

**NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**

developed by

**YOUNG MEN'S CHRISTIAN
ASSOCIATION (YMCA) OF THE USA**

for the occupation of

YOUTH DEVELOPMENT PRACTITIONER

D.O.T CODE: 166.267-900

O*NET CODE: 13-1070-01

**DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

**APPROVED AND CERTIFIED BY THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

Anthony Swoope

BY: _____

**ANTHONY SWOOPE, ADMINISTRATOR
OFFICE OF APPRENTICESHIP TRAINING, EMPLOYER AND LABOR SERVICES**

CERTIFICATION DATE: JUNE 15, 2004

CERTIFICATION NUMBER: C-2004-03

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP
AND TRAINING (BAT) APPROVED PROGRAM**

FOREWORD

Young Men's Christian Association (YMCA) OF THE USA recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the Social Services industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers

Title 29, Code of Federal Regulations, (CFR) Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Bureau of Apprenticeship and Training (the Bureau), or by a State Apprenticeship Agency/Council recognized by the Bureau as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these national guideline standards is to provide policy and guidance to local YMCA affiliate in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the YMCA of the USA are certified by the U. S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services, as substantially conforming to the requirements of Title 29, CFR Parts 29 and 30. State Apprenticeship Agency/Councils recognized by the Bureau of Apprenticeship and Training to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

These overall standards will be passed on to the local YMCAs, to enable the development of local standards of apprenticeship which will be registered by each local YMCA that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as defined by the local YMCA and must meet all the requirements of the local registration agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsors with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction

THE NATIONAL APPRENTICESHIP AND TRAINING ADVISORY COUNCIL (NATAC)

The YMCA of the USA is responsible for the development of National Guideline Standards and having them certified by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services for use by its affiliates.

The NATAC shall consist of members of the YMCA of the USA appointed by the Director of Association Resources. The NATAC, to the extent authorized, is the advisory body for National Guideline Standards and, as such shall establish rules and regulations governing its procedures, as may be required.

Duties of the NATAC

The NATAC Shall Endeavor to:

- a. Encourage and support local YMCA's in establishing local apprenticeship programs in accordance with these National Guideline Standards.
- b. Cooperate with the YMCA of the USA and its affiliates in all areas of training.
- c. Make an annual report to the YMCA of the USA on progress made in apprenticeship.
- d. Cooperate with the YMCA of the USA and its affiliates on the development and use of related instruction material.
- e. Facilitate the transfer of an apprentice from one registered apprenticeship program to another where such transfer is justified and is agreeable to the apprentice and both employers affected.

YMCA of the USA AFFIRMATIVE ACTION POLICY STATEMENT

The YMCA of the USA will provide equal opportunity for all applicants and employees regardless of their race, color, religion, age, sex, national origin, disability or veteran status.

This policy extends to recruiting, recruitment advertising and/or other communications media, hiring, rates of pay and other compensation, benefits, overtime, job classifications and assignments, training, work conditions, promotions, transfers, demotions, layoffs or terminations, recall, disciplinary and other employee treatment, and all other terms, conditions, or privileges of employment.

It is the policy of the YMCA of the USA to implement all federal, state, and local laws regarding affirmative action as they relate to all employees and applicants for employment. Accordingly, the YMCA of the USA is committed to the achievement of the following objectives:

1. Ensure that recruiting, hiring, and training for all job classifications are made without regard to race, color, religion, national origin, age, sex, disability or veteran status.
2. Ensure that employment decisions further the principle of equal employment opportunity.
3. Ensure that promotion and transfer decisions further the principle of equal employment opportunity, and that nondiscriminatory criteria for promotions and transfers are used.
4. Ensure that other personnel policies and procedures governing compensation, benefits, and training are administered without regard to race, color, religion, national origin, age, sex, disability or veteran status.
5. Take affirmative action through recruitment and training to ensure equal access to job opportunities.
6. Provide the oversight necessary to evaluate the results of the affirmative action policies.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS:**

The YMCA of the USA officially adopts these National Guidelines for Apprenticeship standards on this 20th day of May, 2004.

