

DEPARTMENT OF INDUSTRIAL RELATIONS

Division of Apprenticeship Standards
455 Golden Gate Avenue, 10th Floor East
San Francisco, California 94102
415-703-4920 General Number
415-703-5477 FAX Number



March 19, 2008

To: Ken Miller, Regional Training Coordinator
Northern California Sound & Communication
911 Bern Court, Suite 1100
San Jose, California 95112

Ref: DAS File Number 19167
Apprenticeship Program Preliminary Audit Report

Dear Mr. Miller,

The audit of the Northern California Sound & Communication, conducted in accordance with the provisions of the State of California Labor Code statutes is complete. The audit covered the period February 13, 2008 to February 15, 2008, and resulted in the findings and/or deficiencies noted in the preliminary audit report.

The audit, findings and recommendations, and careful examination of your apprenticeship program, are outlined in the report attached with this cover letter. The Program now has 14 days from the receipt of this letter in which to review and submit comments on the report. Within 10 days of the close of your comment period a final report will be submitted to the California Apprenticeship Council. The final report will detail the findings with recommendations for the remedial action.

At the time of the audit you were informed of the audit procedures and informally presented with a brief overview of audit findings and/or deficiencies. If you have any questions regarding the report, please contact me for assistance. If there are any formal comments you wish to make, please submit them in writing to me at the above address, so that I may forward them to the Chief/DAS along with the report for his review and recommendations.

The results of this audit do not rescind or replace other duties and requirements or any previous notices you may have regarding the fulfilling of your obligations prior to or after the audit period. Also, law changes or new rulings may result in different findings for future audits. Please feel free to call on us any time we can be of service.

You may contact me, Linda Knox, at the San Francisco office at (415)557-3914, my cell phone at (415) 516-0513, or by Email at www.LKnox@dir.ca.gov.

Thank you, to both you and your staff for your assistance and cooperation during the audit.

Sincerely,
Linda Knox

A handwritten signature in black ink that reads "Linda Knox". The signature is written in a cursive style with a large initial "L".

Apprenticeship Consultant Auditor
San Francisco/San Jose Offices



455 Golden Gate Avenue, 10th Floor
San Francisco, CA 94102
Phone (415) 557-3914
FAX (415) 703-5477

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL
RELATIONS
DIVISION OF APPRENTICESHIP
STANDARDS

AUDIT REPORT
For

**Northern California Sound &
Communication Joint Apprenticeship
Training Trust:
File number 19167**

*The Division of Apprenticeship Standards (DAS) Mission Statement:
Creates opportunities for Californians to gain employable lifetime skills and provides
employers with a highly skilled and experienced workforce while strengthening
California's economy*

CONTENTS

Summary.....2

Findings and Recommendations.....3

Introduction/Background.....4

Scope and Focus.....5

Methodology.....5

Audit Results and Recommendations.....6

Comments from Program Sponsor.....18

Correction and Timeline.....18

Remarks.....18

SUMMARY

The Division of Apprenticeship Standards (DAS) presents its audit report concerning Sound & Communication Joint Apprenticeship Training Committee (JATC) program; DAS file number 19167 (hereafter "Program"). The audit was performed from February 13, 2008 through February 15, 2008 and was conducted pursuant to California Labor Code §3073.1.

Below is a chart going back six years showing the industry average of graduates and the percentages of apprentice graduating in this Program.

GRADUATION RATES REPORTED

Year	Program	Industry Average	Percent of Industry Average
2001	37.4%	63.1%	59%
2002	31.0%	58.4%	53%
2003	27.2%	55.1%	49%
2004	47.9%	66.7%	72%
2005	45.1%	65.3%	69%
2006	31.6%	Unavailable	Unavailable
AVG	42.0%	61.72%	60.4%

PROGRAM COMPLETIONS

	2001	2002	2003	2004	2005	2006	2007
DAS *Records	142	127	134	161	70	*n/a	*n/a
Program Records	162	144	126	118	69	53	65

* The numbers for these years were not available.

FINDINGS AND RECOMMENDATIONS

As noted in the detailed report, which follows, the audit team found that some specific actions are necessary to bring the Program into compliance with their approved standards and legal requirements. The training facilities and its instructors are keeping accurate records on class attendance and completion of Related Supplemental Instruction (RSI). Accurate records are in place to notify employers of apprentice upgrades and rate increases and apprentices are keeping continuously employed. The graduation rates that appear in the chart above show that Sound & Communication Joint Apprenticeship Training Committee (JATC) needs to improve the amount of graduates per year in their program.

