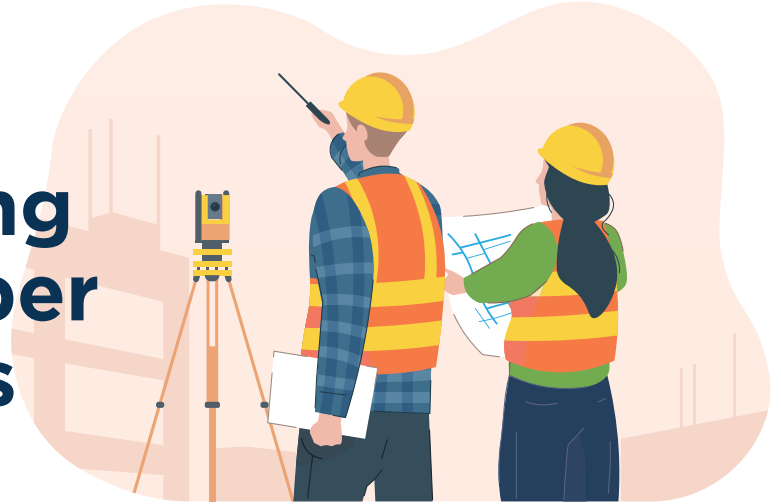


Individual Training Committee Member Responsibilities



PURPOSE: Outline the roles and responsibilities of each member of the Apprenticeship Training Committee. These are suggestions and examples **only**.

Department Representative Responsibilities:

- Work with Training to align on-the-job training competencies to related classroom instruction.
- Assign appropriate OJT work orders to support related classroom instruction every semester.
- Assign the correct mentor to help with OJT activities.
- Responsible for performance reviews for all apprentices.
- Work with HR for billing/PO processes for outside coursework and equipment with educational vendor.
- Assist with selection process.
- Assist in collecting all U.S. DOL Office of Apprenticeship paperwork from apprentices, if necessary.
- Oversee day-to-day activities of the apprentices.
- Assist in tracking and documenting OJT and RTI for apprentices.

HR Responsibilities:

- Develop job description for apprentice role with associated job code, pay scale, and education requirements.
- Assist with ensuring initiative is well received by the company (change management/communication plan).
- Work with Department Representative for billing/PO processes for outside coursework and equipment with educational vendor.
- Assist with selection process.
- Provide apprentices with a copy of the written rules and policies and obtain the apprentice signature on an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.
- Ensure all U.S. DOL Office of Apprenticeship forms are stored in the appropriate place.
- Assist in ensuring that grades and training records are current in each apprentice file.
- Hear and resolve all complaints of violation of Apprenticeship Agreements.

(Continues on back)

Individual Training Committee Member Responsibilities (Continued)

Training Manager/Supervisor Responsibilities:

- Secondary point of contact for U.S. DOL Office of Apprenticeship RAPIDS database.
- Point of contact for any outside educational vendor for Related Instruction.
- Make sure all trainers are certified to teach classroom instruction, if appropriate.
- Make sure all trainers, **mentors and/or journey-workers** have completed any needed Train-the-Trainer coursework.
- Assist in ensuring all U.S. DOL Office of Apprenticeship forms are stored in the appropriate place.
- Collect all U.S. DOL Office of Apprenticeship paperwork from apprentices.
- Track and document all OJT and RTI for apprentices, particularly grades from outside educational partner.
- Hear and resolve all complaints of violation of Apprenticeship Agreements.

Training Specialist Responsibilities:

- Assist in designing programs and training materials based on SME input and validation.
- Work with Department Representative to align on-the-job learning competencies to related instruction.
- Track and document all OJT and RTI competency completions in apprentice training file.
- Collect Apprentice Feedback forms after every performance review.
- Update apprenticeship-related documents for each new apprenticeship.
- Responsible for all data entry into the U.S. DOL Office of Apprenticeship RAPIDS database including adding new apprentices, reporting wage increases, reporting completion or withdrawal from program, updating all appropriate information for occupations, as needed.
- Maintain copies of all Apprenticeship Training Committee meeting notes, as needed.
- Ensure all U.S. DOL Office of Apprenticeship forms are stored in the appropriate place.

Journey-Worker/Mentor Responsibilities:

- Develop monthly check-ins with each apprentice.
- Be available to assigned apprentices for questions throughout the day.
- Attend quarterly Apprenticeship Committee meetings, as needed.
- Report any concerns to apprenticeship committee.

Related Instruction Provider Responsibilities, If Applicable:

- Serve as point of contact for related instruction outside of the company.
- Align course objectives to internal RTI and OJT competencies.
- Work with factory representative (HR should be included) to develop billing/grade reporting/attendance procedures.
- Report any curriculum changes to Apprenticeship Committee