Barbara Taylor
Signature

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

***Local YOUNG MEN'S CHRISTIAN
ASSOCIATION (YMCA)***

FOR THE OCCUPATION OF

YOUTH DEVELOPMENT PRACTITIONER

D.OT. CODE: 166.267-900 O*NET CODE: 13-1070-01

APPROVED BY

(REGISTRATION AGENCY)

These model National Guidelines for Apprenticeship Standards are an example of how to develop apprenticeship standards that will comply with 29 CFR Parts 29 and 30 when tailored to a sponsor's apprenticeship program. These model Standards do not create new legal requirements or change current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR Parts 29 and 30. Every effort has been made to ensure that the information in the model Apprenticeship Standards is accurate and up to date

**SERVING THE INDUSTRY WITH A BUREAU OF APPRENTICESHIP
AND TRAINING (BAT) APPROVED PROGRAM**

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FOREWORD

These Local Young Men's Christian Association (YMCA) Apprenticeship Standards have as their objective, the training of Youth Development Practitioner skilled in all phases of the industry. The Sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Bureau of Apprenticeship and Training, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area .

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local *Sponsor providing* for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

DICTIONARY OF OCCUPATIONAL TITLES (DOT): Provides basic occupational information including job definitions, detailed tasks to be performed, and a number indicating a range of time to prepare for average performance in the occupation.

EMPLOYER: Generally, an employer means any person or organization that employs an apprentice under these apprenticeship standards.

JOURNEYWORKER: A recognized level of competency as recognized within the industry. Use of the term may also refer to a mentor, technician, specialist or other skilled worker.
or

An individual who has documented sufficient skills and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, and formal training. This individual is recognized by his/her employer as being fully qualified to perform the work of the trade, craft or occupation.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification, **which replaces the DOT**, uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on the job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The Sponsor in whose name the Standards of Apprenticeship will

be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

REGISTERED APPRENTICESHIP INFORMATION SYSTEM (RAIS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: U.S. Department of Labor's Bureau of Apprenticeship and Training, or the recognized State Apprenticeship Agency (*insert name as appropriate*).

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to his/her occupation.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

SECTION I. - EQUAL OPPORTUNITY PLEDGE - 29.5(b) (20)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the CFR Part 30, as amended.

SECTION II. - AFFIRMATIVE ACTION PLAN - 29.5(b)

If the Sponsor (defined as an individual YMCA affiliate) employs five or more apprentices, the Sponsor will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR Part 30. It will be attached as Appendix C.

SECTION III. - QUALIFICATIONS FOR APPRENTICESHIP - 29.5(b) (10)

Applicants shall meet the following minimum qualifications:

A. Age:

An applicant, who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program. *(Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)*

B. Education:

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a copy of their DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical:

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

SELECTION IV. - SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these Standards (Appendix D)

SECTION V. - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) signed by the Sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each Apprenticeship Agreement will be furnished to the apprentice, the Sponsor, the Registration Agency, and the employer. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant will be given an opportunity to read and review these Standards, the Sponsor's written rules and policies and the Apprenticeship Agreement.

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice

SECTION VI. - RATIO OF APPRENTICES TO JOURNEYWORKERS- Title 29 CFR 29.5(b)(7)

Consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be one (1) apprentice to one (1) journeyworker. This ratio should provide the number of Youth Development Practitioners necessary for the future needs of the employer.

SECTION VII. - TERM OF APPRENTICESHIP -Title 29 CFR 29.5(b)(2)

The term of the occupation will be one year and six months with an on-the-job learning (OJL) attainment of 3000 supplemented by the required hours of related instruction as stated on the Sample Work Processes and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period

SECTION VIII. - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(19)

All applicants selected for apprenticeship will serve a probationary period of not less than the three (3) months approximately 500 hours of OJL. This requirement is waived for incumbent applicants with seniority in excess of 3 months

During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will finalize action taken, and provide written notice to the apprentice and to the Registration Agency of the action taken.

SECTION IX. - HOURS OF WORK

Apprentices will generally work the same hours as journeymen, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION X. - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyman status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

Typically, the progressive wage schedule will be an increasing percentage of the journeyman wage rate. The percentages that will be applied to the applicable journeyman rate are shown on the attached Sample Work Processes and Related

Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable

SECTION XI. - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The Sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records, affidavits, and other (insert requirements) to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the Sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII. - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor of apprentice

SECTION XIII. - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 172 hours of related instruction for the Youth Development Practitioner for each year of the apprenticeship. Apprentices agree to take such courses as the Sponsor deems advisable. The Sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the Sponsor and Registration Agency.

