent of Schools** authorize OA to share the Work Process Schedule and Related Instruction Outline in Appendix A with other potential sponsors.

June 30, 2023

Signature

Date

Patricia McCaughey, Administrator, Business Operations
Printed Name

Appendix A

Orange County Department of Education

EARLY CHILDHOOD EDUCATOR

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE EARLY CHILDHOOD EDUCATOR

O*NET-SOC CODE : 25-2011.00 RAPIDS CODE : 3004CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the EARLY CHILDHOOD EDUCATOR is Competency Based supplemented by the minimum required 144 hours of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker (mentor).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$16.00

1st Period	0 – 1000 Hrs	\$15.50
2nd Period	1000 – 2000 Hrs	\$15.75
End Wage:		\$16.00

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **750 Hours**.

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below:

- A. Coastline ROP will follow standard company procedures for filling an open position from outside the company.
- B. Once a list of qualified applicants is received, Coastline ROP will interview each candidate and forward its recommendations to Human Resources.
- C. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

**WORK PROCESS SCHEDULE
EARLY CHILDHOOD EDUCATOR**

O*NET-SOC CODE : 25-2011.00

RAPIDS CODE : 3004CB

This practicum and internship course allows the students to apply academic and career readiness skills in a workplace environment. Instruction will combine standards-based classroom instruction with extended on-site industry experience. Students will learn all aspects of Professionalism and apply 21st Century Skills of Communication, Collaboration, Critical Thinking, Creativity and Problem Solving in a real-world setting.

Competency Checklist

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

1) Introduction to Childcare and Guidance

- a) Demonstrate an awareness of personal qualifications
- b) Explain the role of the teacher/teacher assistant
- c) Examine advanced training options
- d) Explain the different types of child care facilities
- e) Discuss current issues and legislation

2) Standards and Policies

- a) Recognize Title 22 regulations and Title 5 regulations Be familiar with facility standards and policies Describe room environment standards
- b) Read and recall health and safety regulations Discuss operational procedures
- c) Be familiar with National Association for the Education of Young Children (NAEYC) accreditation standards
- d) Examine the rules of confidentiality

3) Child Growth and Development

- a) Demonstrate an understanding of a child's developmental stages – infancy through preadolescence in the areas of
- b) Physical Intellectual Social Emotional

- c) Identify environmental factors Recognize readiness indicators
- d) Explain special needs of exceptional children

4) **Guidance of Children**

- a) Discuss development of emotional maturity
- b) Explain outcomes of positive guidance and discipline techniques Practice problem solving techniques
- c) Explore parenting styles
- d) Discuss legal obligations and child rights
- e) Describe ways to promote self-respect and independence
- f) Demonstrate an understanding of the importance of good nutrition Practice sanitary procedures in handling and serving food
- g) Plan, prepare and serve nutritious meals and snacks Discuss general hygiene
- h) Identify signs of illness or discomfort
- i) Identify the methods used to prevent the spread of communicable diseases Describe a safe environment
- j) Demonstrate knowledge of first aid Develop safe work habits
- k) Complete accident reports and records Develop emergency plans
- l) Be familiar with bathroom and changing procedures Identify signs of child abuse and neglect
- m) Demonstrate a general knowledge of
- n) abuse education Examine the process of reporting abuse

5) **Employment Literacy**

- a) Identify available positions in the industry through the use of the Internet Complete an application form correctly
- b) Prepare a written resume
- c) Participate in a simulated employment interview
- d) Prepare a portfolio

6) **Personal Skills Related to Development**

- a) Demonstrate promptness, attend class regularly, and follow absence notification procedures Develop and maintain acceptable working relations
- b) Demonstrate the ability to manage time wisely

- c) Demonstrate a positive and cooperative attitude Demonstrate values of honesty and integrity
- d) Demonstrate respect for others
- e) Dress in a professional manner according to industry standards Demonstrate appropriate personal hygiene/grooming and dress
- f) Demonstrate responsibility by exerting a high level of effort and working toward a goal

7) **Interpersonal Skills and Group Dynamics**

- a) Demonstrate the ability to work as a member of a team Identify proper procedures for handling harassment
- b) Demonstrate leadership skills by working independently, making appropriate decisions, working well with others, and accepting constructive criticism
- c) Demonstrate the ability to accept and work with individuals from various cultures

8) **Curriculum**

- a) Utilize lesson/activity plan format
- b) Apply critical thinking/problem solving techniques Design and prepare play activities
- c) Create language activities
- d) Plan number and math activities Develop science and nature activities Give examples of creative art
- e) Prepare activities to develop motor skills Research uses for the computer
- f) Create teaching aids
- g) Explore an anti-bias curriculum

9) **Techniques**

- a) Examine age-appropriate teaching strategies Discuss methods of cross-age tutoring
- b) Develop techniques for working with Limited English Proficiency students Practice operation of equipment
- c) Develop techniques for working with parents

10) **Classroom Management**

- a) Schedule daily activities
- b) Explain attendance recording methods
- c) Demonstrate the ability to observe, record and report classroom activities Be familiar with transition time

