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# Apprenticeship Program Facts for Apprenticeship Program Sponsors and Registered Apprentices

Maine Bureau of Apprenticeship and Training

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Apprenticeship Program Facts

For

Apprenticeship Program Sponsors

And

**LIBRARY USE ONLY**

Registered Apprentices

AUG 31 1989

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This fact sheet was designed for use by apprentice program sponsors and registered apprentices.

Even though participation in the apprenticeship system is totally voluntary on behalf of the sponsors and the apprentices, it is essential that all parties involved be kept well informed concerning the operation of this system.

This fact sheet provides basic information pertaining to the areas of apprenticeship that sponsors and apprentices most often have questions about. The last page contains the names of people you can contact for more detailed information.



## What is Apprenticeship?

Apprenticeship, in simplest terms, is training in industrial occupations that require a wide and diverse range of skills and knowledge, as well as maturity and independence of judgement. It involves planned, day-to-day on-the-job training and experience under proper supervision, combined with technical studies in subjects related to the trade.

As practiced by modern industry, apprenticeship is a businesslike system giving workers entering industry, thorough instruction and experience, both on and off the job, in all the practical and theoretical aspects of the work required in a skilled occupation, craft or trade.

As apprentices progress in training, they mature, acquire additional skills, and master the application of those already learned. Through rotation from one division of work to another and instruction in technical subjects related to the trade, they develop independence of judgement. This enables the apprentice to be productive during their entire period of training.

Most apprenticeship terms range from one (1) to five (5) years, depending upon the trade involved. To master a particular trade requires:

1. Learning all or most of the skills of that trade;
2. Perfecting each specific skill;
3. Bringing each skill up to the speed and accuracy required on the job, and;
4. Learning to use specific skills in combination with other skills.



United States Department of Labor  
Bureau of Apprenticeship and Training  
(BAT)

The Bureau of Apprenticeship and Training (BAT) derives its authority to operate from the National Apprenticeship Act, Public Law 308, 75th Congress of the United States. Based on this authority, the Bureau seeks to obtain voluntary adoption of apprenticeship programs jointly or individually by unions, employers, and/or employer associations.

BAT has been charged with the following responsibilities in fulfilling the purpose of the National Apprenticeship Act. They are:

1. To develop and improve techniques to forecast future apprenticeship requirements.
2. To promote widespread use of effective techniques for the nondiscriminatory selection and employment of apprentices.
3. To make available information on apprenticeship requirements, occupational outlook, counseling techniques, and procedures to aid:
  - a. Management and labor in planning apprenticeship programs;
  - b. Educational institutions in developing related instruction;
  - c. Parents, guardians, teachers, and counselors in advising youth, and;
  - d. Individuals in their occupational planning.
4. To encourage communities to survey apprenticeship need, both now and in the future, so that adequate educational facilities, vocational guidance, selective placement services, and training opportunities can be established in the community.





5. To encourage labor and management to determine future journey person requirements as a basis for establishing apprenticeship programs.
6. To promote effective apprenticeship by:
  - a. Studying the quantity and quality of apprenticeship programs in industry;
  - b. Conducting studies to determine effective apprenticeship practices;
  - c. Encouraging use of the most effective apprenticeship methods;
  - D. Developing and promoting services to assist management and labor in determining apprenticeship needs and in organizing and operating apprenticeship programs;
  - e. Encouraging imaginative development of apprenticeship in those industries affected by technological change, and;
  - f. Encouraging research in occupations not now considered apprenticeable.
7. To assist State apprenticeship agencies to develop and provide apprenticeship program services which are flexible and acceptable to labor and management.
8. To stimulate national, state and local organizations to actively support effective apprenticeship programs so that a greater proportion of journey persons will achieve their skills through apprenticeship.



## **The Maine State Apprenticeship and Training Council**

**(MSA&TC)**

### **Origin of Council**

In 1943, the Maine Legislature enacted an apprenticeship law which established the Maine State Apprenticeship Council and outlined the various duties and responsibilities. This law provided for voluntary acceptance of its terms and vested in the Council the responsibility to establish standards of apprenticeship through joint action of employers and employees.

### **Organization**

The Maine State Apprenticeship and Training Council is composed of eleven members appointed by the Governor. Four members represent employers, four members represent employees, and three members represent the public.

The Executive Director of the Maine Vocational Institute System, the Director of the Bureau of Labor Standards, and the Commissioner of Labor are ex-officio members without vote.

### **Responsibilities**

The Maine State Apprenticeship and Training Council has been recognized by the U.S. Department of Labor as the approval agency in the State of Maine for the approving, registration and deregistration of registered apprenticeship programs and apprentices. The Maine State Apprenticeship and Training Council will issue a Certificate of Completion to apprentices who satisfactorily complete all parts of their apprenticeship program.

### **Objectives**

The major objectives of the Council are:

1. To encourage and promote the formulation of apprenticeship programs and standards in cooperation with employers and employees.
2. To encourage the thorough preparation of future workers in the skilled trades under standards which will ensure complete training in all branches of a trade, supplemented by the necessary technical instruction in related trade subjects.



3. To develop apprenticeship opportunities consistent with the skilled labor requirements of industry.

The Maine State Apprenticeship and Training Council (MSA&TC) and the U.S. Department of Labor's Bureau of Apprenticeship and Training (BAT) work cooperatively to provide the best service possible for your apprenticeship program for all indentured apprentices.