Apprentices will be paid for hours spent attending related instruction classes.

If applicable, the Sponsor will inform each apprentice of the availability of college credit through the Springfield College, Aurora University or American Humanics programs.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) training without due cause, the Sponsor will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The Sponsor will monitor and document the apprentice's progress in related instruction classes.

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the Sponsor may require the instructors to attend the appropriate YMCA Training Schools.

SECTION XIV. - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices will be taught that accident prevention is very largely a matter of education, vigilance, and cooperation and that they should strive at all times to conduct themselves in their work to ensure their own safety and that of their fellow workers.

SECTION XV. - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The Sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the Sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer be responsible for the apprentice's work assignments ensuring the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the Sponsor.

No apprentice will be allowed to work without direct journeyworker/mentor supervision.

SECTION XVI. - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on the job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and the property of the Sponsor. This record will be included in each apprentice's record file maintained by the Sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Sponsor will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the Sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprenticeship Agreement.

SECTION XVII. - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(22)

The Sponsor will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the Registration Agency.

SECTION XVIII. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify in writing to the Registration Agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the Registration Agency.

SECTION XIX. - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.5(b)(18)

The Registration Agency will be notified promptly of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes.

SECTION XX. - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(17)

These Standards will, upon adoption by the Sponsor be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The local YMCA reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the *Sponsor* will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR Part 29.7.

SECTION XXI. - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(17)

These Standards may be amended or modified at any time by the Sponsor provided that no amendment or modification adopted will alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE - Title 29 CFR 29.5(b)(21) and 30(11)

The Sponsor will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.5 (b)(21)

The Sponsor will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards, for which written notification is received within fifteen (15) days of violations. The Sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: Barbara Taylor, YMCA of the USA, 101 N. Wacker Dr., Chicago, IL 60606.

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the Director of Human Resources, YMCA of the USA.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

The Sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIII. - TRANSFER OF TRAINING OBLIGATION – Title 29 CFR 29.5(13)

The Sponsor may transfer an apprentice, with his/her consent, from one employer to another to provide continuous employment and to assure the apprentice more complete on-the-job learning experience in all aspects of the occupation.

If an employer is unable to fulfill its training obligation (*due to lack of work or failure to conform to these Standards*) the Sponsor will move the affected apprentice(s) to other participating employers.

SECTION XXIV. – RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the program sponsor and signed an apprenticeship agreement, agree to all the terms and conditions contained herein. Apprentices agree to abide by the program sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the program sponsor may deem necessary to become a Youth Development Practitioner.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of a Youth Development Practitioner and other pertinent duties assigned by the sponsor in accordance with the provisions of these standards.
- B. Attend and satisfactorily complete the required hours of on-the-job learning and related instruction in subjects related to the occupation as provided under these standards.
- C. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- D. Develop and practiced safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.

SECTION XXIV. – TECHNICAL ASSISTANCE

Technical Assistance such as that from the U.S. Department of Labor, Bureau of Apprenticeship and Training, State Apprenticeship Agencies, and vocational schools--maybe requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXVI. - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The YMCA of the USA hereby adopts these Standards of Apprenticeship on this
___ Day of _____, **(INSERT YEAR)**.

Signature of SPONSOR

Printed Name

Appendix A

OCCUPATION SCHEDULE FOR: Youth Development Practitioner O*NET/SOC CODE: 13-1070-01 RAIS CODE: 1039

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

1. TERM OF APPRENTICESHIP

The term of the apprenticeship shall be a period of one and a half years with an OJL attainment of 3000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO SKILLED YOUTH DEVELOPMENT PRACTITIONER

The ratio of apprentices to Youth Development Practitioner shall be one (1) apprentice to one (1) Youth Development Practitioner/Mentor.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current Youth Development Practitioner wage rate.

