**Apprenticeship Program Expectations**

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| **Apprentice Expectations** |
| **General Info:** The ***Apprenticeship Expectations*** document is a general list of expectations, and any other notes, to be recognized and followed by all apprentices. These expectations will be reviewed with each apprentice. *NOTES:* * *All reasonable* *accommodations will be* *met, with appropriate HR guidance*.
* *Failure to meet expectations may result in progressive discipline in consultation with HR.*
* *Apprentices in their first year of employment with the University are on probation and are not subject to progressive discipline. Discipline for failure to meet expectations is a verbal warning, written letter of counseling and may end in termination of employment.*
* *Apprentices are expected to show initiative and be proactive in the pursuit of resources and assistance for their programmatic success.*
 | **Important Documents** & **Resources:**Director of Occupational Programs, Apprenticeship Program Manager, Related Technical Instruction Instructors, Human Resources Business Partners (HRBP), Human Resources Employee Relations (HRER), supervisors, Apprenticeship Program, Apprenticeship Program Standards, Code of Conduct, related Technical Instruction (RTI) grades and progress reports, VA DWDA Apprenticeship requirements, Apprenticeship assessments, Tableau reports, academic session syllabus, apprentice’s notebooks (handwritten or electronic) |
| **Expectations:** * **Abide by all policies as written by the University of Virginia.**
* **Written Program and Program Standards:**
	+ Remain up to date with current document versions.
	+ Understand how program changes can affect individual progress through the program.
	+ Understand academic grading standards and that program academic performance is a job performance metric.
* **Attendance:**
	+ Attend all apprenticeship related events including but not limited to the following:
		1. Related Technical Instruction (RTI) – including in-class instructional periods, examination periods, and hands-on / competency assessment periods
		2. Round tables
		3. 1-1 (progress check in) with Program Manager, Lead Instructor and Training & Development Specialist
		4. Safety training classes
		5. Testing – including online and in-person testing or examination, competency assessments, other assessments as required
		6. Tutoring sessions as assigned by the program
		7. Internal job fair
		8. Apprenticeship Program promotional events – external job fairs, school visits, work shops
		9. Other events not defined here marked mandatory on calendar invitations.
	+ Only excused absences are permitted. Notification to the Lead Instructor or Program Manager via text or email as soon as possible that an event will be missed is required. Examples of excused absences:
		1. Life emergency or true unforeseen circumstance beyond the apprentice’s control
		2. Approved leave
		3. Work supervisor’s override due to a work emergency situation
* **Program Communication and Resources:**
	+ Respond to individual email communications, or other emails as appropriate, within 48 hours.
	+ Use Microsoft Teams for program communication needs, such as accessing academic progress reports, reference material, development plans, and assignments as needed.
	+ Notify the Lead Instructor by email scheduled class or testing absence events in advance or notify the Lead Instructor via text or email as soon as it is known that the session will be missed.
		1. Apprentices unable to attend a session must follow up with the instructor to discuss what was missed. Participation credit may not be earned for missed classes.
* **Communicating Concerns:**
	+ Apprentices are encouraged to discuss concerns about the program, their performance, or general conditions on the job with any member of the Apprenticeship Program team.
* **Self-Assessments:**
	+ Weekly assessments via the LinkTree app must be completed on Friday afternoon every week. The apprentice is responsible for gaining feedback from on-the-job trainers and incorporating it into their assessment.
* **On-the-job Training:**
	+ Apprentices must always have their badge on their person.
	+ Apprentices will keep track of tasks performed pertaining to program standards by designating hours in work process areas as applicable. This must be done digitally via AiM and should be updated daily. It must be accessible to review with Program employees for verification checks of allocation by comparison to the corresponding work process schedule.
	+ Apprentices will be responsible for periodically checking their Tableau visualization to make sure that they are receiving training in all areas of their work process schedule. These hours and general progress will be reviewed at each 1-1 progress check in.
	+ It is the apprentice’s responsibility to work with the on-the-job trainers to gain necessary hands-on training as it relates to the program standards.
	+ All safety and health rules must always be adhered to.
* **Completion of Modules and Class Attendance:**
	+ Stay current with assigned modules as outlined in the course syllabus.
	+ Complete all homework by its assigned due date as outlined in the course syllabus. Apprentices will be provided with a paper copy of the syllabus at the start of each academic session.
	+ Attend all assigned class sessions:
		1. Arrive on time and prepared to contribute to discussions on the corresponding module topic.
		2. Follow all written and verbal safety instructions for the class session
	+ Zoom Instruction Sessions:
		1. The same attendance standards apply as for in-person instructional periods.
		2. If the instructor session is occurring via Zoom and an apprentice is unable to join due to technical issues, they are required to notify the instructor of the situation at the time of occurrence and seek assistance to join the class **Apprentices are expected to spend the scheduled session time working to join the session and should not go back to work as usual until they are released to do so by the instructor.**
		3. Apprentices unable to join a Zoom instructor session are expected to follow up with the instructor to discuss what was missed and if participation credit can be earned. Credit given will be at the Program and instructor’s discretion.
* **Apprenticeship Program Team:** The following program team members may be notified in an unavoidable absence, delay, or emergency. **If notifying a team member who is currently out of the office, apprentices will be expected to notify an alternative team member.**