Detailed findings and recommendations are included in this report. The coordinator for Sound & Communication will be presented with a summary of the findings and recommendations to assist him in preparing the appropriate corrective actions. The DAS will visit the Program in the future to verify compliance with the recommendations. These DAS audit procedures allow the Program to respond to the recommendations and their response will become part of this formal report.

INTRODUCTION/BACKGROUND

On February 13, 2008, the auditors met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited a job site in connection with the audit. The Northern Sound & Communication Joint Apprenticeship and Training Committee program operates as a Labor/Management Cooperative and the principal partners in the cooperative effort are the members of the National Joint Apprenticeship and Training Committee for the Electrical Industry. The Program has an Apprentice Trust Fund. The Program's funding mechanism comes from employer contributions, Related Supplemental Instructional (RSI) Funds and state prevailing wage training fund contributions.

In the office are the Regional Training Director, Coordinator, Curriculum Supervisor with two clerical/office staff whom oversee the daily operations, management and administrative functions of this program. Also, the Program has three full time instructors. The Program office is located at 911 Bern Court, Suite 100, San Jose, CA 95112.

Employers will be approved by DAS to train apprentices, when they have completed the Agreement to Train Apprentices, DAS-7 form. The Program indicated that they dispatch to both union signatory employers and non-union employers who agree to abide by the Program's standards, rules, regulations and policies.

The apprenticeship program provides a training program for the following occupations:

1. Sound and Voice Transmission/Transference systems
2. Television and Video Systems
3. Security Systems
4. Communication Systems
5. Fire Alarm Systems

The term of the Apprenticeship is three years and there are 334 apprentices currently enrolled.

The Related and Supplemental Instruction is provided by the Program's training centers which are at several sites in Northern California. Each apprentice enrolled is required to attend an orientation and receives a comprehensive orientation packet that includes the rules and regulations, an explanation of the program standards, the Apprentice Record book (blue book) and a class schedule.

Foothill College, Chabot College, Martinez Adult School, American River College and Santa Rosa Jr. College are the apprenticeship program's Local Education Agencies (LEA).

SCOPE AND FOCUS

The principal objectives of the audit are to ensure the program is complying with their standards, that all on-the-job training is performed by a journeyman, that all related and supplemental instruction required by the apprenticeship standards is being provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship programs' requirements.

The audit focused on reviewing records and activities that tend to support and substantiate the programs' efforts, practices, system and capabilities to provide and deliver the on-the-job training and related instruction. The policies and procedures were reviewed to determine if they support the Programs' approved standards.

METHODOLOGY

After completing an initial review of the Programs' standards and records on file with the DAS, an audit plan was established with the following steps:

1. To notified the program 14 days in advance of our intent to audit.
2. Prepare an entrance interview
3. Organization of all working paper to conduct the interview
4. Confirm the location where records are maintained
5. Conduct a review of all apprentice files
6. Set the time and date of the meeting
7. Schedule inspection of the training facility and job sites
8. Will request and review copies of the committee meeting minutes for the last 12 months.

The steps listed above were completed and this includes the interviews with primary staff, apprentices and job site supervisors.

AUDIT RESULTS

1. STANDARDS

The objective is to determine whether the programs are submitting periodic revisions to their standards and if standards are reasonably current. "Standards" are a written document containing all terms and conditions for the qualification, recruitment, selection, employment and training, working conditions, wages, employee benefits and other statements. All apprenticeship programs are required to submit their apprenticeship standards to the DAS Chief for approval. The California Code of Regulations states the program must submit revisions to its standards when necessary.

(a) Findings:

Our review found that the Program had submitted revisions of their Standards to the Program Planning & Review at DAS on February 1, 2008. These Standards included a name change and an advancement schedule. On March 4, 2008, the new Revised Standards were approved by the Deputy Chief of DAS.

(b) Recommendations:

That Sound & Communication comply and follow their new revised Standards as approved on March 4, 2008.

Article IV (5) of the program's standards, Section 205 (f), 212 (a)(6) (7), (c)(2) (11) of the California Code of Regulations states that the program sponsor must submit revisions to its standards when necessary.