WAGE SCHEDULE One and one half Year Program

<u>Periods</u>	<u>Rates</u>	<u>Periods</u>	<u>Rates</u>
1 st 3 Months	80%	4 th 6 Months	100%
2 nd 3 Months	90%		
3 rd 6 Months	95%		

4. SCHEDULE OF RELATED INSTRUCTION (See Attached Occupational Schedule)

5. SCHEDULE OF WORK EXPERIENCE (See attached Occupation Schedule)

The program sponsor may modify the work processes to conform to local practice prior to submitting these standards to the appropriate registration agency for approval.

WORK PROCESS SCHEDULE
Youth Development Practitioner
O*NET/SOC CODE: 13-1070-01 RAIS CODE: 1039

Occupational Description: Assesses youth job readiness and personal growth goals; assist youth with job search; maintains youth case records; program data and other statistical records. Monitors youth on-the-job performance. Establishes agreements with businesses to provide placement and on-the-job training; establishes agreements with non-profit agencies or post secondary institutions to provide necessary life skills to youth.

The following outlines the on-the-job learning for the occupation of Youth Development Practitioner. The related technical instruction which supplements the on-the-job training is incorporated into the outline. The assessment guide against which the apprentice's competence is evaluated is part of the YDPA toolkit. The guidelines below are illustrative in nature, showing the relationship between technical and on-the-job learning, as a means of attaining core competencies within the job.

RELATED INSTRUCTION AND ON-THE-JOB LEARNING OUTLINE

Domain	Competencies	OJL Hours	Instructional Hours
A. Relationship and Communication	Demonstrate an understanding of and ability to apply relationship building and communication skills	400	40
	Demonstrate an ability to care for, involve, and work with families.	100	8
B. Developmental Practice Methods	Demonstrate an understanding of and ability to apply basic youth and adolescent development principles	200	24
	Demonstrate ability to create, facilitate, and evaluate a variety of activities (both individual and group setting), including those that enhance youth learning.	200	24
	Demonstrate the capacity to involve and empower youth.	300	59

C. Professionalism	Demonstrate teamwork, professionalism, and workforce skills.	300	45
	Demonstrate organization specific and program specific competencies.	300	35
D. Applied Human Development	Demonstrate an ability to enhance asset-building and character.	300	24
	Demonstrate an understanding and practice strategies to keep youth healthy and safe.	300	20
E. Cultural and Human Diversity	Demonstrate both a respect for and an ability to honor cultural and human diversity.	300	21.5
F. Collaboration and Community Development	Demonstrate an understanding of ability to apply relationship building and communication skills	300	44
		3000	344.5

Related Instruction

A. Relationship & Communication	Demonstrate an understanding of and ability to apply relationship building and communication skills - Identify and demonstrate the personal characteristics that foster and support a trusting relationship: respect, honesty, predictability, contact, attentiveness, dependability, communication, appreciation, shared interests, commitment, tolerance and flexibility, mutual respect, compassion, and whenever possible, confidentiality. - Practice active and reflective listening by maintaining eye contact, reflecting feelings, exercising empathy, asking clarifying questions, validating youth's ideas, paraphrasing and reflecting back what is heard, and summarizing content. - Able to listen, be objective, and non-judgmental.
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- Able to effectively communicate with youth and facilitate discussion both in one-on-one and group settings, by using “I” messages, encouraging open communication, asking open-ended questions, challenging youths’ thinking, and providing a forum for the exchange of ideas.
- Able to modify personal communication style and messages when working with youth of different ages or cultures.
- Demonstrates conflict resolution skills to resolve problems with employer and/or employee. Demonstrates conflict resolution skills to resolve problems with employer and/or employee.
- Able to skillfully give and receive constructive feedback.
- Demonstrate concern about the well being of others, interest in feelings and experiences of others; support the self-esteem of others and enjoyment of being with youth.
- Express oneself clearly in written communication, as evidenced in reports, case studies, notes, and letters.
- Help facilitate youth to youth interactions by applying and teaching positive communication, negotiating, conflict resolution, anger management, problem solving and peer mediation skills.
- Actively engage youth in recognizing and dealing with peer pressure.
- Creates and maintains relationship with employer through understanding needs and concerns

Training module	Hours
Communication Skills	8 hours
Listening, Feedback & Positive Discipline	8 hours
Peer Mediation Skills	4 hours
Introduction to Problem-Solving & Conflict Management Skills	4 hours
Conflict Management and Negotiation	16 hours