11)Health Issues, Safety Procedures and Nutritional Benefits and Requirements

- a) Utilize problem solving techniques
- b) Understand logical reasoning
- c) Demonstrate creative thinking Participate in decision making
- d) Demonstrate the ability to interpret information correctly

12)Thinking and Problem Solving

- a) Utilize problem solving techniques
- b) Understand logical reasoning
- c) Demonstrate creative thinking
- d) Participate in decision making
- e) Demonstrate the ability to interpret information correctly

13)Communication Skills

- a) Demonstrate effective verbal and written skills
- b) Read technical journals and write technical reports using appropriate terminology Listen attentively, follow directions, and relay directions to others
- c) Demonstrate the ability to research and retrieve information

**RELATED TRAINING INSTRUCTION
EARLY CHILDHOOD EDUCATOR**

O*NET-SOC CODE : 25-2011.00 RAPIDS CODE : 3004CB

Source: Orange County Department of Education

Competencies	RTI Hours
Observe District rules, regulations and policies. Explain class requirements and student expectations. Demonstrate emergency preparedness.	9
Workplace Context and Culture	24
Professionalism / Productivity	16
Workplace Legal Issues/Ethics	14
Workplace Health & Safety	36
Communication	36
Collaboration/Teamwork	22
Critical Thinking/Problem Solving/Creativity	16
Technology	28
Positional Networking	23
Digital Footprint	23
Locating Information	18
Career Planning	10
Portfolio / Project	13
288 TOTAL HOURS	

Appendix A

Orange County Department of Education
CHILD CARE DEVELOPMENT SPECIALIST
WORK PROCESS SCHEDULE
AND
RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE CHILD CARE DEVELOPMENT SPECIALIST

O*NET-SOC CODE : 39-9011.00 RAPIDS CODE : 0840CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based

☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the **CHILD CARE DEVELOPMENT SPECIALIST** is **Competency Based** supplemented by the minimum required **288** hours of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker (mentor).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$16.00

1st Period	0 – 2000 Hrs	\$15.50
2nd Period	2000 – 4000 Hrs	\$15.75
End Wage:		\$16.00

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1000 Hours**.

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below:

- A. Coastline ROP will follow standard company procedures for filling an open position from outside the company.
- B. Once a list of qualified applicants is received, Coastline ROP will interview each candidate and forward its recommendations to Human Resources.
- C. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

**WORK PROCESS SCHEDULE
CHILD CARE DEVELOPMENT SPECIALIST**

O*NET-SOC CODE : 39-9011.00

RAPIDS CODE : 0840CB

Child Care Development Specialist

Job Description: Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

RAPIDS Code: 0840CB

O*NET Code: 39-9011.00

Estimated Program Length: 2 Years

Apprenticeship Type:

☒ Competency-Based

☐ Time-Based

☐ Hybrid

Competency Checklist

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

- 1) Maintain a safe play environment.
- 2) Operate in-house day-care centers within businesses.
- 3) Observe and monitor children's play activities.
- 4) Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- 5) Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.
- 6) Assist individuals with special needs.
- 7) Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped
- 8) Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- 9) Sanitize toys and play equipment.
- 10) Sterilize bottles and prepare formulas.
- 11) Dress children and change diapers.
- 12) Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.

- 13) Instruct children in health and personal habits, such as eating, resting, and toilet habits.
- 14) Read to children and teach them simple painting, drawing, handicrafts, and songs.
- 15) Discipline children and recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- 16) Help children with homework and school work.
- 17) Perform general administrative tasks, such as taking attendance, editing internal paperwork, and making phone calls.
- 18) Provide care for mentally disturbed, delinquent, or handicapped children.
- 19) Create developmentally appropriate lesson plans.
- 20) Perform housekeeping duties, such as laundry, cleaning, dish washing, and changing of linens.
- 21) Assist in preparing food and serving meals and refreshments to children.
- 22) Regulate children's rest periods.
- 23) Perform general personnel functions, such as supervision, training, and scheduling.

CHILD CARE DEVELOPMENT SPECIALIST

O*NET-SOC CODE : 39-9011.00

RAPIDS CODE : 0840CB

Source: Orange County Department of Education

Competencies	RTI Hours
Observe District rules, regulations and policies. Explain class requirements and student expectations. Demonstrate emergency preparedness.	9
Workplace Context and Culture	24
Professionalism / Productivity	16
Workplace Legal Issues/Ethics	14
Workplace Health & Safety	36
Communication	36
Collaboration/Teamwork	22
Critical Thinking/Problem Solving/Creativity	16
Technology	28
Positional Networking	23
Digital Footprint	23
Locating Information	18
Career Planning	10
Portfolio / Project	13
288 TOTAL HOURS	

Appendix A

Orange County Department of Education

TEACHER AIDE I

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE TEACHER AIDE I

O*NET-SOC CODE : 25-9042.00 RAPIDS CODE : 0657CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based

☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the **TEACHER AIDE I** is **Competency Based** supplemented by the minimum required **288** hours of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker (mentor).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is:
\$16.00

1st Period	0 – 2000 Hrs	\$15.50
2nd Period	2000 – 4000 Hrs	\$15.75
End Wage:		\$16.00

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1000 Hours**.

