



Apprenticeship Training Committee Responsibilities

PURPOSE: Help companies to properly identify areas of apprenticeship responsibility across all departments and all levels of leadership. Using this document as guidance, the Apprenticeship Training Committee (ATC) will develop accountability and sustainability processes to ensure the program follows all DOL requirements and runs efficiently. All programs involving a Union are **REQUIRED** to have an Apprenticeship Training Committee. **It is HIGHLY RECOMMENDED that all other programs utilize an ATC, too, as a Best Practice.**

Committee Responsibilities:

Review, understand, and ensure compliance to the Apprenticeship Program Standards, appropriate Appendix A, and all DOL reporting requirements.

- Notify the appropriate Registration Agency of all new apprentices to be registered, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes and notice of completions of Apprenticeship Agreements.
- Ensure that apprentices are under written Apprenticeship Agreements and register each apprentice with the appropriate Registration Agency.
- Supervise all the provisions of the standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance and by keeping in regular touch with all parties concerned; apprentices, related instruction providers, and journeyworkers.
- Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Set guidelines for company expectations, policies, and compliance review for the Apprenticeship Program.

- Develop and participate in the selection process for potential apprentices.
- Choose appropriate related instruction provider, as needed.
- Establish regular Performance Reviews and Apprentice Feedback.
- Establish monthly check-ins with apprentices.
- Meet regularly to review records and progress of each apprentice in training and recommend improvement or modification to training schedules, related instruction, and other training activities.
 - Ensure that apprentices are meeting the minimum education and on-the-job training standards for the apprenticeship.
 - Determine the quality and quantity of On-the-Job experiences which apprentices should have.
 - Review Evaluation and Apprentice Feedback forms; close identified gaps as needed.
 - Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
 - Certify that apprentices have successfully completed their apprenticeship program.
 - Hear and resolve all complaints of violation of Apprenticeship Agreements. *(Continues on back)*

Apprenticeship Training Committee Responsibilities

- Ensure all apprenticeship documents are updated and ready for a DOL program review.
 - Refer to List of Documents to File for Program Review Purposes.

Suggested Committee Members:

Company Representative(s) from appropriate department.

- HR Representative
- Training Manager/Supervisor
- Training Specialist/Local Apprenticeship Coordinator
- Journeyworker/Mentor/Past Apprentice
- Related Instruction Provider, if appropriate
- Union Representation, if appropriate



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