A. Relationship & Communication

Demonstrate an ability to care for, involve, and work with families. (continued)

- Demonstrate a belief in the potential of all youth and family members and their ability to identify developmental possibilities amid difficult situations.
- Actively engage family members in program and community initiatives.
- Create a family friendly/welcoming program as evidenced in the facility, environment, program policies, written communication, activities, and staff to family interactions.
- Support families as they nurture the development of their children, e.g. working together to build assets or being astute enough to identify and respond appropriately to family conditions (economic struggles, domestic violence, changes in family structure through a separation/divorce/death, an incarcerated parent, etc.)
- Able to locate and critically evaluate community resources and connect youth and families to them.
- Demonstrates a comfort level and dependable effort in communicating to families program specific information (schedules, payments, paperwork/permission slips, etc.)

Training module	Hours
Working with Families	4 hours
Case Management	4 hours

B. Developmental Practice Methods

Demonstrate an understanding of and ability to apply basic youth and adolescent development principles.

- Select and apply relevant theory and research about youths' physical, emotional, social, and cognitive processes; peer relations and sexuality; and risk and protective measures of youth development.
- Able to identify the collective and individual needs of youth and apply this to program content and staff interactions (e.g., physical activity, meaningful participation, position social interactions, creative expression, competence and achievement, self definition, and structure and clear limits.
- Ability to observe and talk with youth to assess individual needs, interests, fears, and competencies and to do so with an appreciation of organization and community context.
- Articulate the asset approach to youth development, with a clear understanding of the 40 developmental assets and the youth worker role in building assets.

- Identify and adapt learning experiences, environments, and personal expectations to meet the unique needs of youth with special needs.
- Able to articulate(and respond appropriately) to current trends and issues impacting youth
- Aware of and can quickly access resources in the program and in the community to meet the individual needs of youth.

Training module	Hours
Principles of Youth Work	16 hours
Working with 10- to 14-Year-Olds	4 hours
Working with 15- to 18-Year-Olds	4 hours

B. Developmental Practice Methods
(continued)

Demonstrate ability to create, facilitate, and evaluate a variety of activities (both individual and group setting), including those that enhances youth learning.

- Able to articulate “best practices” and principles of youth development and apply these principles to the design, implementation and evaluation of program activities.
- Able to initiate, enable, and sustain group interactions and relationships through the completion of an ongoing activity or project.
- Able to design and facilitate cooperative, experiential, service, and discovery learning.
- Able to ask questions and create experiences that allow youth to develop and use critical thinking, reasoning, and positive decision-making skills.
- Able to identify participant outcomes and design program activities, inputs, and interactions to help ensure participant outcomes.
- Able to assess the effectiveness of a program activity and determine whether to keep it and enhance it, change it, or discard it from repertoire.

Training module	Hours
Introduction to Group Work Skills	4 hours
Evaluating Youth Programs: Outcome-Based Evaluation	4 hours
YMCA Program Management	16 hours

B. Developmental Practice Methods

Demonstrate the capacity to involve and empower youth.
(continued)

- Able to articulate how to involve and engage youth in the program planning process.

- Able to actively and continuously consult and involve youth and to encourage youth to contribute to programs and other conditions that affect their lives.
- Able to assist youth in identifying, committing to, and achieving individual goals.
- Organize and facilitate youth leadership activities

Training module	Hours
Teen Leadership Director	15 hours
Introduction to Leaders Clubs	8 hours
Introduction to Hi-Y Clubs	8 hours
Middle-School After-School Director	4 hours
Supervision	24 hours