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below:

- A. Coastline ROP will follow standard company procedures for filling an open position from outside the company.
- B. Once a list of qualified applicants is received, Coastline ROP will interview each candidate and forward its recommendations to Human Resources.
- C. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

**WORK PROCESS SCHEDULE
TEACHER AIDE I**

O*NET-SOC CODE: 25-9042.00 RAPIDS CODE: 0657CB

Teacher Aide I

Job Description: Assist a preschool, elementary, middle, or secondary school teacher with instructional duties. Serve in a position for which a teacher has primary responsibility for the design and implementation of educational programs and services.

RAPIDS Code: 0657CB

O*NET Code: 25-9042.00

Estimated Program Length: 2 Years

Apprenticeship Type:

☒ Competency-Based

☐ Time-Based

☐ Hybrid

On-the-Job Learning Outline

Competency Checklist

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

- 1) Grade homework and tests, and compute and record results, using answer sheets or electronic marking devices.
- 2) Observe students' performance, and record relevant data to assess progress.
- 3) Take class attendance and maintain attendance records.
- 4) Plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs.
- 5) Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- 6) Distribute teaching materials, such as textbooks, workbooks, papers, and pencils, to students.
- 7) Distribute tests and homework assignments and collect them when they are completed.
- 8) Requisition and stock teaching materials and supplies.
- 9) Type, file, and duplicate materials.
- 10) Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- 11) Assist in bus loading and unloading.

- 12) Assist librarians in school libraries.
- 13) Clean classrooms.
- 14) Collect money from students for school-related projects.
- 15) Use computers, audio-visual aids, and other equipment and materials to supplement presentations.
- 16) Participate in teacher-parent conferences regarding students' progress or problems.
- 17) Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
- 18) Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.
- 19) Enforce administration policies and rules governing students.
- 20) Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, supervised role-playing methods, or by reading aloud.
- 21) Maintain computers in classrooms and laboratories, and assist students with hardware and software use.
- 22) Operate and maintain audio-visual equipment.
- 23) Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- 24) Attend staff meetings and serve on committees, as required.
- 25) Laminate teaching materials to increase their durability under repeated use.
- 26) Conduct demonstrations to teach skills, such as sports, dancing, and handicrafts.
- 27) Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

**RELATED TRAINING INSTRUCTION
TEACHER AIDE I**

O*NET-SOC CODE: 25-9042.00 RAPIDS CODE: 0657CB

Source: Orange County Department of Education

Competencies	RTI Hours
Observe District rules, regulations and policies. Explain class requirements and student expectations. Demonstrate emergency preparedness.	9
Workplace Context and Culture	24
Professionalism / Productivity	16
Workplace Legal Issues/Ethics	14
Workplace Health & Safety	36
Communication	36
Collaboration/Teamwork	22
Critical Thinking/Problem Solving/Creativity	16
Technology	28
Positional Networking	23
Digital Footprint	23
Locating Information	18
Career Planning	10
Portfolio / Project	13
288 TOTAL HOURS	

Appendix A

Cyber Security Support Technician

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE Cyber Security Support Technician

O*NET-SOC CODE: 15-1212.00

RAPIDS CODE: 2050CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based

☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is reasonably expected to be completed within **one** academic calendar years with an on-the-job learning (OJL) attainment of all competencies of the position, supplemented by the minimum recommended **208** hours of related instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Mentor.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$**20.00**/per hour.

2 Year Term:

Period	Wage (Hourly)	Description
1	\$15.50	6 months or 1000 hours
2	\$17.75	6 months or 1000 hours
End Wage	\$20.00	

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **500** hours.

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below:

- A. CyberForward will follow standard company procedures for filling an open position from outside the company.
- B. Once a list of qualified applicants is received, CyberForward will interview each candidate and forward its recommendations to Human Resources.
- C. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

WORK PROCESS SCHEDULE
Cyber Security Support Technician

O*NET-SOC CODE: 15-1212.00

RAPIDS CODE: 2050CB

Cyber Security Support Technician

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

RAPIDS Code: 2050

O*NET-SOC Code: 15-1212.00

Estimated Program Length: 2000 hours

Apprenticeship Type:

☒ Competency-Based ☐ Time-Based ☐ Hybrid

On-the-Job Learning Outline

Competency Checklist

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

- 1) Develop computer or information security policies or procedures.
- 2) Develop plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure and to meet emergency data processing needs.
- 3) Update knowledge about emerging industry or technology trends.
- 4) Monitor current reports of computer viruses to determine when to update virus protection systems.
- 5) Implement security measures for computer or information systems.
- 6) Modify computer security files to incorporate new software, correct errors, or change individual access status.