2. RULES AND REGULATIONS

The objective is to determine if the program has adequate rules and regulations, are implementing them as required, and provide a copy to the apprentices. The rules and regulations can be defined as an orientation or workshop session that explains the apprenticeship program standards and the operation of the apprenticeship program. It includes information such as what is expected from both the program and the apprentice to complete the program.

When the Program indentures the Apprentice, he/she, are given a copy of the rules and regulations and will attend an orientation session with both the coordinator and educational instructor. Then the apprentice must sign the document indicating they have received, read and understood the rules and regulations.

(a) Findings:

Each new Indenture of the Sound & Communication program receives a book that contains their Policies and Procedures, the back page of which is a signature page with a copy as a receipt. However, when reviewing the Apprentice files, no copies of the signature page were found.

(b) Recommendations:

That the Program continue the procedure of giving the new Indentures the Policies and Procedures in a book form. A copy of the “signature page” from the Policies and Procedures needs to be in the Apprentice file. **This recommendation is due in 90 days.**

Section 3071, 3073, and Section 212 (a) (6) (7), (c) (2) (3) (8), (14) of the California Code of Regulations states that the program must establish rules and regulations that govern the program.

3. ACTIVE APPRENTICES AND CANCELLATIONS

The review of this item is to determine if the program is monitoring apprentices as they enter and proceed through the program. It is also to determine if the program is maintaining accurate records on both the active and cancelled apprentices. The program should have the ability to provide evidence of procedures used for periodic reviews and evaluation of the apprentice’s progress in job performance and related instruction and maintenance of appropriate progress records. In addition, the program should have a process in place to notify the DAS when an apprentice leaves the program.

(a) Findings:

The Program has 334 active apprentices as of February 2008. During 2007, they indentured 95 apprentices, had 65 graduates from the program, and 86 apprentices either resigned from this program on their own accord, or were terminated for violations of the rules and regulations. The Program's database keeps accurate track of each apprentice.

(b) Recommendations:

- (1) The Program will continue to keep the DAS informed of indentures, cancellations and completions in a timely manner.
- (2) The Program should continue to monitor the Apprentice progress in the program at least every 90 days.

Section 205 (a)(1)(2) (i), 212 (a)(6) (7)(8), (b)(9), (c)(2)(10) 224 of the California Code of Regulations states that the program sponsor must maintain accurate apprenticeship records and submit changes, updates and revisions of an apprentice's status when necessary.

4. ON -THE JOB TRAINING (OJT) PROGRESS RECORDS, ADVANCEMENTS AND EVALUATIONS

Our review is to determine if apprentices are progressing on schedule, that the program is maintaining adequate OJT records, receiving periodic evaluations and if the program has an adequate records. Is there a system in place to ensure that apprentices are covering all the work processes?

The Program uses the following items to track apprentice's schedule, OJT records, periodic evaluations and work processes:

- The apprentice must abide by the requirements set by the Program and the terms of the Collective Bargaining Agreement. Therefore, if the apprentice is not current with their fees and dues, then they will not progress to the next level of training.

- DAS Apprentice Record Book (blue book) is to verify work processes and to track the work hours in each. The blue book needs to be signed by the employer before it is turned into the Program Coordinator.
- Each apprentice needs a total of 4800 hours of on-the-job-training. These hours are divided by four work processes, which the apprentice completes during the three year program. These hours are divided into the following processes: Systems Installation – 3420 hours; Systems Maintenance – 360 hours; Systems Service – 540 hours; and Systems Test & Start-up – 480 hours.
- When the apprentice has completed one year of instruction and on-the-job training the Program will notify the employer and apprentice to ensure a timely pay increase and any other benefits they might be entitled.

The Program issues the blue book to all newly indentured apprentices for the recording of their daily work assignments. The apprentice is then required to turn-in this book once a month to determine if the apprentice has worked the required hours before they advance to the next level of training and receive a wage increase.

(a) Findings:

In our review of the apprentice file, the “blue books” did not show, in general, a breakdown of each work process completed by the apprentice. We, also, did not find any documents or records to insure that all four of these work processes had been performed by the apprentice.

