



Charleston Regional
Youth Apprenticeships
AT TRIDENT TECHNICAL COLLEGE



Congratulations
on taking charge of your career!

TRIDENT TECHNICAL COLLEGE



Charleston Regional Youth Apprenticeships



Getting started

Welcome to the Charleston Regional Youth Apprenticeship (CRYA) Program! This program helps you take charge of your career while working for a respected employer.

Our apprenticeship program offers multiple career paths across the Charleston region, and our highly experienced faculty, mentors, and leaders ensure that you'll be learning from the best.



How it works

The Charleston Regional Youth Apprenticeship Program combines supervision, structured on-the-job training, related technical instruction, and personal and professional development. As a CRYA apprentice, you have certain rights under applicable apprenticeship regulations. With those rights come responsibilities and great opportunities to take ownership of your training and development.

The purpose of this handbook is to outline program expectations and policies, and to inform you of your responsibilities as an apprentice. It is not intended to be a legal document and does not create a contract of employment. Please read it and use it for future reference.

Congratulations on taking this important step toward a successful, fulfilling career. We're here to help you, every step of the way, and we're proud to have you become part of the Charleston Regional Youth Apprenticeship Program!

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OVERVIEW



Charleston Regional Youth Apprenticeship Program

Charleston Regional Youth Apprenticeship (CRYA) was created to address the critical workforce needs in the region, and to mentor the next generation of skilled workers in the Lowcountry. A collaborative partnership between employers, school districts, economic development organizations, and Trident Technical College worked together to develop customized apprenticeship pathways registered with the United States Department of Labor (USDOL). Although the USDOL has responsibility for oversight of the apprenticeship program, both the CRYA partners and you, the apprentice, have responsibilities as well.

RESPONSIBILITIES

Apprentice Responsibilities

As an apprentice, it is expected that you will adhere to the following:

- Comply with the provisions of the Apprenticeship Agreement, making every effort to understand the apprenticeship program and abide by all rules established by the program sponsor.
- Comply with all aspects of your On-the-Job Training (OJT) requirements, working safely while accompanied by a journeyperson on the job site, abiding by all applicable employer policies, and keeping track of your OJT hours via MyApprentice app.
- Attend and participate in Related Technical Instruction (RTI) activities, comply with all college policies, and maintain the highest possible grades.
- Show dedication and interest in learning the occupation, perform the work of the trade diligently and faithfully, and respect the skilled journeyperson(s) who are training and supervising you.

Company Responsibilities

- Provide a safe working and learning environment.
- Provide supervision and training by a journeyperson on the job site at all times.
- Provide well-rounded training so the apprentice learns all aspects of the trade by the completion of the training program as listed in the work schedule.
- Monitor the apprentice's on-the-job progress and provide feedback on performance.
- Comply with the provisions of the Apprentice Standards and Apprenticeship Agreement.
- Ensure training expenses are managed at the business site level and reviewed regularly.

College Responsibilities

- Manage the Youth Apprenticeship Program and conform to the requirements of Title 29, Code of Federal Regulations Part 29 and 30.
- Provide a Youth Apprenticeship Coordinator to support the apprentice throughout the course of the program.
- Provide required RTI.
- Provide Workers' Compensation for all youth apprentices while enrolled in TTC courses.
- Award USDOL national credential for successful completion of the youth apprenticeship and applicable Trident Technical College certificates.



THE APPRENTICESHIP REGISTRATION AGREEMENT

The Apprenticeship Registration Agreement is a document among you, CRYA and the USDOL. Your youth apprenticeship is valid only for the number of years that are listed on your Registration Agreement. Failure to complete the required OJT and related classroom and/or online instruction in the time frame specified may result in termination from the program.

Please take time to review your copy of the agreement. It should be thoroughly understood. If there is any discrepancy between the Apprenticeship Registration Agreement and this handbook, the Apprenticeship Registration Agreement will apply.

PROBATIONARY PERIOD

A probationary period is required in each youth apprenticeship. It provides an opportunity for both the company and the apprentice to get acquainted and learn about the program. Should either you or the company wish to cancel the agreement during the probationary period, either party can do so by notifying the other of the decision in writing. The probationary period for all CRYA youth apprenticeships is six (6) months.

THE IMPORTANCE OF RTI

Apprenticeship training combines several aspects as part of an overall strategy to train a skilled worker, including RTI. The importance of RTI is twofold: the industry has uniformity of instruction, and you, as an individual apprentice, acquire theoretical knowledge of your trade. This is what adds value to you as an individual, to your career and to your industry. The RTI is the academic portion of the apprenticeship provided by Trident Technical College, and is an integral part of every apprenticeship required by the USDOL.

THE IMPORTANCE OF OJT

Apprenticeship training also requires supervised, structured OJT. The importance of OJT is to allow apprentices to gain practical, hands-on, experiential knowledge. During your youth apprenticeship you are required to document the hours you work with the employer and maintain a record of your progress using the MyApprentice app. Because the training and education extends over a two-year period, a record is required to assure all components of the program have been covered and completed.