- 7) Encrypt data transmissions and erect firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers.
- 8) Review violations of computer security procedures and discuss procedures with violators to ensure violations are not repeated.
- 9) Maintain permanent fleet cryptologic and carry-on direct support systems required in special land, sea surface and subsurface operations.
- 10) Test computer system operations to ensure proper functioning.
- 11) Perform risk assessments and execute tests of data processing system to ensure functioning of data processing activities and security measures.
- 12) Collaborate with others to resolve information technology issues.
- 13) Confer with users to discuss issues such as computer data access needs, security violations, and programming changes.
- 14) Document operational procedures.
- 15) Document computer security and emergency measures policies, procedures, and tests.
- 16) Troubleshoot issues with computer applications or systems.
- 17) Confer with users to discuss issues such as computer data access needs, security violations, and programming changes.
- 18) Coordinate project activities with other personnel or departments.
- 19) Coordinate implementation of computer system plan with establishment personnel and outside vendors.
- 20) Monitor the security of digital information.
- 21) Monitor use of data files and regulate access to safeguard information in computer files.
- 22) Train others in computer interface or software use.
- 23) Train users and promote security awareness to ensure system security and to improve server and network efficiency.

RELATED INSTRUCTION OUTLINE

Cyber Security Support Technician

O*NET-SOC CODE: 15-1212.00

RAPIDS CODE: 2050CB

Apprenticeship Course Education

This practicum and internship course allows the students to apply academic and career readiness skills in a workplace environment. Instruction will combine standards-based classroom instruction with extended on-site industry experience. Students will learn all aspects of Professionalism and apply 21st Century Skills of Communication, Collaboration, Critical Thinking, Creativity and Problem Solving in a real-world setting.

Competencies	OJT	RSI
1) Observe District rules, regulations and policies. Explain class requirements and student expectations. Demonstrate emergency preparedness.	80	4
2) Workplace Context and Culture	180	18
a. Demonstrate an understanding of workplace culture, etiquette and practices.		
b. Compare and contrast different organizations/businesses and analyze how their culture affects employee behavior.		
c. Explain the employer and employee relationship and compare their respective roles and responsibilities.		
d. Accurately interpret and observe organizational policies and procedures.		
3) Professionalism / Productivity	150	8
a. Understand the elements of professionalism and exhibit professional behavior in character, conduct, attitude and appearance.		
b. Define personal hygiene and identify acceptable business attire.		

- c. Discuss the importance of the following personal skills in the business environment:
 - i. positive attitude
 - ii. self-confidence
 - iii. honesty/work ethic
 - iv. self-discipline
 - v. responsibility
 - vi. team player
 - vii. communication
- d. Explain the meaning of integrity and describe how it influences personal and professional behavior.
- e. Demonstrate dedication, perseverance and commitment to excellence in performance and productivity.
- f. Practice efficient organization and management of time, tasks, information, materials and workspace.
- g. Respond productively and positively to constructive criticism.
- h. Work independently, make decisions and take initiative.
- i. Act responsibly on behalf of the organization, colleagues and the community.

4) Workplace Legal Issues/Ethics

115

6

- a. Identify the key elements and intent of significant laws that govern the workplace including Child Labor Law, Sexual Harassment, and Americans with Disabilities.
- b. Identify abuses of these laws and describe appropriate response and reporting procedures.
- c. List the Federal, State and Local agencies that regulate employment and describe their areas of responsibility.
- d. Identify different types of employee contracts and agreements and explain their uses.

- e. Analyze the difference between personal integrity and ethical behavior in the workplace.
- f. Observe confidentiality and exhibit ethical behavior.
- g. Identify and model strategies of dealing with unethical practices.

5) Workplace Health & Safety 185 25

- a. Identify health and safety issues and risks in the workplace and the elements of creating a safe work environment, including ergonomics.
- b. Practice personal safety when lifting, bending, or moving equipment and supplies.
- c. Locate, interpret and adhere to policies, procedures and regulations for safety and emergency response in the workplace.
- d. Model behaviors that support physical and mental well-being.

6) Communication 235 25

- a. Explain the elements and different types of communication and provide examples of their effective use and importance in the workplace.
- b. Express thoughts and ideas clearly, effectively and appropriately in a variety of verbal, written and visual formats.
- c. Comprehend, accurately interpret, and respond to verbal, written and visual information and instructions.
- d. Create and complete a variety of written and electronic business documents including forms, correspondence, and messages.

7) Collaboration/Teamwork 235 15

- a. Identify the characteristics and benefits of successful teamwork and collaborative decision- making.
- b. Participate and collaborate as an effective member of diverse and global teams, demonstrating respect for individual and cultural differences.

- c. Analyze and use collaborative strategies, including open-mindedness, to negotiate and resolve areas of conflict.

8) Critical Thinking/Problem Solving/Creativity 235 12

- a. Use Critical Thinking Skills to apply reasoning and logic in the analysis and understanding of existing, new or unfamiliar situations and issues.
- b. Apply Problem Solving Skills and System Thinking processes in the definition, analysis, evaluation and selection of alternative solutions.
- c. Employ original, creative, and integrated solutions to improve work products and solve problems.

9) Technology 200 22

- a. Understand current technology, systems, services, equipment, media and devices used in the workplace.
- b. Select and use appropriate technology to produce products, locate/evaluate information, and provide services.
- c. Research and be aware of new and emerging technologies and their application in business.
- d. Understand issues of privacy, security, and safety and apply appropriate measures.
- e. Use online, Internet technologies and social media efficiently and appropriately.

