

Apprenticeship Program Standards

Facilities Management
AUBURN UNIVERSITY

APPRENTICESHIP PROGRAM PURPOSE AND OBJECTIVES

The purpose of the Registered Apprenticeship Program is to be the source of skilled trades employees in various crafts to become future leaders.

Apprenticeship is a system of learning while earning, and "learning by doing." Today, it is utilized chiefly in skilled crafts. Each program operates under training standards agreed to by management in accordance with State and Federal laws, under which the Apprentice works with a skilled tradesperson, gaining on-the-job skills and "know-how" to in turn become an important part of the occupation and industry.

Registered through Alabama Office of Apprenticeship, the Registered Apprenticeship Program at Auburn University is designed to establish and maintain high standards of work performance through the development of skilled employees using on-the-job training supplemented by technical and theoretical classroom instruction. This program will provide promotional opportunities for candidates and an avenue for entry into the skilled trades for those who have minimal or no training in the trades' field.

The standards set forth in this program are designed to guide the employee and the University through the Registered Apprenticeship process and to explain the operation of our comprehensive Registered Apprenticeship Program.

Equal Opportunity/Affirmative Action: Consistent with Federal and State law, the University does not discriminate in any of its programs, procedures, or practices on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, or veteran status. The University operates both affirmative action and equal opportunity programs for faculty, staff, and students.

APPRENTICESHIP RECRUITMENT

The Apprenticeship Program Coordinator is responsible for working with Facilities Management (FM) Leadership in determining when recruitment of Apprentices is necessary. If positions are available, Facilities Management Human Resource (HR) Recruitment Team will conduct necessary recruitment efforts by working with the University Recruitment Team in posting vacant positions, advertising openings, and accepting applications in accordance with Auburn University staffing policies.

The Apprenticeship Program Coordinator will convene a Search Committee to review the top applicants in each trade being recruited once the FM HR Recruitment Team has approved and vetted all applications.

The search committee should include:

1. A representative from FM Operations team to serve as the Hiring Official and Search Committee Chair
2. One member of management
3. One current apprentice, if applicable
4. A representative from each trade being recruited including a representative from each related working group across Facilities Management
5. A representative from FM's apprentice graduate alumni, if applicable

Each apprentice must meet the following requirements:

1. Be at least 16 years of age prior to the projected date of hire
2. Able to meet physical requirements for their prospective trade
3. Have a high school diploma or equivalent prior to the projected date of hire
4. Interview with Search Committee to assess competencies including initiative, problem-solving skills, teamwork, and leadership presence
5. Comprehensive reference and background checks

RESPONSIBILITIES

In collaboration with the [Department of Labor and Industry](#), Auburn University Facilities Management is responsible for the effective administration of the Registered Apprenticeship Program. These administration efforts are led by Facilities Management Human Resource, Training and Workforce Development team and entail items including, but not limited to, recruitment, training oversight, program enhancements, and records management.

Directors, managers, and supervisors are responsible for implementation and administration of the procedures and guidelines contained in this program guide.

These standards may be modified at any time with the approval of Facilities Management leadership.

Registered Apprenticeship Program Agreements

Upon acceptance into the Registered Apprenticeship Program, each Apprentice shall sign two written documents:

1. The Auburn University Apprenticeship Code of Conduct describes policies pertinent to employment at Auburn University. See attachment A, Auburn University Apprenticeship Code of Conduct.
2. Program Registration and Apprenticeship Agreement, Office of Apprenticeship. This Agreement registers the Apprentice as a participant in a state recognized Apprenticeship Program. See attachment B, U.S. Department of Labor Employment and Training Administration.

Term of a Registered Apprenticeship

The term of Apprenticeship is the period of time required to complete the number of hours of on-the-job training and classroom instruction as determined by the [Department of Labor and Industry](#) and Facilities Management. The term will be four years or until program requirements are met.

Cancellation of Agreement

Cancellation of the Apprenticeship Program Agreement will normally be made by Facilities Management only if the Apprentice is not fulfilling their obligations as outlined in the Apprenticeship Code of Conduct.

The Apprentice may voluntarily terminate the agreement through written notification, which may result in separation from the University. An Apprentice may voluntarily leave the program and retain employment if s/he successfully competes and accepts an offer for a vacant University position.

Probationary Period

Apprentices who are new University employees will be subject to a probationary period of at least 90 days as outlined by University Staff policies.

Credit for Previous Training and Work Experience in the Trade

An employee may request that the Program Coordinator evaluate prior experience and training for credit towards the program requirements. Such experience must be documented by a journey-level tradesperson and will be measured and verified through our standardized training and credentialing program and work process training requirements for that trade. Decisions regarding advancement will be made in conjunction with recommendations from management. Any credit that is awarded for prior experience will be formally documented to the Apprentice and management.

APPRENTICESHIP INSTRUCTION

Each Apprentice will receive a combination of 8,000 hours of on-the-job training instruction and formal classroom instruction. A Work Process is available for each trade to guide on-the-job training during the program. All Work Processes are available Apprenticeship Program Standards, Appendix section. The academic institutions and their instructors provide classroom curriculums and technical trades training that fulfill the program's hours requirement of coursework.

On-the-Job Evaluation & Assessment

Several methods are used to monitor the progress of Apprentices in the program. The tools utilized below are in addition to performance evaluation methods utilized by the University for all employees.

Monthly Assessment

In addition to on-going informal discussions and feedback, apprentices and supervisors will complete a monthly assessment that provides management with detailed information regarding the apprentice's on-the-job performance, overall progress, areas needing improvement, etc. Management comments may also be noted each month on the Apprentice Monthly Assessment.

Annual Hands-on Evaluation

Apprentices will be evaluated annually through a Hands-on Evaluation. The evaluation measures performance by taking the individual skills for each trade from the Work Process (see Appendix). This evaluation will occur at the conclusion of each semester each year and be administrated by a third party. Results from the evaluation will be reviewed by Program Coordinator and members of FM management to determine an apprentice's progression in the program.

Academic Evaluation & Assessment

As students, Apprentices are subject to the rules and policies of the institution offering the classroom instruction. Apprentices are required to attend classes regularly (zero class absences), satisfactorily complete assignments for all related instruction classes. Expenses associated with academic instruction, such as course fees and books, are paid for by the program. Classroom instruction will be conducted during working hours. Tutoring may be provided as appropriate to aid in the Apprentice's success.

The institution offering academic training will submit reports indicating attendance and academic progress for each Apprentice. These reports will be submitted to and reviewed by the Program Coordinator and matters of concern, such as absences and/or unsatisfactory interim grades, will be forwarded to management so that assistance/counsel may be promptly provided to the Apprentice.

At the end of each academic term, a summary will be provided to the Apprentice, Program Coordinator, the current supervisor and manager, and appropriate senior management.

Matters of Persistent Instructional Concern

If continuous on-the-job and/or academic deficiencies are present despite informal counseling, management will coordinate with Program Coordinator and Human Resources to develop a plan of corrective action. Such action will be taken in accordance with State and University policies including, but not limited to, the Standards of Conduct.

Advancement

Based on his or her academic and on-the-job performance, Program Coordinator and management may formally recommend that the Apprentice continue to advance through the program. If Program Coordinator and management does not recommend the Apprentice for progression, Program Coordinator and management will design a differentiated progression plan.