CORRECTIVE ACTION

You may be subject to corrective action when failing to make satisfactory progress or failing to meet your responsibilities in the apprenticeship program.

Behaviors that could lead to disciplinary action or the termination of your apprenticeship include, but are not limited to:

- 1 Failure to abide by safety procedures and employer policies;
- 2 Failure to follow work rules and procedures established by the employer;
- 3 Disruptive behavior on the job or in the college classroom;
- 4 Failure to follow the directions of your supervisor and/or journeyperson;
- 5 Failure to document OJT records in MyApprentice as required;
- 6 Failure to fulfill all RTI requirements;
- 7 Unsatisfactory grades for RTI courses;
- 8 Unsatisfactory attendance (including tardiness) for RTI courses or at the job site.

COMPLAINT PROCEDURE

A complaint is a question or request for assistance to solve a problem or alleged problem regarding any part of the apprenticeship program. If you have a concern or complaint related to your apprenticeship training, please discuss it with your supervisor or the youth apprenticeship coordinator.

If you would like to pursue the complaint further, you must submit your concerns in writing to the Youth Apprenticeship Coordinator, who will determine the nature of your complaint and assist you in following the appropriate college process to address your concerns.





COMPLETION PROCEDURES

WHAT IS REQUIRED?

The Apprenticeship Registration Agreement specifies what is required to graduate with a USDOL credential. The completion of an Apprenticeship Registration Agreement is based on satisfactory performance and accomplishment of these required objectives:

1.) Successfully complete the RTI as listed in MyApprentice app and in the approved USDOL National Standards.

2.) Achieve competency in all required work processes as listed in MyApprentice app and in the approved USDOL National Standards. Competency for all work processes is determined by the following:

- Completing and documenting a minimum of 1,000 hours of OJT in MyApprentice app.
- Completing all required core work processes at least 25 times and documenting those processes in MyApprentice app.
- Completing all required auxiliary work processes at least five (5) times and documenting same in MyApprentice app; auxiliary work processes may be completed at the worksite or in college laboratory.
- Receiving a letter of recommendation from your employer stating that you have met minimum competency in your occupation.

Above all else, we are
committed to the care and
improvement of human life.



Youth Apprenticeship Standards

SPECIAL PROVISIONS/MODIFICATIONS

Any USDOL specific provisions that exceed the guidelines of this handbook will override the applicable terms herein.

Exceptions or deviations from the guidelines provided in this handbook may be submitted to TTC's Dean of Apprenticeships and Employer Partnerships for consideration.

DEFINITIONS

Youth Apprentice: A person training under a written agreement that provides specific terms of apprenticeship and employment, including but not limited to wage progression; specific hours of job training; and hours and courses of school instruction which satisfactory completion thereof provides recognition as a qualified professional, technical, craft or trade worker.

Journey person: Any person who has completed an apprenticeship or is recognized/classified as a skilled person and possesses a valid Journey person Card or occupational license where required.

Related Instruction: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her trade.

QUALIFICATIONS FOR APPLICANTS

Age: Applicants must be 16 years old by the start of the program.

Physical: Applicants must be able to perform the essential functions of the occupation.

RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING PROCEDURES

Charleston Regional Youth Apprenticeship and its partners are an equal opportunity employers. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.

TERM OF APPRENTICESHIP

The standard term of apprenticeship for each occupation objective is defined by the USDOL.

APPRENTICE AGREEMENT

The apprentice (and if a minor, his/her parent or guardian) and the company will sign an apprenticeship agreement making the apprenticeship standards a part thereof. Each agreement may be subject to approval by the USDOL.

WAGE AND HOURS

The wage workday and work week for apprentices will be determined by the hiring employer, not Trident Technical College. The employer will comply with all applicable federal, state and local laws relating to payment of wages and work hours.



TRAINING CAPABILITY RATIO

The numeric ratio of apprentices to journeypersons shall be consistent with proper supervision, training, safety and reasonable continuity of employment. Each program's ratio requirements are reviewed based on such factors as specific trade requirements, availability of skilled personnel, previous training history, economic factors, affirmative action efforts, and other factors, which may be pertinent to a successful program operation. Regardless of any established hiring ratio, the work site ratio will comply with applicable USDOL regulations for instructing and supervising the work of each apprentice in a specific occupation.

RELATED INSTRUCTION

The apprentice will be given instruction in related subjects which assist him/her in attaining journeyman status. The minimum hours required per year will be defined by the USDOL.

SAFETY

The company will instruct the apprentice in safe and healthy work practices and procedures, and will ensure that the apprentice is trained to safely carry out the job duties in compliance with applicable federal, regional, and local occupational safety and health regulations and standards. The apprentice will be held accountable to follow all health and safety rules, work practices, and procedures at all times.

CERTIFICATE OF COMPLETION

Once the apprentice has satisfactorily completed his/her apprenticeship, the youth apprentice will be issued the appropriate certificate of completion by the USDOL indicating program requirements have been met.





TRIDENT TECHNICAL COLLEGE



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