10) Professional Networking 90 20

- a. Differentiate networking to find a job & career networking.
- b. Identify networking skills.
- c. Research professional network sites.
- d. Identify differences in networking online & networking in person.
- e. Research the relationship between networking skills and entrepreneurship.

- f. Identify the relationship between networking and contract work.

11)Digital Footprint	75	20
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- a. Identify aspects of a digital footprint.
- b. Identify privacy concerns with online information.
- c. Identify the professional impact of a digital footprint.
- d. Identify the impact of building community online.
- e. Identify how Big Data and Data Mining impact a digital footprint.
- f. Utilize collective intelligence.
- g. Compare and contrast a professional and personal online presence.

12)Locating Information	80	16
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- a. Identify reliable and appropriate sources of information.
- b. Locate information in a variety of written and graphic formats effectively and efficiently.
- c. Assimilate and summarize information from multiple sources.
- d. Evaluate, assess and interpret information and data.

13)Career Planning	55	7
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- a. Identify personal interests, aptitudes, skills and other information necessary to make informed career decisions.
- b. Research career opportunities in a selected field and identify requirements for education, training, certification and licensure.
- c. Develop a career plan that reflects career interests, abilities and personal needs.
- d. Identify and evaluate personal character traits and explain how they can affect career success.
 - i. Strategies to elaborate, differentiate, clarify and refine new knowledge.
 - ii. Strategies to practice and reinforce new knowledge.

14)Portfolio / Project

85

10

- a. Create a portfolio that contains examples of your work capabilities and professional experience that are specific to the Education CTE pathway.
- b. Relate work experience to your career area of interest within the Education CTE pathway.
- c. Create/Update your resume to include:
 - i. Skills specific to an identified career
 - ii. Transferable skills
 - iii. Work Experience

TOTAL HOURS RSI: 208 Hours**TOTAL HOURS OJT: 2,000**

Appendix A

Jr. Creative Director (Graphic Designer

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE Creative Director (Graphic Designer)

O*NET-SOC CODE: 27-1024.00

RAPIDS CODE: 0010CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is reasonably expected to be completed within **one** academic calendar years with an on-the-job learning (OJL) attainment of all competencies of the position, supplemented by the minimum recommended **208** hours of related instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Mentor.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$**20.00**/per hour.

2 Year Term:

Period	Wage (Hourly)	Description
1	\$15.50	6 months or 1000 hours
2	\$17.75	6 months or 1000 hours
End Wage	\$20.00	

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **500** hours.

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below:

- A. Spyder Lab will follow standard company procedures for filling an open position from outside the company.
- B. Once a list of qualified applicants is received, Spyder Lab will interview each candidate and forward its recommendations to Human Resources.
- C. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

WORK PROCESS SCHEDULE
Creative Director (Graphic Designer)

O*NET-SOC CODE: 27-1024.00

RAPIDS CODE: 0010CB

Creative Director (GRAPHIC DESIGNER)

Job Description: Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

RAPIDS Code: 0010

O*NET-SOC Code: 27-1024.00

Estimated Program Length: 3000 hours

Apprenticeship Type:

☒ Competency-Based ☐ Time-Based ☐ Hybrid

On-the-Job Learning Outline

Competency Checklist

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

- 1) Design layouts for print publications.
- 2) Determine size and arrangement of illustrative material and copy, and select style and size of type.
- 3) Mark up, paste, and assemble final layouts to prepare layouts for printer.
- 4) Prepare notes and instructions for workers who assemble and prepare final layouts for printing.
- 5) Design layout of art or product exhibits, displays, or promotional materials.
- 6) Create designs, concepts, and sample layouts, based on knowledge of layout principles and esthetic design concepts.
- 7) Develop graphics and layouts for product illustrations, company logos, and Web sites.
- 8) Key information into computer equipment to create layouts for client or supervisor.

- 9) Confer with clients to determine needs.
- 10) Confer with clients to discuss and determine layout design.
- 11) Create computer-generated graphics or animation.
- 12) Use computer software to generate new images.
- 13) Produce still and animated graphics for on-air and taped portions of television news broadcasts, using electronic video equipment.
- 14) Collaborate with others to develop or refine designs.
- 15) Review final layouts and suggest improvements as needed.
- 16) Prepare illustrations or rough sketches of material, discussing them with clients or supervisors and making necessary changes.
- 17) Review art or design materials.
- 18) Study illustrations and photographs to plan presentation of materials, products, or services.
- 19) Draw detailed or technical illustrations.
- 20) Draw and print charts, graphs, illustrations, and other artwork, using computer.
- 21) Maintain records, documents, or other files.
- 22) Maintain archive of images, photos, or previous work products.
- 23) Research new technologies.
- 24) Research new software or design concepts.
- 25) Operate still or video cameras or related equipment.
- 26) Photograph layouts, using camera, to make layout prints for supervisors or clients.