C. Professionalism Demonstrate teamwork, professionalism, and workforce skills.

- Articulate a personal “vision” of youth development work (to co-workers, volunteers, and participants) and express current and potential contributions to that vision.
- Able to be reflective and express opinions to evaluate self and seek feedback from colleagues, parents, and youth.
- Articulate and maintain appropriate “boundaries” (such as roles, responsibilities, relationships, and confidentiality) with participants.
- Able to be accountable, through work in teams and in isolation; to recognize and act on need for own support, and to accept and delegate responsibility.
- Is reliable, on time, takes the initiative, completes tasks, and comes to work committed and ready to work.
- Able to reconcile diverse opinions and to handle differences between one’s own values and those of co-workers.
- Maintain individual and program records.
- Able to articulate and practice effective time-management strategies.
- Conducts oneself in a moral and ethical manner and represents the organization in a professional manner.
- Is able to articulate one’s own aspirations and professional development plan.
- Recognizes strengths and barriers affecting career training activities.
- Can assess self and others’ career interests through the use of appropriate instruments (interest inventories, personality measures, multiple aptitude tests)

Training module	Hours
Introduction to Time Management	4 hours

Power of the Positive Workplace: Hiring and Retaining the Best Staff	5 hours
Leadership Skills for Trainers	24 hours
Marketing Research	8 hours
Building a Career Plan	4 hours

C. Professionalism
(continued)

Demonstrate organization-specific and program-specific competencies.

- Able to engage people through understanding what motivates them.
- Understands resources (Labor market information, computerized career information delivery systems, education, and training) available to assist youth in making informed career and life decisions.
- Practices the mission values of involvement, appreciation, fun and laughter, and mission and meaning in every job
- Able to put into practice service recovery strategies.
- Can demonstrate basic Y-ware functions.
- Understands the capabilities of the Y-ware system in creating reports, exporting and importing data, and using data to create merge documents.
- Demonstrates knowledge of Microsoft Word, Excel, and Query in creating user specific reports.

Training module	Hours
The 3 Rs of Membership Development: Recruit, Retain, Recapture	8 hours
YMCA Membership Recovery Strategies	3 hours
Mission at Work	3 hours
Not-for-Profit Strategic Marketing	8 hours
Basic Computer Skills	6.5 hours
Advanced Computer Skills	6.5 hours

D. Applied Human

Demonstrate ability to enhance asset-building and Development character.

- Explain the asset approach to youth development, with a clear understanding of the 40 developmental assets and the youth worker role in building assets.
- Design program activities, structure, and collaborations that show evidence of asset building.
- Interact and relate to youth in ways that build assets (empower youth, develop significant relationships, be positive, etc.)
- Challenge and develop values and attitudes of youth in a supportive manner.
- Able to teach, model, demonstrate, practice, reinforce and celebrate the values of caring, honesty, respect, and responsibility. Able to confront behaviors in youth that are inconsistent with these values.
- Articulate an understanding that family and cultural identity are the foundation of youth's learning and development.
- Apply knowledge of behavior guidance/management by creating caring/respectful/responsible communities, implementing preventative strategies, applying appropriate intervention techniques, helping youth see the consequences of their behaviors, and seeking help or making referrals for behaviors that go beyond the ability of a youth worker to manage.

Training module	Hours
Character Development & Self-Esteem	8 hours
Conflict Management and Negotiation	16 hours

D. Applied Human Demonstrate an understanding of and practice strategies to Development keep youth healthy and safe. (continued)

- Able to identify potential risk-factors in the program environment or activities and take measures to manage those risks to create a safe program for youth.
- Able to administer basic first aid and CPR as needed.
- Able to identify potential issues (and signs and symptoms) with youth that require intervention or referral (e.g., suicidal tendencies, substance abuse, child abuse, violent tendencies, eating disorders, obesity, sexually transmitted diseases, pregnancy, etc.)
- Be a good role model for youth, design program activities, and facilitate discussions that help youth make healthy life-style choices.

Training module	Hours
Safety Issues	4 hours
Understanding Teens and Substance Abuse	8 hours
Adolescent Sexuality Issues	8 hours

E. Cultural & Demonstrate both a respect for and an ability to honor Human Diversity cultural and human diversity.

- Aware of commonalities and differences (e.g. race, gender, ethnicity, class, religion) among youth of diverse backgrounds and shows an appreciation of those of different talents, abilities, sexual orientation, and faith.
- Willingness to search for and retain information about families and communities with cultural and economic backgrounds different from own.
- Articulate, promote, and practice a philosophy of inclusion and respect as evidenced in program membership, policies, materials, environment, and personal interactions.
- Able to design or modify program activities that meet the needs of diverse learners (considering learning theory, environment, and styles).
- Able to adapt materials to meet the diverse physical, social, and cultural needs of youth.
- Can assess the job readiness of a youth and provide skill training such as resume` writing, interviewing, and job retention as necessary.