(b) Recommendations:

(1) Develop a uniform system to keep track of the apprentice OJT hours in each of the four individual work processes. **This recommendation will be due in 90 days.**

(2) Provide training and instruction to the apprentices’ on how to properly record OJT hours and work processes. **This recommendation will be due in 30 days.**

(3) Keep the Coordinator proactive and make every effort to ensure the Program standards are being met. This should include job-site visits, communication with apprentice and employer and

evaluating the classroom instruction to ensure it is meeting the required supplemental instruction needed for the training. **This recommendation is due in 90 days.**

Section 3073.1, 3076, 3078(e) of the Labor Code, and Sections 208, 210, 212(a) (4) (5) (7) (8), (b) (9), (c) (2) (6) (8) (9) (16) (18), of the California Code of Regulations. The program must offer training and supervision in all the work processes defined in its standards and has a system to ensure that apprentices cover all the work processes. The program must have a system of documenting and maintaining records that will assist in the review and evaluation of the apprentice's progress in job performance. The program must have a procedure for recording and maintaining accurate records, and a procedure for periodic review and evaluation of progress.

5. RELATED AND SUPPLEMENTAL INSTRUCTION (RSI)

The objective of our examination was to determine if apprentices are progressing on schedule, attending classes, covering the entire course of study, and to ensure the programs are maintaining accurate records with adequate systems in place to provide training.

In this program, each of the apprentice will need to satisfactorily complete 480 hours of Related Supplemental Instruction (RSI) during their apprenticeship. The apprentice will utilize the curriculum that was developed by the Northern California Sound & Communication Regional JATC and the National JATC.

The apprentices will need 160 hours of instruction every year of their three year program. The school year is normally from September thru May and is 80 hours of instruction each semester. When the apprentice is attending school, they may collect unemployment insurance to compensate with their finances. Training, in some selected locations in Northern California, allows the apprentice to attend school two nights per week for 3 hours each night, instead of day school for two weeks.

A school calendar, indicating the classes which will be offered that semester, is given to each apprentice. This calendar indicates whether the class is for the first year apprentice, the second year apprentice, or the third year apprentice.

The Programs grading policy requires the apprentice to complete each course with an average of 70% or better to pass.

(a) Findings:

Our review found that the Program is doing a good job of monitoring the apprentice progress in the required supplemental instruction. It appears the Program provides the appropriate courses for this kind of occupation. In our review of the files we found either a list of all the classes each apprentice had taken or letters indicating the classes had been finished. Our understanding is the Program has a database which shows the progress of each apprentice and what their status is in the three year program.

(b) Recommendations:

As long as the Program has an adequate database that shows the completed work hours for each apprentice and a report with the grades from each class, then there need not be any documentation in the apprentice file. However, it would be wise to have a hard copy of the hours worked and the classes taken in the apprentice file just in case the computer goes down and this information is lost.

Section 3073.2, 3078(d), of the California Labor Code, and Section 205(e)(h), 212(a)(3)(6)(7) (c)(13)(14) of the California Code of Regulations states that it is recommended that the program provide a minimum of 144 hours per year of supplemental instruction for each year of apprenticeship and adequate arrangements for related and supplemental instruction, and have the ability and commitment to train apprentices with current industry standard criteria.

6. TRAINING FACILITIES

The objective is to ensure the program has adequate facilities, tools, materials and equipment to train apprentices, and to determine if the facilities are utilized and adequate for training.

This program has seven Training Facilities in Northern California. They are located on Mission Street in San Francisco, Bern Court in San Jose, El Centro Road in Sacramento, Alvarado Street in San Leandro, Industrial Road in San Carlos, East Hedges Avenue in Fresno, and On Corby Avenue in Santa Rosa. All of these sites have one to three classrooms, accommodating ten to forty students, and have one to three instructors.

We had a tour of the training facilities located at 911 Bern Court. School was not in session but the classroom reflected adequate room to make special projects, enough materials, equipment and tools, for each of the apprentices. The Local Education Agency (LEA) is located at Foothill College in Los Altos Hills.

(a) Findings:

Our inspection of the training facility found it to be sufficient to train apprentices.

(b) Recommendations:

The program should continue current practices.

Section 3074 of the California Labor Code—Section 212(a) (3) (4) (8), (c) (13) (12), 212.3 of the California Code of Regulations states that the program sponsor must have adequate arrangements for related and supplemental instruction.