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| **Name** | **Apprenticeship Program Role** | **Work Cell:** | **Computing ID:** |
| Laura Duckworth | Director, Training Sponsor & Team Member | (434) 305 – 0389 | LD6PQ |
| Danny Davis | Apprenticeship Advisor & Team Member | (434) 422 - 6446 | SRX2UP |
| Tom Castellanos | Lead Instructor, Master Trainer & Team Member | (434) 987 - 4203 | TMC8N |
| Sarah Ditulli | Training and Development Specialist & Team Member | (434) 282 – 7591 | SD6GD |
| Shawn Ragland | Instructor & Team Member  | (434) 566 - 7033 | RSR2D |
| Kenny Bower | Team Member | (434) 982-4779 | KRB6S |
| Julie Thomas | Acting Apprenticeship Program Manager & Occupational Training Manager | (434) 243-3277 | JT4CG |
| Robert Bishop | Team Member | (434) 297-5052 | RCB9C |

* **Related Technical Instruction (RTI) Grading Standards:**
	+ Pass all examinations within three attempts.
		1. An original score of 70% or better is considered passing for exams.
	+ Maintain an **average or 80% or better** for each course taken. This includes:
		1. online NCCERconnect, or other LMS, homework assignments
		2. in-house safety and health training
		3. in-person technical education classes (where applicable)
		4. other coursework assigned as part of the Apprenticeship Program.
	+ Request assistance for educational resources when:
		1. struggling with coursework comprehension by not waiting until final grades are reported or major coursework components, such as examinations or competency assessments, are imminent.
		2. studying or preparing for the licensing exam
		3. any other resource needed for success for RTI
	+ If the apprentice grade is below an average of 80% for an individual course within the program, a mandatory meeting will be held for the apprentice with the Occupational Programs Director or Apprenticeship Program Manager and one of the in-house instructors to discuss resources available for the apprentice’s success
* **Proctored Module Exam Testing:**
	+ Pass mandatory proctored exams within three attempts after the completion of each instructional module.
		1. See “Attendance” section of this document.
		2. Exams missed due to an unexcused absence will receive a score of 0% and will count as one of the apprentice’s three attempts at examination
	+ Come prepared to take an exam by:
		1. Bringing their provided laptop
		2. Coming with their NCCER assigned id(card) number for system login
		3. Arrive on time, or early, to make sure that their laptop is functioning properly and connected to the internet
			1. Apprentices who arrive more than five minutes after the exam start time will not be admitted to the exam room out of respect and consideration of other testing apprentices.
	+ Apprentices who do not bring a laptop to their scheduled exam will not be permitted to take the exam and will be marked as unexcused.
* **Proficiency Testing (Hands-On Assessments; Field Task Verification and NCCER PPS) and Competency Evaluations:**
	+ Field Task Verification and/or Performance Profile hands-on assessments/sign offs are required. Additional required competency assessments are periodically performed.
		1. See the “Attendance” section of this document
		2. Formal Competency Assessments missed due to unexcused absences will receive a mark of “failed”. This mark will count as one of the apprentice’s two attempts to pass any competency assessment.
	+ It is the apprentice’s responsibility to request hands-on assistance with performance tasks during evaluation if such is needed. Requests can be made of on-the-job trainers, instructors, and supervisors.
	+ Competency evaluations are an additional metric necessary for program completion and must be independently performed by the apprentice.
	+ If an apprentice does not meet the minimum grade and/or module exam completion requirements, they will not be permitted to take their competency evaluations,
	+ **Without a competency evaluation, apprentices may not move forward in their program and may be terminated from the program.**
* **Learning Development Plans (LDPs):**
	+ Each apprentice will have their own individualized learning development plan that encompasses on-the-job and professional development items in addition to any learning resource needs.
	+ These plans will be continuous, updated quarterly, and serve as a record of progress and completion throughout the length of the apprentice’s program.
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**The Apprentice acknowledges receipt of this agreement, Apprentice Program Expectations, and states that he/she has read, understands, and accepts all terms and conditions thereof.**

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**Apprentice Name Date**