Training module	Hours
Understanding Your Community & Its Culture	4 hours
Working with Low-Income Kids	4 hours

Working with People with Disabilities	7.5 hours
Working with the World	2 hours
Outreach Skills	4 hours

F. Collaboration & Community Development

Demonstrate an ability to identify potential collaborators, develop a shared vision, sustain relationships and work together effectively around youth issues and youth programs.

- Able to conduct a community assessment through use of resource mapping techniques.
- Demonstrates knowledge of community resources to address youth challenges and opportunities.
- Able to articulate strategies for community consensus-building.
- Represents the organization on various community board organizations and other CBO's, corporations, and educational institutions with the service area.
- Able to advocate for youth within the community through involvement and credibility with youth issues.

Training module	Hours
Introduction to Service-Learning	4 hours
Collaboration skills	8 hours
Community Development: Principles, Processes, and Asset-Based Practices	8 hours
Volunteerism and the YMCA	16 hours
Grantwriting	4 hours
Advanced Service-Learning Tools	4 hours

On-the-Job Learning Outline

The following outlines the **on-the-job** learning for the occupation of Youth Development Practitioner. The assessment guide against which the apprentice's competence is evaluated is part of the YDPA toolkit. The guidelines below are illustrative in nature, showing the relationship between technical and on-the-job training, as a means of attaining core competencies within the job.

Directions: Evaluate the apprentice(s) competency and skill level using the rating scale below. The numerical ratings of 4, 3, 2, and 1 are not intended to represent the traditional school grading system of A, B, C and D. Ratings should reflect job readiness for each of the competencies rather than a grade given in the class.

Rating Scale: 4 - **Skilled:** can work independently with no supervision
 3 - **Moderately skilled:** can perform job completely with limited supervision
 2 - **Limited skill:** requires instruction and close supervision
 1 - **No exposure:** No experience or knowledge in this area

	Rating Scale				Approx. OJL Hours
Relationship and Communication	4	3	2	1	500
Demonstrate an understanding of and ability to apply relationship building and communication skills.					
Demonstrate and ability to care for, involve, and work with families					

	Rating Scale				Approx. OJL Hours
Developmental Practice Methods	4	3	2	1	700
Demonstrate an understanding of and ability to apply basic youth and adolescent development principles.					
Demonstrate an ability to create, facilitate, and evaluate a variety of activities (both individual and group setting), including those that enhance youth learning.					
Demonstrate the capacity to involve and empower youth.					

	Rating Scale				Approx. OJL Hours
Professionalism	4	3	2	1	600
Demonstrate teamwork, professionalism, and workforce skills.					
Demonstrate organization-specific and program-specific competencies.					

	Rating Scale				Approx. OJL Hours
Applied Human Development	4	3	2	1	600
Demonstrate an ability to enhance asset-building and character.					
Demonstrate an understanding and practice strategies to keep youth healthy and safe.					

	Rating Scale				Approx. OJL Hours
Cultural and Human Diversity	4	3	2	1	300
Demonstrate both a respect for and an ability to honor cultural and human diversity.					

	Rating Scale				Approx. OJL Hours
Collaboration and Community Development	4	3	2	1	300
Demonstrate an understanding of and an ability to apply relationship building and communication skills.					

APPENDIX B

APPRENTICESHIP AGREEMENT

ETA 671

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

Local YMCA of the USA AFFILIATE

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

BUREAU OF APPRENTICESHIP AND TRAINING

**APPROVED BY _____
REGISTRATION AGENCY**

DATE APPROVED: _____

SECTION I - INTRODUCTION

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the Plan.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the sponsor will become part of this written Plan, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, will be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the Sponsor's labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

Apprentices will be selected from the ranks of incumbent employee, and the following policies will guide the initial selection of the apprenticeship applicant pool. Apprentices will be selected in turn using internal hiring guidelines for placement in the Apprenticeship program.