7. MECHANISM TO KEEP APPRENTICES REASONABLY EMPLOYED

Our objective is to determine if apprentices are keeping reasonably employed, to ensure the program has adequate systems in place to rotate apprentices so they cover all work processes, and to provide apprentices with continuing employment in the event of a layoff.

Apprentices in this program are dispatched from the list of Available Apprentices. All job placements will be through the various local union offices. It is the apprentices' responsibility to keep the office advised of any changes in their phone number or mailing address. It is also the responsibility of the apprentice to be current in all fees or dues to the Local union to be eligible for dispatch.

(a) Findings:

(1) The program has a process in place to send out apprentices to non-union employers. A request to dispatch Apprentices to a Public Works job, first needs to have a DAS 140 on file before a referral can be made.

(2) The records found the referral/dispatch system keeps the apprentices employed within their industry.

(b) Recommendations:

The program should continue the system they have in place and encourage additional employer involvement.

Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations. The program(s) must have a mechanism to keep apprentices reasonably employed and maintain accurate documentation Section 3080 of the Labor Code, and Section 212 (b) (7) (9), (c) (16) (18) of the California Code of Regulations.

8. JOB SITE VISIT

A review of the job site will offer an opportunity to view an apprentice working on the on-the-job site. This will allow us to discuss the operation of the program with the apprentice and to observe the apprentice at work. It enables direct contact with the apprentice to determine the following:

- Is the apprentice performing the various work processes of their trade?
- Is the apprentice receiving the correct hourly rate of pay, after they received a promotion to the next level?
- Is the apprentice employed on a reasonably continuous basis?
- Is the programs' mechanism, to keep apprentices reasonably employed, adequate?

The Program suggested five job site locations to visit. We telephoned the supervisors and made arrangements to see two locations.

The auditors interviewed one apprentice working at the Intel Building location under the supervision and direction of a journeyman. The ratio of apprentice's to journeymen was even. The apprentice is currently doing just one of the work processes. He would do the other work processes on occasion. This apprentice's supervisor has helped him in making sure he gets a complete on-the-job training in all the work processes.

The other on-the-job site interviews took place at a new construction site where we interviewed two apprentice doing voice data. One Apprentice has been in the program 18 months and has taken four classes. He mentioned he was only doing one of the work processes and hoped to learn the other three processes for the trade. The second Apprentice was in his 3rd year of the program and believed he would be a Journeyman in March of 2008. This Apprentice had some experience working on Public Work Projects.

(a) Findings:

The Auditors found that all three of these Apprentices mentioned they wish they had more on-the-job training in all four of the work processes. Most of the time, they would only work for one employer who gave them one of the work process to do. The work processes are Systems Installation, Systems Maintenance, Systems Service, and Systems Testing and Start up. It appears that the Apprentices completing the program, may not be fully trained in each area of this trade.

(b) Recommendations:

(1) Find a way to rotate, the *first* year Apprentice, into jobs where they can learn all the work processes. This may mean the Apprentice goes from job to job until he/she gets experience in each work process. **This recommendation is due in 90 days.**

(2) Educate and inform the *employers* why it is important for each person to have on-the-job training in *all* areas of the trade.

(3) Reinforce, with the *Apprentices*, they need to, at least, estimate how many hours they are working in each work process every month. Explain to the Apprentices during their orientation they need to put down the hours of each process. **This recommendation is due in 30 days.**

(4) The program should continue to monitor job sites ensuring the apprentices are adequately employed at each the work process. They are recording their OJT work hours correctly and working under the direction of a journeyman, plus paid the proper wage rates and benefits.

Section 208, 212(a) (1) (2) (4), (b) (4) (5) (6), (c) (6) (13) (14) of the California Code of Regulations states that all on-the-job training will be performed by journeymen, that all related and supplemental instruction required by the apprenticeship standards will be provided, that all work processes in the apprenticeship standards are being covered, and that graduates have completed the apprenticeship program's requirements.

9. SELF-ASSESSMENT REVIEW AND PROGRAM IMPROVEMENT PLAN

The objective is to determine if the program has submitted the annual Self-Assessment Review and Program Improvement Plan. The California Code of Regulations Title 8, Section 212.3 requires programs to perform an annual self-evaluation and to create an improvement plan. The DAS now requires that each program submit a copy of their Annual Self-Assessment Review and Program Improvement Plan to their Apprenticeship Consultant by December 1 of each year.

