

# Apprentice Program Standards

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Facilities Management  
UNIVERSITY OF VIRGINIA | CHARLOTTESVILLE, VA

## APPRENTICE PROGRAM PURPOSE AND OBJECTIVES

The purpose of the Registered Apprentice 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 the 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 the Commonwealth's Department of Labor and Industry, the Registered Apprentice Program at the University of Virginia 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 to 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 Apprentice 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 consistent with resolutions of the Board of Visitors and with federal and state requirements.*

## **RESPONSIBILITIES**

In collaboration with the Department of Labor and Industry, Facilities Management is responsible for the effective administration of the Registered Apprentice Program. These administration efforts are led by the Apprentice Program Manager and entails 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 the Department of Labor and Industry.

## APPRENTICESHIP RECRUITMENT

The Apprentice Program Manager is responsible for determining when recruitment of Apprentices is necessary. If positions are available, Facilities Management will conduct necessary recruitment efforts by posting vacant positions, advertising openings, and accepting applications in accordance with University of Virginia staffing policies.

The Apprentice Program Manager will convene a Selection Committee to review the applications and recommend selections in each trade being recruited.

Each committee should include five members:

1. A manager in the department seeking an apprentice, who shall serve as committee chair
2. A representative from the trade being recruited\*
3. A representative from Facilities Management Training and Development
4. A representative from University Human Resources

\* May comprise two committee members

Each apprentice must meet the following requirements:

1. Be at least 18 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. Knowledge/skill/ability exhibited through:
  - Previous academic accomplishments
  - Previous work experience
5. Personal interview with Selection Committee that assesses competencies including initiative, problem-solving skills, teamwork, and leadership presence
6. Successful completion of academic assessments
7. Comprehensive reference and background checks

Full details regarding the recruitment timeline can be found in Attachment C, Timetable and Process of Activities.

## OPERATION AND ADMINISTRATION

### Registered Apprenticeship Program Agreements

Upon acceptance into the Registered Apprenticeship Program, each Apprentice shall sign two written agreements during induction:

1. The University of Virginia Apprenticeship Program Agreement describes policies pertinent to employment at the University of Virginia. See attachment A, University of Virginia Apprenticeship Program Agreement.
2. The Commonwealth of Virginia Apprenticeship Action Form registers the Apprentice as a participant in a state recognized Apprenticeship Program. See attachment B, University of Virginia Apprentice Agreement Form.

### 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 the years of classroom instruction as determined by the Department of Labor and Industry and Facilities Management. In most cases, the term will be four years.

#### *Cancellation of Agreement*

Cancellation of the Apprenticeship Program Agreement will normally be made by Facilities Management only if the Apprentice is not fulfilling the academic or on-the-job requirements necessary to remain in Apprentice training. An exception would be a lay-off situation. In the event a lay-off becomes necessary, it will be administered in accordance with the lay-off policy of the Commonwealth and the University of Virginia.

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 one-year as outlined by University Staff policies.

### Credit for Previous Training and Work Experience in the Trade

After successful completion of the probationary period, an employee may request that the Apprentice Program Manager 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 against the work process training requirements for that trade. Decisions regarding advancement will be made in conjunction with recommendations from management and the Department of Labor and Industry and will not exceed 12 months of credit toward program requirements. Any credit that is awarded for prior experience will be formally documented to the apprentice and management.

## Supervision of Apprentices

Upon hire, apprentices are assigned to a home department/organization. In order to meet specific training needs outlined on the Apprentice Work Process, the Apprentice Program Manager and departmental management will coordinate a rotation of the apprentice to another department. Rotations will typically occur during the apprentice's second and third year, allowing apprentices training opportunities in their home department in years one and four. The apprentice's supervisor (whether home department or on rotation) will complete a monthly assessment and semi-annual proficiency evaluation to assist in monitoring training progress.

## Certification

Those apprentices who complete their academic work, job related training and when applicable, pass the state licensure certification exam, will be awarded apprentice diplomas from Facilities Management and will be promoted to the journey level. If they have not met these criteria within 6-months of completing the academic classes and job-related training, they will be subject to appropriate actions which may include an extension of this certification period for an additional three months upon concurrence of the Apprentice Program Manager and department management. Other actions which may occur will be in accordance with the Standards of Conduct.

## APPRENTICESHIP INSTRUCTION

Each apprentice will receive a combination of 8,000 hours of on-the-job training instruction in addition to 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 in Attachment D, Apprentice Work Processes. The academic institutions that provide the technical trades training and their instructors provide classroom curriculums that fulfill the program's requirement of 576 hours 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, supervisors will complete a monthly assessment that provides the apprentice with detailed information regarding their on-the-job performance, overall progress, areas needing improvement, etc. During this time, the apprentice will be given the opportunity to make comments, offer suggestions, and discuss his/her perception of the progress. This is the appropriate time to discuss and resolve any problems or misunderstandings. Management comments are noted each month on the Apprentice Monthly Assessment.

#### *Proficiency Evaluation*

Apprentices will be evaluated twice per year, in approximate accordance with the academic calendar, by the current supervisor using the Proficiency Evaluation. The Proficiency Evaluation measures performance by taking the individual skills for each trade from the Work Process (see Attachment D) and giving the supervisor the opportunity to rate the apprentice's level of proficiency in that training area every 6 months. This information will also serve as a tool to determine the most beneficial placement as the apprentice rotates through the program as well as to assess on-the-job training completion. Levels of proficiency will be rated as: Independently Proficient; Performed with Supervision; Limited Practice; Observed; and No Exposure.

### Academic Evaluation & Assessment

As students, apprentices are subject to the rules and policies of the institution offering the classroom instruction, which in most cases will not be the University of Virginia. Apprentices are required to attend classes regularly, satisfactorily complete assignments and achieve grades of "C" or higher on all related instruction classes. Expenses associated with academic instruction, such as course fees and books, are paid for by the program. The apprentice shall not receive any compensation for time spent in attending, or in studying and preparing for, related classroom instruction. 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 Apprentice Program Manager 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, their home department supervisor and manager, the current supervisor and manager, and appropriate senior management.

If the apprentice incurs more than three absences (in excess of 9 hours) the apprentice will be dropped from the class and required to re-take the instruction at a later date. Likewise, the apprentice's failure to meet academic standards by achieving a grade of "C" or higher will result in the course being repeated for a satisfactory grade.

#### Matters of Persistent Instructional Concern

If continuous on-the-job and/or academic deficiencies are present despite informal counseling, management will coordinate with the Apprentice Program Manager 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, management may formally recommend that the apprentice continue to advance through the program. If management does not recommend the apprentice for progression, management and the Apprentice Program Manager will design a performance improvement plan comprised of remedial instruction and/or on-the-job training for the apprentice, which may include the issuance of a Notice of Improvement Needed in accordance with State and University policies.