

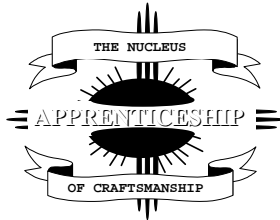


MINIMUM GUIDELINE STANDARDS OF APPRENTICESHIP  
Adopted by

**STATE SHEET METAL WORKERS JATC**

<u>Skilled Occupational Objective(s):</u>	(sponsor) <u>SOC#</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>TERM</u>
Sheet Metal Worker	47-2211	0510	000	7,200 hours

MA#	8004	SOC Title	Sheet Metal Workers	License	N/A
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APPROVED BY THE  
Oregon State Apprenticeship and Training Council  
REGISTERED WITH THE  
Apprenticeship and Training Division  
Oregon State Bureau Labor and Industries  
800 NE Oregon Street  
Portland, Oregon 97232

APPROVAL:

June 14, 1990  
Initial Approval Date

By: **BRAD AVAKIAN**  
Chairman of Council

September 18, 2008  
Last Date Revised

By: **STEPHEN SIMMS**  
Secretary of Council

## APPRENTICESHIP STANDARDS

The Oregon State Apprenticeship and Training Council (OSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship or on-the-job-training program in the State of Oregon. Apprenticeship programs and committees function to administer, exercise or relinquish authority only with the consent of the OSATC and only apprentices registered with or recognized by the Oregon State Bureau of Labor and Industries (BOLI), Apprenticeship and Training Division (ATD) will be recognized by the OSATC. Parties signatory to these apprenticeship standards declare that their purpose and policy is to establish and sponsor an organized system of registered apprenticeship and training education.

These Standards are in conformity with and are to be used in conjunction with the Apprenticeship Rules, Chapter 839-011 OAR (Oregon Administrative Rules); Apprenticeship and Training Statutes, Chapter 660 ORS (Oregon Revised Statute); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which collectively govern the employment and training in apprenticeable occupations. They are part of the apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship.

If approved by the council, such amendment(s) and such changes as adopted by the council shall be binding to all parties on the first day of the month following such approval. Sponsors shall notify apprentices and training agents of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as it pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Bureau of Labor and Industries (BOLI) may recommend language that will conform to applicable law for adoption by the OSATC. The remainder of the Standards will remain in full force and effect.

See ORS Chapter 660 & OAR 839-011 for the definitions necessary for use with these Standards.

*Sections of the standard inside a border are specific to the individual standard and may be modified by the sponsor by submitting a revised standard for approval by the Oregon State Apprenticeship and Training Council. All other sections of the standard are boilerplate and may only be modified by the Council.*

## STATE COMMITTEES AND MINIMUM GUIDELINE STANDARDS

State joint apprenticeship committees are formed for the purpose of promoting and coordinating the apprenticeship goals of the occupation and for developing statewide standards and related instructional materials. At its discretion, or upon petition by two or more local committees directly affected by minimum guideline standards, OSATC will direct ATD staff to convene a state joint committee composed of members of local committees training in the occupation. The state committee will develop for Council approval proposed or revised Minimum Guideline Standards as may be dictated by the needs of the industry and occupation.

Minimum guidelines are established only in the following standards areas (OAR 839-011-0360):

Minimum qualifications (Section II below)

Hours of employment (Section IV)

Maximum probationary period (Section V)

Maximum ratio of apprentices to journey persons (Section VI)

Work processes and approximate hours (Section VIII)

Minimum related training hours and subjects (Section IX)

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (See ORS 660.126 (1b)). Documentation must be provided for all minimum qualifications:

Age: Seventeen (17) years of age

Education: High school diploma or GED certificate;

Completion of one year of high school algebra or equivalent post-high school algebra course(s) with a grade of C or better; or

Equivalent community college placement test results; or

WorkKeys Assessments in the following areas with a score of 4 or higher on each assessment as evidenced by an Oregon Career Readiness Certificate (Silver level or higher):

- 1) Applied Mathematics,
- 2) Reading for Information, and
- 3) Locating Information

Physical: None

Testing: None

Other: None

IV. TERM of APPRENTICESHIP:

The term of apprenticeship shall be 7,200 hours of employment.

NOTE: Total hours in local committee standards may not fluctuate below requirements dictated by minimum guideline standards (OAR 839-011-0370).

In licensed occupations the apprentice must complete the minimum hours of documented legal experience.

V. INITIAL PROBATIONARY PERIOD:

The maximum probationary period shall be the first 2,000 OJT hours of employment and 126 hours of related training after the current registration to the local committee standard. (See ORS 660.126 (g))

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

1. There shall be a maximum numeric ratio of apprentices to journey-level workers consistent with proper supervision, training, safety and continuity of employment. (See ORS 126 (1f))
2. The ratio shall be specifically and clearly stated as to its application to the job site, workforce, department, shift, plant or combination therein. (See ORS 660.126 (1f))

The ratio of apprentices to journey-level worker shall not be more than one (1) apprentice to the first one (1) journey-level worker and one (1) apprentice to the second one (1) journey-level worker on the job and in the shop . Additional apprentices are authorized at a ratio of one (1) apprentice for each additional three (3) journey-level workers. (See ORS 660.126 (f))

VII. APPRENTICE WAGES and WAGE PROGRESSION:

1. The average wage for those journeymen employed by the participating employer is to be determined by the local apprenticeship committee.
2. The progressive wage rate to be paid the apprentice is to be determined by the local committee:

The average wage in this occupation will be updated by the local committee at least annually and will be recorded in the minutes of the committee.