(a) Findings:

The required annual Self-Assessment Review and Program Improvement Plan was submitted to the DAS for year of 2006, as required.

(b) Recommendations:

(1) The program needs to submit a Self-Assessment Review and Program Improvement Plan for the year of 2007, which was due December 1, 2007. (If this request has already been submitted, then please ignore.) **This recommendation is due in 60 days.**

(2) Continue to submit the Self-Assessment Review and Program Plan as required by the DAS **every December 1 of each year.**

(3) Use the Self-Assessment Review and Program Improvement Plan as a tool for setting goals for your program and adopt the listed changes during the previous 12 month period.

Section 212 (a) (6) (7), (c) (2) (11), 212.3 of the California Code of Regulations states that the program sponsor must submit annually a Self-Assessment Review and Program Improvement Plan to the DAS.

10. COMMITTEE MEETINGS AND MINUTES OF MEETING

Joint apprenticeship committees have equal representation from labor and from management. Each committee also includes a consultant representing the Division of Apprenticeship Standards or the Bureau of Apprenticeship and Training, U.S. Department of

Labor, as well as an advisor from the Local Education Agency. The advisors and governmental representatives do not have a vote on committee issues. This committee is responsible for administering the Standards for this Program. In carrying out its functions, the committee also has certain authority under the law. The actions, therefore, must be in accordance with approved apprenticeship standards, and be recorded in the minutes.

The objective is to determine if the apprenticeship committee is meeting on a regular basis, documenting actions, discussing and reviewing apprenticeship records, and making appropriate assessments and evaluations.

The Regional JATC is composed of eight members: four who are qualified and duly appointed in writing to represent the NECA Chapters and four to represent the IBEW Local Unions. The term of office shall be four years.

The Northern California and Northern Nevada Sound and Communication Joint Apprenticeship and Training Committee meet every other month or six times per year. As requested by the Auditors, the minutes of the committee meetings for the past year were submitted for review by the DAS.

(a) Findings:

Our review of the committee minutes for the last 12 months found records of disciplinary actions and new indentures. The committee discusses and reviews apprenticeship records and makes appropriate assessment and evaluations. The review found appropriate documentation of this in the committee minutes.

(b) Recommendations:

The Program committee should continue to document these actions in their committee minutes.

Section 3076, 3080(b), 3078(d)(f), 3079, 3093(k), of the California Labor Code, and Section 213, 218, 212(7), 208(5), 205(e)(f)(g)(i), 212(c)(1)(6) (9), 224 of the California Code of Regulations states that the program sponsor must maintain adequate documentation and records.

11. COMMENTS FROM PROGRAM SPONSOR

Comments, if submitted by the Program sponsor during the 14-day review and comment period, will be included with this report to the Chief of DAS and ultimately to the California Apprenticeship Council.

12. CORRECTIONS AND TIMELINE

The audit findings and recommendations are set forth in this report. The program has 14 days from the receipt of this report to review and submit comments on the report.

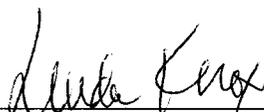
Within 10-days following the receipt of comments or the completion of the comment period, the Chief of DAS will submit a final report to the California Apprenticeship Council.

The final report will detail the findings with recommendations for remedial actions. The programs must remedy all deficiencies and be in full compliance with their apprenticeship standards. The programs must notify the DAS, in writing, when deficiencies have been resolved. A representative from DAS will schedule an appointment to review the completion of the remedial actions. Failure to comply may be grounds for withdrawing state approval of the apprenticeship programs.

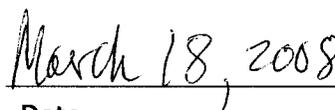
13. REMARKS

The results of this audit do not modify, replace or negate other duties and requirements or any previous notices you may have received regarding the fulfilling of your obligations prior to or after the audit period. In addition, law changes or new rulings might result in different findings in future audits.

