

## Appendix A

### **WORK PROCESS SCHEDULE LOCKSMITH O\*NET-SOC CODE: 49-9049.00 RAPIDS CODE: 0289**

This schedule is attached to and a part of these Standards for the above identified occupation.

**1. TERM OF APPRENTICESHIP**

The term of the occupation shall be 4 years with an OJL attainment of a minimum of 5,200 hours supplemented by the required hours of related instruction.

**2. RATIO OF APPRENTICES TO JOURNEYWORKERS**

**(INSERT RATIO HERE)** as covered in the CBA.

**3. APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate or as per the CBA.

**(FILL IN RATES)**

**4-year Program**

1 <sup>st</sup> 6 months and 650 hours	___%	2 <sup>nd</sup> 6 months and 650 hours	___%
3 <sup>rd</sup> 6 months and 650 hours	___%	4 <sup>th</sup> 6 months and 650 hours	___%
5 <sup>th</sup> 6 months and 650 hours	___%	6 <sup>th</sup> 6 months and 650 hours	___%
7 <sup>th</sup> 6 months and 650 hours	___%	8 <sup>th</sup> 6 months and 650 hours	___%

**4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)**

The JATC may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)**

The JATC may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**WORK PROCESS SCHEDULE**  
**LOCKSMITH**  
**O\*NET-SOC CODE: 49-9049.00 RAPIDS CODE: 0289**

The following schedule is an example of work experience (OJL) and training considered necessary to develop a skilled and productive worker in the Locksmith trade. Within the limits of basic trade requirements, the schedule is adaptable to local conditions.

**4-Year Program**

	Approximate Hours		
Core Skills	375	-	500
Materials, Tools & Equipment	800	-	1000
Security Hardware Assembly and Disassembly	1550	-	2500
Security and Ancillary System Installations	1550	-	2500
Supplemental Skills	975	-	1500
Total	5,200	-	8,000

**RELATED INSTRUCTION OUTLINE  
LOCKSMITH  
O\*NET-SOC CODE: 49-9049.00 RAPIDS CODE: 0289**

Related instruction - This instruction shall include, but not be limited to:  
Using the following training matrix, local JATCs can design a flexible training program to meet the needs of our local industries while at the same time providing apprentices the opportunity to complete their apprenticeship.

<b>Core Skills</b>	<b>Materials, Tools &amp; Equipment</b>	<b>Security Hardware Assembly/Disassembly</b>	<b>Security and Ancillary System Installations</b>	<b>Supplemental Skills</b>
Trade Orientation	Hand and Power Tools	Basic Locks	Doors and Door Hardware	Basic Electronics
OSHA 10-Hour	Product Recognition	Tumbler Locks	Doors and Door Frames	Computer Skills
CPR/First Aid/AED	Security Hardware	Combination Locks	Residential Security Systems	Basic Wall Framing
Construction Fall Protection	Hinges and Fasteners	Electronic Locks	Commercial Security Exit Systems	Basic Metal Framing
Safety Data Sheets	Keying Materials	Biometric Locks	Fire Door and Closer Systems	Machining Skills
Standards & Codes	Doors and Door Closers	Window Locks	Automotive Locks	Glazing Skills
Print Reading	Glazing	Keyless and Keypad Entry	Video Surveillance Systems	Oxy-acetylene Cutting and Burning
Professional Etiquette	Framing Members	Lock Picking	Safes	Welding
Green Awareness	Key Fabrication Equipment	Key Fabrication and Re-keying	Emergency Repairs and Replacements	
Diversity Training	Equipment Maintenance	Electronic System Programming		
<b>Optional Instruction</b>				
Advanced Print Reading				Powered Industrial Truck Operator Qualification
Ergonomics				Aerial Lift Qualification

**TOTAL MINIMUM HOURS: 4-year Program 5,200 hours**