RELATED INSTRUCTION OUTLINE
Creative Director (Graphic Designer)

O*NET-SOC CODE: 27-1024.00 **RAPIDS CODE:** 0010CB

Apprenticeship Course
Education

This practicum and internship course allows the students to apply academic and career readiness skills in a workplace environment. Instruction will combine standards-based classroom instruction with extended on-site industry experience. Students will learn all aspects of Professionalism and apply 21st Century Skills of Communication, Collaboration, Critical Thinking, Creativity and Problem Solving in a real-world setting.

Competencies	OJT	RSI
1) Observe District rules, regulations and policies. Explain class requirements and student expectations. Demonstrate emergency preparedness.	80	4
2) Workplace Context and Culture	180	18
a. Demonstrate an understanding of workplace culture, etiquette and practices.		
b. Compare and contrast different organizations/businesses and analyze how their culture affects employee behavior.		
c. Explain the employer and employee relationship and compare their respective roles and responsibilities.		
d. Accurately interpret and observe organizational policies and procedures.		
3) Professionalism / Productivity	150	8
a. Understand the elements of professionalism and exhibit professional behavior in character, conduct, attitude and appearance.		
b. Define personal hygiene and identify acceptable business attire.		

- c. Discuss the importance of the following personal skills in the business environment:
 - i. positive attitude
 - ii. self-confidence
 - iii. honesty/work ethic
 - iv. self-discipline
 - v. responsibility
 - vi. team player
 - vii. communication
- d. Explain the meaning of integrity and describe how it influences personal and professional behavior.
- e. Demonstrate dedication, perseverance and commitment to excellence in performance and productivity.
- f. Practice efficient organization and management of time, tasks, information, materials and workspace.
- g. Respond productively and positively to constructive criticism.
- h. Work independently, make decisions and take initiative.
- i. Act responsibly on behalf of the organization, colleagues and the community.

4) Workplace Legal Issues/Ethics

115

6

- a. Identify the key elements and intent of significant laws that govern the workplace including Child Labor Law, Sexual Harassment, and Americans with Disabilities.
- b. Identify abuses of these laws and describe appropriate response and reporting procedures.
- c. List the Federal, State and Local agencies that regulate employment and describe their areas of responsibility.
- d. Identify different types of employee contracts and agreements and explain their uses.

- e. Analyze the difference between personal integrity and ethical behavior in the workplace.
- f. Observe confidentiality and exhibit ethical behavior.
- g. Identify and model strategies of dealing with unethical practices.

5) Workplace Health & Safety 185 25

- a. Identify health and safety issues and risks in the workplace and the elements of creating a safe work environment, including ergonomics.
- b. Practice personal safety when lifting, bending, or moving equipment and supplies.
- c. Locate, interpret and adhere to policies, procedures and regulations for safety and emergency response in the workplace.
- d. Model behaviors that support physical and mental well-being.

6) Communication 235 25

- a. Explain the elements and different types of communication and provide examples of their effective use and importance in the workplace.
- b. Express thoughts and ideas clearly, effectively and appropriately in a variety of verbal, written and visual formats.
- c. Comprehend, accurately interpret, and respond to verbal, written and visual information and instructions.
- d. Create and complete a variety of written and electronic business documents including forms, correspondence, and messages.

7) Collaboration/Teamwork 235 15

- a. Identify the characteristics and benefits of successful teamwork and collaborative decision- making.
- b. Participate and collaborate as an effective member of diverse and global teams, demonstrating respect for individual and cultural differences.

- c. Analyze and use collaborative strategies, including open-mindedness, to negotiate and resolve areas of conflict.

8) Critical Thinking/Problem Solving/Creativity 235 12

- a. Use Critical Thinking Skills to apply reasoning and logic in the analysis and understanding of existing, new or unfamiliar situations and issues.
- b. Apply Problem Solving Skills and System Thinking processes in the definition, analysis, evaluation and selection of alternative solutions.
- c. Employ original, creative, and integrated solutions to improve work products and solve problems.

9) Technology 200 22

- a. Understand current technology, systems, services, equipment, media and devices used in the workplace.
- b. Select and use appropriate technology to produce products, locate/evaluate information, and provide services.
- c. Research and be aware of new and emerging technologies and their application in business.
- d. Understand issues of privacy, security, and safety and apply appropriate measures.
- e. Use online, Internet technologies and social media efficiently and appropriately.

10) Professional Networking 90 20

- a. Differentiate networking to find a job & career networking.
- b. Identify networking skills.
- c. Research professional network sites.
- d. Identify differences in networking online & networking in person.
- e. Research the relationship between networking skills and entrepreneurship.

- f. Identify the relationship between networking and contract work.

11)Digital Footprint	75	20
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- a. Identify aspects of a digital footprint.
- b. Identify privacy concerns with online information.
- c. Identify the professional impact of a digital footprint.
- d. Identify the impact of building community online.
- e. Identify how Big Data and Data Mining impact a digital footprint.
- f. Utilize collective intelligence.
- g. Compare and contrast a professional and personal online presence.

12)Locating Information	80	16
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- a. Identify reliable and appropriate sources of information.
- b. Locate information in a variety of written and graphic formats effectively and efficiently.
- c. Assimilate and summarize information from multiple sources.
- d. Evaluate, assess and interpret information and data.