Respectfully submitted by,



Linda Knox



Date

Apprenticeship Consultant-Auditor
Division of Apprenticeship Standards
San Francisco/San Jose District Office



CALIFORNIA APPRENTICESHIP COUNCIL
Voice-Data-Video Industry
Advisory Committee

Sound and Communications / VDV

Minimum Industry Training Criteria

DOT CODE 829.281 022

Sound and Communications / VDV Industry

Minimum Training Criteria

DOT CODE 829.281 022

1. Length of Training

Program sponsors shall establish a minimum of a three (3) year program of not less than 4,800 hours of on-the-job training.

2. Related Supplemental Instruction

The required prescribed courses of related and supplemental instruction shall be no less than 150 hours per year. This instruction must include at a minimum the related and supplemental training processes listed in Exhibit "A".

3. On-the-Job Training

Skills to be learned: See Exhibit "B".

4. Competency Testing

All apprentices must pass a competency test prior to the time of their advancement to the next higher level. The tests shall be based on all Related and Supplemental Instruction and manipulative skills test based on laboratory assignments. Periodic testing shall be done during each level of coursework and apprentices shall not advance to the next level unless they have achieved an average score of 70% or higher. Tests shall be based on all Related and Supplemental Instruction and laboratory assignments.

5. Completion Percentages

Program sponsors must have a 45% graduation rate of all apprentices that satisfactorily complete the first year of the program.

6. Revisions

The schedule for revisions to the Sound and Communications Industry Training Criteria shall be in accordance with Labor Code Section 212.01

EXHIBIT “A”

Related and Supplemental Instruction Topics

For Sound and Communications / VDV Industry Criteria

DOT CODE

829.281 022

RELATED AND SUPPLEMENTAL INSTRUCTION

- | | |
|---|---|
| 1. Safety, First Aid/CPR | 13. MATV/CATV/SATV |
| 2. DC Theory | 14. Master Clock Systems |
| 3. AC Theory | 15. Nurse Call Systems |
| 4. Codes, Standards, Installation Practices | 16. Paging and Alert Systems |
| 5. Blueprints | 17. Power Quality |
| 6. Conductors – Wire and Cable | 18. RF Communications |
| 7. Audio Visual Systems | 19. Security and Access Control Systems |
| 8. Closed Circuit Television | 20. Semiconductors |
| 9. Fiber Optics | 21. Sound Reinforcement Systems |
| 10. Fire Alarm / Life Safety | 22. Structured Cabling |
| 11. Grounding and Bonding | 23. Telephony |
| 12. Network Systems | |

EXHIBIT “B”

Work Processes

For Sound and Communications / VDV Industry Criteria

DOT CODE 829.281 022

WORK PROCESSES

- A. Component Installation
- B. Wire and Cable Installation
- C. Splicing and Termination
- D. Maintenance and Service
- E. Testing and Start-Up



**CALIFORNIA APPRENTICESHIP COUNCIL
Voice-Data-Video Industry
Advisory Committee**

Don R Davis (3)
Electrical Training Institute
6023 South Garfield Avenue
City of Commerce, CA 90040

Gary Leder
Electric Service and Supply Company
2668 East Foothill Blvd
Pasadena, CA 91107

Kevin Hartnett (2)
Laser Electric, Inc
9920 Scripps Lake Drive #105
San Diego, CA 92131

Ken Miller (1)
NorCal Sound and Communication JATC
911 Bern Court Suite 100
San Jose

George Stivers
Bergelectric Corp Contrs/Engineers
650 Opper Street
Escondido, CA 92029-1020

Rick Hecht
Orange County Electrical Training Trust
29075 Turtle Rock Court.
Quail Valley, CA 92587

Tom Swanson
Rex Moore Electrical Contractors
3601 Parkway Place
West Sacramento, CA 95691

Scott Stephan
IBEW Local 302
1875 Arnold Drive
Martinez, CA 94553

Bob Brady
Tri-Signal
5007 Windplay Drive
El Dorado Hills, 95762

John Sawtelle
IBEW Local 332
2125 Canoas Garden Avenue Suite 100
San Jose, CA 95125

Dick Johnson
Johnson Electronics
78 Malarin Street
Salinas, CA 93901

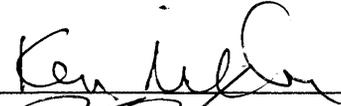
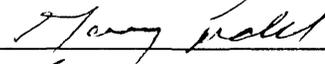
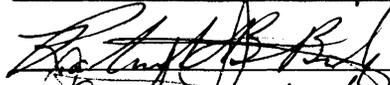
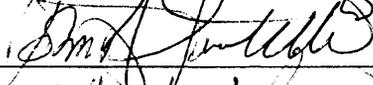
Kim Briggs
Dunamis Systems
6034 Rainbow Heights Road
Fallbrook, CA 92028