#### **The Maine Vocational Institute (VTI) System**

The Maine VTI System is responsible for providing the Related Technical Instruction for apprentices in the State of Maine. The Maine State Apprenticeship Council (MSA&TC), the Bureau of Apprenticeship and Training (BAT), and the Maine VTI System work cooperatively to provide the best possible Related Technical Instruction to apprentices in the State of Maine.

#### **Review of Your Apprenticeship Program**

Your program will be reviewed approximately two (2) times a year or once every six (6) months. You will be visited by either a representative of the Maine State Apprenticeship and Training Council (MSA&TC) or the Bureau of Apprenticeship and Training (BAT). At that time your records will be reviewed and any problems that you or the apprentice(s) are having can be discussed. If possible, the apprentice(s) should be present. The review will be kept to an absolute minimum so as not to interfere with your production schedule.

#### **Subsidization - Federal and State**

There is no direct Federal or State subsidization to the employer or the apprentice for participating in an apprenticeship program. However, there can be circumstances where certain employees (i.e. economically disadvantaged) who are eligible for financial training assistance through other social agencies that may be applicable towards a portion of the formalized apprenticeship.

#### **Veterans' Benefits**

A veteran who is indentured as an apprentice would normally be eligible to collect their training benefits.



## **Related Training**

The Maine State Apprenticeship and Training Council and the Bureau of Apprenticeship and Training **are not placement agencies**. The basic requirement is 144 hours of related instruction per year of apprenticeship. This training may be provided in several ways:

### **1. Maine Vocational Technical Institute System (VTI)**

The Maine Vocational Technical Institute System (VTI) will provide related technical instruction to registered apprentices at the vocational technical institutes, regional vocational technical centers, or approved satellite locations. The cost of instruction is fifty percent (50%) of current tuition rate, plus books and laboratory fees if required by a particular course.

### **2. Correspondence Courses**

This type of material is approved for related instruction; however, the cost of the courses would have to be absorbed by the company or the apprentice. All correspondence course material must be approved by the Maine Vocational Technical Institute System Apprentice Training Director.

### **3. Supervised Home Study**

This form of related instruction is developed and approved on a case basis by the Director of Apprenticeship Training at the vocational technical institute system.

### **4. Factory Training Schools**

This form of training is approved for related instruction; however, all training must be documented.

## **Associate Degree in Related Science**

A graduate apprentice can pursue their career further with eleven (11) credit hours per year of their apprenticeship to a maximum of forty four (44) credit hours towards an associates degree in trade and technical occupations.





### Advantages to the Apprentice

A registered program does the following:

1. Provide full-time employment, subject to business conditions;
2. Provides an increasing scale of wages;
3. Identifies a planned training schedule;
4. Assures vocational training under the guidance of skilled journeypersons;
5. Ensures that a sufficient number of journeypersons will be available for training each apprentice;
6. Offers the potential to achieve journeyperson status upon successful completion of the program;
7. Provides recognition locally, statewide, and nationally for successful completion of the program.
8. Becomes the basis from which to earn an Associate Degree;
9. Reduces the cost of the required related training.
10. Requires completion of approximately 144 hours of related training per year of apprenticeship;
11. Requires a firm commitment by the employer;
12. Assures proper related technical training.
13. Provides a broader base for advancement;
14. Provides incentive for self-improvement;
15. Provides equal opportunity in training;
16. Assures equal consideration in selection;
17. Guarantees equal opportunity in employment;
18. Entitles a veteran to collect their training benefits from the Veterans' Administration;
19. Provides improved jobs security;
20. Assures that the training will meet acceptable industrial standards.



## Advantages to the Employer

A registered program does the following:

1. Is a systematic form of training;
2. Becomes a part of the National Apprenticeship Program;
3. Creates greater prestige through public recognition locally and nationally;
4. Tends to decrease turnover;
5. Is a long term commitment by employer and employee;
6. Provides assessment of existing skills;
7. Develops a more informed employee;
8. Identifies standards for journeyperson performance;
9. Requires a commitment by the employee;
10. Develops an employee that "fits" into the company;
11. Provides recognition for the apprentice upon successful completion of the program;
12. Ensures meeting the training standards of the trade;
13. Improves standards of training in the industry;
14. Gives greater assurance of satisfactory related instruction;
15. Makes available the resources of the Maine State Apprenticeship and Training Council (MSA&TC), the Bureau of Apprenticeship and Training (BAT), and the Maine Vocational Technical Institute (VTI);
16. Attracts better applicants;
17. Improves labor relations;
18. Reduces training costs;
19. Establishes eligibility for benefits under laws and regulations, and ensures compliance with the Davis-Bacon Act;
20. Has public relations value;



21. Assures compliance with State labor laws;
22. Ensures proper participation in Equal Employment Opportunity laws, rules and regulations;
23. Bureau of Employment Security, Job Service Division can provide aptitude testing;
24. Develops a more competent employee who is capable of advancing to more responsible positions;
25. Specific targeted clients can be subsidized in apprenticeship through support agencies and their respective programs.



## Resource Information

Kenneth L. Hardt, Director  
Maine State Apprenticeship and Training Council  
Bureau of Labor Standards  
State House Station #45  
Augusta, ME 04333  
289-6430

Richard Grandmaison, Director  
Bureau of Employment and Training  
U.S. Department of Labor  
Room 408 D  
Federal Building  
Augusta, ME 04330  
622-8235 or 622-8236