13)Career Planning	55	7
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- a. Identify personal interests, aptitudes, skills and other information necessary to make informed career decisions.
- b. Research career opportunities in a selected field and identify requirements for education, training, certification and licensure.
- c. Develop a career plan that reflects career interests, abilities and personal needs.
- d. Identify and evaluate personal character traits and explain how they can affect career success.
 - i. Strategies to elaborate, differentiate, clarify and refine new knowledge.
 - ii. Strategies to practice and reinforce new knowledge.

14)Portfolio / Project

85

10

- a. Create a portfolio that contains examples of your work capabilities and professional experience that are specific to the Education CTE pathway.
- b. Relate work experience to your career area of interest within the Education CTE pathway.
- c. Create/Update your resume to include:
 - i. Skills specific to an identified career
 - ii. Transferable skills
 - iii. Work Experience

TOTAL HOURS RSI: 208 Hours

TOTAL HOURS OJT: 2,000

Appendix A

**Office Manager (Operations Management)
WORK PROCESS SCHEDULE**

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE Office Manager (Operations Management)

O*NET-SOC CODE: 11-1021.00

RAPIDS CODE: 2060CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based

☒ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is reasonably expected to be completed within **one** academic calendar years with an on-the-job learning (OJL) attainment of all competencies of the position, supplemented by the minimum recommended **208** hours of related instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Mentor.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$**19.00**/per hour.

2 Year Term:

Period	Wage (Hourly)	Description
1	\$15.50	6 months or 1000 hours
2	\$17.75	6 months or 1000 hours
End Wage	\$19.00	

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **500** hours.

6. SELECTION PROCEDURES

The selection procedures for this occupation are listed below:

- A. **Spyder Lab** will follow standard company procedures for filling an open position from outside the company.
- B. Once a list of qualified applicants is received, Spyder Lab will interview each candidate and forward its recommendations to Human Resources.
- C. The Human Resources Manager and the Department Manager will make the final selection based upon the occupational requirements and the needs of the company.

WORK PROCESS SCHEDULE
Office Manager (Operations Management)

O*NET-SOC CODE: 11-1021.00

RAPIDS CODE: 2060CB

Office Manager (Operations Management)

Job Description: Plan, direct, or coordinate the operations of public or private sector organizations, overseeing multiple departments or locations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. Usually manage through subordinate supervisors. Excludes First-Line Supervisors.

RAPIDS Code: 2060

O*NET-SOC Code: 11-1021.00

Estimated Program Length: 2000 hours

Apprenticeship Type:

☒ Competency-Based

☐ Time-Based

☐ Hybrid

On-the-Job Learning Outline

Competency Checklist

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

Proficient in Task: Apprentice performs task properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

- 1) Analyze data to inform operational decisions or activities.
- 2) Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- 3) Analyze financial records to improve efficiency.
- 4) Review financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- 5) Direct organizational operations, projects, or services.
- 6) Direct administrative activities directly related to making products or providing services.
- 7) Manage the movement of goods into and out of production facilities to ensure efficiency, effectiveness, or sustainability of operations.

- 8) Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- 9) Direct non-merchandising departments of businesses, such as advertising or purchasing.
- 10) Direct sales, marketing, or customer service activities.
- 11) Plan or direct activities, such as sales promotions, that require coordination with other department managers.
- 12) Prepare staff schedules or work assignments.
- 13) Prepare staff work schedules and assign specific duties.
- 14) Determine pricing or monetary policies.
- 15) Set prices or credit terms for goods or services, based on forecasts of customer demand.
- 16) Monitor performance of organizational members or partners.
- 17) Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits.
- 18) Direct financial operations.
- 19) Direct or coordinate financial or budget activities to fund operations, maximize investments, or increase efficiency.
- 20) Provide basic information to guests, visitors, or clients.
- 21) Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- 22) Implement organizational process or policy changes.
- 23) Implement or oversee environmental management or sustainability programs addressing issues such as recycling, conservation, or waste management.
- 24) Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.
- 25) Develop or implement product-marketing strategies, including advertising campaigns or sales promotions.
- 26) Develop organizational goals or objectives.
- 27) Establish or implement departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials, or staff members.

- 28) Develop organizational policies or programs.
- 29) Conduct employee training programs.
- 30) Perform personnel functions, such as selection, training, or evaluation.
- 31) Hire personnel.
- 32) Perform personnel functions, such as selection, training, or evaluation.
- 33) Develop marketing plans or strategies.
- 34) Plan or direct activities, such as sales promotions, that require coordination with other department managers.
- 35) Develop or implement product-marketing strategies, including advertising campaigns or sales promotions.
- 36) Determine resource needs.
- 37) Recommend locations for new facilities, or oversee the remodeling or renovating of current facilities.
- 38) Manage construction activities.
- 39) Recommend organizational process or policy changes.
- 40) Manage environmental sustainability projects.
- 41) Plan facility layouts or designs.
- 42) Plan store layouts or design displays.

