

APPRENTICESHIP PROGRAM QUALITY ASSURANCE ASSESSMENT

REGION _____ STATE _____

SPONSOR NAME _____ PROGRAM NUMBER _____

PROGRAM SPONSOR – NAME/ADDRESS

DATE PROGRAM REGISTERED: _____

DATE OF PROVISIONAL REVIEW: _____

DATE OF LAST ON-SITE REVIEW: _____

DATE OF THIS ON-SITE REVIEW: _____

Type & Size of Program: INJ IJ GNJ GJ

Occupations
Covered
By Standards

of Active
Apprentices

of Journeyworkers
Employed

Current
Journeyworkers
Wage Rate

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Current Ratio: _____

Previous Review Deficiencies and Improvements Sponsor Has Made In Addressing/Correcting
(if applicable) Deficiencies:

(ALL ITEMS CHECKED "NO" SHOULD BE THOROUGHLY ADDRESSED ON PAGE 5

ON-THE-JOB LEARNING (OJL)

1. Apprentices receive OJL in all phases of occupation as outlined in occupation schedule.
 Yes No
2. OJL is coordinated with related instruction.
 Yes No
3. Sponsor is providing reasonably continuous employment to all apprentices.
 Yes No
4. Safety training included as part of OJL.
 Yes No
5. The OJL (work process schedule) is kept current with industry practice.
 Yes No
6. Sponsor's workforce is consistent with the approved ratio as registered in apprenticeship standards.
 Yes No
7. Program sponsor regularly evaluates the apprentices' on-the-job progress with the apprentice.
 Yes No
8. Is the apprentices' scheduled wage increases determined by actual hours of OJL or by months in the program, and is this consistent with the registered apprenticeship standards?
 Yes No
9. The probationary period is reasonable (hours/months) in relation to the term of apprenticeship, and full credit is given toward the completion of apprenticeship.
 Yes No
10. Is the granting of advanced credit for previously acquired experience and training applied equally to all applicants/apprentices?
 Yes No

RELATED INSTRUCTION

1. Identify the related instruction delivery system (electronic media, classroom, correspondence, home study; and the source Vocational-education center, program sponsored, etc.).
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2. How many hours per year of related instruction are actually being provided?
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3. Is the related instruction being provided consistently as approved in apprenticeship standards?

Yes No

4. Are related instruction curriculum and training aids kept current with industry technological changes?

Yes No

5. Is safety training included as part of the related instruction?

Yes No

6. Have related training instructors received formalized instructor training? What kind? How many hours?

Yes No

Kind and Hours: _____

7. Has the program sponsor established criteria/guidelines for instructors (i.e., state certification, teaching experience, occupation experience)?

Yes No

8. Does the program sponsor provide feedback to apprentices on related instruction progress/test results?

Yes No

9. Is related instruction provided on a regular basis during the term of apprenticeship?

Yes No

10. Is there a course outline of subjects to be covered each year?

Yes No

11. Is the progressive wage schedule paid based on the completion of both the OJL learning as well as related instruction?

Yes No

PROGRAM OPERATION

1. Is a specific person(s) responsible for monitoring the program and providing assistance to the apprentices?
 Yes No

2. Is the Registration Agency **promptly** notified of all new registrations, cancellations, and completions?
 Yes No

3. Does the program periodically assess success or needed improvements in the program by interviewing apprentices, completed apprentices, and journeyworkers?
 Yes No

4. Does the program sponsor maintain required records (selection/employment/training)?
 Yes No

5. Does the program sponsor submit revisions to the Registration Agency prior to instituting them?
 Yes No

6. What is the completion rate for each occupation? (Analysis based on most recent RAPIDS data.)

7. What is the cancellation rate for each occupation? (Analysis based on most recent RAPIDS data.)

8. Has the program sponsor addressed high cancellation rate? (If yes, explain below.)
 Yes No

9. Does the sponsor follow-up on terminations to determine the "cause"?
 Yes No

10. Does the Apprenticeship Committee meet regularly to address the progress of apprentices and the program?
 Yes No

11. Are **all** apprentices in each occupation registered with the Registration Agency?
 Yes No

12. Is the "Complaint Procedure" identified in the standards and available for review by all apprentices/applicants?
 Yes No

EXISTING DEFICIENCIES/RECOMMENDATIONS

ON -THE-JOB LEARNING

RELATED INSTRUCTION

PROGRAM OPERATION

RECOMMEND CONVERSION FROM PROVISIONAL TO PERMANENT REGISTRATION

YES [] NO [] DATE: _____

RECOMMEND CONTINUATION AS PROVISIONAL YES [] NO [] DATE: _____

RECOMMEND DEREGISTRATION YES [] NO [] DATE: _____

REVIEWING OA REPRESENTATIVE: _____ DATE: _____

SUPERVISOR'S REVIEW & APPROVAL: _____ DATE: _____