1. Approval for filing a vacancy must be given by the association executive and the Director of the Human Resources Department.
2. The Human Resources Department will be responsible for the recruitment and screening of non-exempt staff. All processes will be guided by equal employment screening and affirmative action policies and procedures.

3. Vacancies shall be announced to all staff and exempt positions shall be listed in the National Vacancy List. Other recruitment sources, such as local classified advertising, maybe used as appropriate.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will make an annual review of its current Plan and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the Plan must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *YMCA of the USA*) hereby officially adopts this Affirmative Action Plan on this _____ day of _____, (INSERT YEAR).

SIGNATURE OF SPONSOR

PRINTED NAME

Youth Development Practitioner
(SPONSOR MUST COMPLETE A WORKSHEET FOR EACH REGISTERED OCCUPATION)

AFFIRMATIVE ACTION PLAN
ANALYSIS WORKSHEET

Occupational Title: _____ RAIS Code: _____

Sponsor: _____ DOT Code: _____

Address: _____ O*NET Code: _____

City: _____ State: _____ Zip: _____

Phone: _____ Type of selection method used: _____

Labor Market Area: _____

LABOR MARKET AREA DATA

Total Labor Force in Labor Market Area: _____

Number Women: _____ (%) of Labor Force

Number Minority: _____ (%) of Labor Force

Working Age Population in Labor Market Area: _____

Number Women: _____ (%) of working age population

Number Minority: _____ (%) of working age population

The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship.

Number Women: _____

Number Minority: _____

SPONSOR'S WORKFORCE DATA

Journeyworkers: _____

Number Women: _____ (%) of Journeyworkers

Number Minority: _____ (%) of Journeyworkers

Apprentices: _____

Number Women: _____ (%) of Apprentices

Number Minority: _____ (%) of Apprentices

DETERMINATION OF UTILIZATION

Minority Underutilization: Yes **No**
Female Underutilization: Yes **No**

(Note: all factors need not be weighted equally.)

SPONSOR'S GOALS:

The sponsor agrees to make good faith efforts to attain the goal of selecting ____ % minorities and ____% women during the next year or hiring period. These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

Estimated Number of new apprentices to be hired during the next year:

Sponsor's Signature

Approved by Agency

Title

Title

Date

Date

APPENDIX D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY
YMCA of the USA

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING**

APPROVED BY _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, the selection procedure meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR part 60-3) or Title 29 CFR Part 30.

SECTION I. - MINIMUM QUALIFICATIONS

Applicants shall meet the following minimum qualifications:

A. Age

An Applicant who is sixteen (16) years of age and is participating in a school-to-work program or equivalent and who otherwise meets all qualifications may be rated, ranked and placed on the list of eligible applicants. Such an applicant must be eighteen (18) years of age prior to being accepted into the apprenticeship program. (Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.)

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Qualified applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed. The cost of the examination and/or drug screening may be the responsibility of the sponsor or the Employer.

SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)

- A. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Program Sponsor.

- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview (if applicable).

SECTION III. - SELECTION PROCEDURES

- A. Initial screening of resumes may be done by the Human Resources Department and letters may be sent to those who will not be interviewed.
- B. Employing executives will review resumes of screened applicants and determine those to be interviewed. Candidates not selected for interviews will be so notified. Reference checks for interviews will be so notified. Reference checks may be made by the Human Resources Department on candidates selected for interviews.
- C. Final selection of candidates will be made by employing executives. Interviewed candidates not selected will be notified by the employing executive.
- D. Employing executives should extend formal written job offers and request written acceptance by the candidate.

SECTION IV - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the local Apprenticeship Committee (if applicable).

- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION V. - MAINTENANCE OF RECORDS

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, at 29 CFR, Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. The sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgment. Records will be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The *YMCA of the USA* hereby officially adopts these selection procedures on this _____ day of _____, 2004.

SIGNATURE OF (PROGRAM SPONSOR TO PROVIDE TITLE)

PRINTED NAME

Appendix E

YMCA Employer Acceptance Agreement

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the local YMCA of the USA. [Employer Name] agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him or her by the Program sponsor the extent appropriate employment opportunities are available.

Signed:

Date:

Title:

Name of Company:

Address:

City/State/Zip Code:

Phone Number:

Disposition:

Original –

Copies – Employer, and Registration Agency