RELATED INSTRUCTION OUTLINE
Office Manager (Operations Management)

O*NET-SOC CODE: 11-1021.00 **RAPIDS CODE:** 2060CB

**Apprenticeship Course
Education**

This practicum and internship course allows the students to apply academic and career readiness skills in a workplace environment. Instruction will combine standards-based classroom instruction with extended on-site industry experience. Students will learn all aspects of Professionalism and apply 21st Century Skills of Communication, Collaboration, Critical Thinking, Creativity and Problem Solving in a real-world setting.

Competencies	OJT	RSI
1) Observe District rules, regulations and policies. Explain class requirements and student expectations. Demonstrate emergency preparedness.	80	4
2) Workplace Context and Culture	180	18
a. Demonstrate an understanding of workplace culture, etiquette and practices.		
b. Compare and contrast different organizations/businesses and analyze how their culture affects employee behavior.		
c. Explain the employer and employee relationship and compare their respective roles and responsibilities.		
d. Accurately interpret and observe organizational policies and procedures.		
3) Professionalism / Productivity	150	8
a. Understand the elements of professionalism and exhibit professional behavior in character, conduct, attitude and appearance.		

- b. Define personal hygiene and identify acceptable business attire.
- c. Discuss the importance of the following personal skills in the business environment:
 - i. positive attitude
 - ii. self-confidence
 - iii. honesty/work ethic
 - iv. self-discipline
 - v. responsibility
 - vi. team player
 - vii. communication
- d. Explain the meaning of integrity and describe how it influences personal and professional behavior.
- e. Demonstrate dedication, perseverance and commitment to excellence in performance and productivity.
- f. Practice efficient organization and management of time, tasks, information, materials and workspace.
- g. Respond productively and positively to constructive criticism.
- h. Work independently, make decisions and take initiative.
- i. Act responsibly on behalf of the organization, colleagues and the community.

4) Workplace Legal Issues/Ethics

115

6

- a. Identify the key elements and intent of significant laws that govern the workplace including Child Labor Law, Sexual Harassment, and Americans with Disabilities.
- b. Identify abuses of these laws and describe appropriate response and reporting procedures.
- c. List the Federal, State and Local agencies that regulate employment and describe their areas of responsibility.

- d. Identify different types of employee contracts and agreements and explain their uses.
- e. Analyze the difference between personal integrity and ethical behavior in the workplace.
- f. Observe confidentiality and exhibit ethical behavior.
- g. Identify and model strategies of dealing with unethical practices.

5) Workplace Health & Safety

185

25

- a. Identify health and safety issues and risks in the workplace and the elements of creating a safe work environment, including ergonomics.
- b. Practice personal safety when lifting, bending, or moving equipment and supplies.
- c. Locate, interpret and adhere to policies, procedures and regulations for safety and emergency response in the workplace.
- d. Model behaviors that support physical and mental well-being.

6) Communication

235

25

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7) Collaboration/Teamwork	235	15
<ul style="list-style-type: none"> a. Identify the characteristics and benefits of successful teamwork and collaborative decision- making. b. Participate and collaborate as an effective member of diverse and global teams, demonstrating respect for individual and cultural differences. c. Analyze and use collaborative strategies, including open-mindedness, to negotiate and resolve areas of conflict. 		
8) Critical Thinking/Problem Solving/Creativity	235	12
<ul style="list-style-type: none"> a. Use Critical Thinking Skills to apply reasoning and logic in the analysis and understanding of existing, new or unfamiliar situations and issues. b. Apply Problem Solving Skills and System Thinking processes in the definition, analysis, evaluation and selection of alternative solutions. c. Employ original, creative, and integrated solutions to improve work products and solve problems. 		
9) Technology	200	22
<ul style="list-style-type: none"> a. Understand current technology, systems, services, equipment, media and devices used in the workplace. b. Select and use appropriate technology to produce products, locate/evaluate information, and provide services. c. Research and be aware of new and emerging technologies and their application in business. d. Understand issues of privacy, security, and safety and apply appropriate measures. e. Use online, Internet technologies and social media efficiently and appropriately. 		

10)Professional Networking	90	20
<ul style="list-style-type: none"> a. Differentiate networking to find a job & career networking. b. Identify networking skills. c. Research professional network sites. d. Identify differences in networking online & networking in person. e. Research the relationship between networking skills and entrepreneurship. f. Identify the relationship between networking and contract work. 		
11)Digital Footprint	75	20
<ul style="list-style-type: none"> a. Identify aspects of a digital footprint. b. Identify privacy concerns with online information. c. Identify the professional impact of a digital footprint. d. Identify the impact of building community online. e. Identify how Big Data and Data Mining impact a digital footprint. f. Utilize collective intelligence. g. Compare and contrast a professional and personal online presence. 		
12)Locating Information	80	16
<ul style="list-style-type: none"> a. Identify reliable and appropriate sources of information. b. Locate information in a variety of written and graphic formats effectively and efficiently. c. Assimilate and summarize information from multiple sources. d. Evaluate, assess and interpret information and data. 		
13)Career Planning	55	7

- a. Identify personal interests, aptitudes, skills and other information necessary to make informed career decisions.
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10

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TOTAL HOURS RSI: 208 Hours

TOTAL HOURS OJT: 2,000