VIII. WORK PROCESSES:

Work processes	Approximate hours
a. Fabrication and assembly	2,150
b. Installation and/or erection	3,150
c. Layout	900
d. Miscellaneous	1,000
TOTAL	7,200

NOTE: The committee realizes that the completion of 7,200 hours of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total work hours in each work process the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.

Local committees proposing new or revised standards affected by minimum guideline standards will be allowed to redistribute no more than 5% of on-the-job training hours within existing individual work processes. (OAR 839-011-0370)

In licensed occupations, apprentices must complete the minimum required total hours prior to being referred to the license examination.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A minimum of 189 hours of related training shall be required during each year the apprentice is registered in the program. (See ORS 660.126 (e))

The following is a summary of related instruction including required class hours in each element of instruction. A committee may establish and submit clear objectives and outcomes in lieu of hours for each class subject. (See ORS 660.157)

Course

- a. Shop Math
- b. Basic Shop Practice
- c. Blueprint Reading/Sketching
- d. Fundamentals of Layout
- e. Calculator Layout
- f. Drafting
- g. Heat/Ventilation/Air Conditioning
- h. Blowpipe
- i. Duct Design
- j. Plastic/Fiberglass Ductboard
- k. Stainless Steel
- l. Welding/Brazing/Burning/Soldering
- m. Testing/Air Balancing
- n. Architectural/Sign Work
- o. Safety/First Aid/CPR
- p. Field Measurement
- q. Job Organization
- r. Rigging
- s. Human Relations/Sensitivity

Program Objectives: Each local committee will establish measurement tools to verify that each apprentice has met the minimum competencies in each component listed below prior to completion:

- a. Demonstrate Math skills as they relate to the sheet metal trade
- b. Demonstrate knowledge of Basic Shop Practice
- c. Demonstrate working knowledge of Blue Print Reading/Sketching
- d. Demonstrate knowledge of Drafting

- e. Demonstrate knowledge of Fundamentals of Layout
- f. Demonstrate knowledge of Calculator Layout
- g. Demonstrate knowledge of Duct Design
- h. Demonstrate Blowpipe knowledge
- i. Demonstrate knowledge of Plastic/Fiberglass/Ductboard
- j. Demonstrate knowledge of Human Relations/Sensitivity
- k. Demonstrate knowledge of Field Measurement
- l. Demonstrate knowledge of Stainless Steel
- m. Demonstrate knowledge of Welding/Brazing/Burning/Soldering
- n. Demonstrate basic rules of safety and how they affect all people on the job. Obtain and maintain a certified First Aid and CPR card.
- o. Demonstrate knowledge of Testing/Air Balancing
- p. Demonstrate knowledge of Architectural Sign Work
- q. Demonstrate knowledge of Job Organization
- r. Demonstrate knowledge of Rigging
- s. Demonstrate knowledge of heating, ventilation and air conditioning

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION:

The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used in conjunction with the corresponding ORS and/or OAR.

1. State joint apprenticeship committees are formed for the purpose of promoting and coordinating the apprenticeship goals of the occupation and for developing statewide standards and related instructional materials. At its discretion, or upon petition by two or more local committees directly affected by minimum guideline standards, OSATC will direct ATD staff to convene a state joint committee.
2. Each local committee training in the occupation shall designate no more than one employer and one employee representative (with alternates) to the state joint committee; notification of this action must be submitted to ATD in writing.
3. To determine a quorum, the total number of authorized representatives appointed by local committees will be counted; appointed representatives of local trade committees will be counted only if they are present at the state joint committee meeting. A quorum consists of 50% plus one of the total authorized local committee representatives.
4. The state joint committee will develop for OSATC approval proposed or revised Minimum Guideline Standards as dictated by the needs of the industry and occupation.
  - a. New or revised Minimum Guideline Standards presented to the OSATC for approval shall be first distributed to local committees training in the occupation for review and comment.

- b. Each local committee shall have no more than 30 days to present any written objections they may have. After reviewing this information the state joint committee will prepare its final recommendations to OSATC.
  - c. If consensus is not reached by the state joint committee, a majority and minority report will be submitted to OSATC for consideration. The geographic area covered by each participating local committee as well as the number of apprentices served and the number of training agents affected will be taken into consideration in the OSATC's decision.
5. Each state joint committee may adopt rules consistent with ORS Chapter 660 as it deems necessary for the orderly conduct of its meetings. Unless the state committee determines otherwise, ATD staff will prepare and distribute state joint committee agendas and minutes as needed.