(1) Chairman
(2) Co-Chairman
(3) Secretary



**CALIFORNIA APPRENTICESHIP COUNCIL
Voice-Data-Video Industry
Advisory Committee**

The foregoing Criteria is hereby agreed to and adopted

		<u>Date</u>
Ken Miller		1/22/08
Kevin Hartnett		1/14/08
Don R Davis		1/16/2008
Gary Leder		1/17/2008
George Stivers		1/15/08
Rick Hecht		1/16/08
Tom Swanson		1/17/08
Scott Stephan		1/22/08
Bob Brady		1/17/08
John Sawtelle		1/22/08
Dick Johnson		1/22/08
Kim Briggs		1/15/08



Northern California Sound & Communications Joint Apprenticeship and Training Committee



911 Bern Court, Suite 100
San Jose, CA 95112
(408) 453-3101
(408) 453- 5822 Fax

April 3, 2008

State of California
Department of Industrial Relations
Division of Apprenticeship Standards
455 Golden Gate Avenue, 10th Floor East
San Francisco, CA 94102
Attn: Linda Knox
Apprenticeship Consultant Auditor

Ref. DAS File Number 19167
Apprenticeship Program Preliminary Report

➤ *Program Comments*

Summary

Finding and Recommendations

- *We will always endeavor to improve the completion rate for our Program.*
- *We would like to submit one piece of useful information in regard to data collected from 2000 – 2006. Recall the economic downturn that occurred in the year 2000, when the “Bubble” burst. Compare our Program’s intake numbers from 2000 – 2006; notice that 691 new apprentices were indentured during 2000, whereas the average intake from 2001-2006 was approximately 181. Because of the hi-tech nature of our segment of the Electrical Industry (Sound & Communications/Voice-Data-Video), we were more severely impacted than any other construction trade. And when the work contractors had “on-the-books” was eliminated as the bubble burst, most of these newly indentured Apprentices were unable to remain in the program due to lack of employment. Over each subsequent year, the resulting agreement cancellations skewed our perceived completion rates.*
- *If one took this into consideration and used the 181 per year average intake from 2001-2006, our completion rates would double.*
- *We are currently managing our ranked applicant pool carefully and doing our best to only indenture in response to true need as opposed to mere speculation.*

Introduction/Background

Scope & Focus – Methodology

Audit Results

1. Standards
 - a. Findings
 - b. Recommendations
 - ***Noted***

2. Rules and Regulations
 - a. Findings
 - ***Noted***
 - ***We find it hard to believe not one signature page was found in the 100 files reviewed. Obtaining and filing the Policies and Procedures (P&P) acknowledgement Signature Page has been normal protocol at this office since I began here in October, 2005. We also wonder why we were not advised of this during our exit interview (?).***

 - b. Recommendations
 - ***Noted***
 - ***Recommendation Due in 90 days: June 18***
 - ***We will research all active Apprentice files and identify which are missing the P&P Signature Page. Missing signatures will be obtained during the Fall 08 School (RSI) Semester. Due to the nature of our regional program, our best method for providing apprentices with important information or obtaining signatures is when we have them physically “captured” within the classroom. We typically schedule 35 - 40 “classes” throughout our region during any given semester and since the scheduling is staggered, the last scheduled (first week) class will be in late October.***
 - ***An initial report will be provided to DAS listing “signatures needed”***
 - ***A final report will be provided to DAS by early November 2008 detailing all signatures obtained.***

3. Active Apprentices and Cancellations
 - a. Findings
 - b. Recommendations
 - ***Noted***
 - ***(1) We are looking forward as well to the “electronic” database interface currently under development with DAS which will facilitate improved information exchange and reduce or (hopefully) eliminate the current time lag.***

- *(2) While not identified as a 'recommendation' by the auditor, our Program fully intends to improve our Apprentice progress evaluation process.*
4. On the job training Progress Records, Advancements and Evaluations
 - a. Findings
 - b. Recommendations
 - ***Noted***
 - ***(1) Recommendation Due in 90 days: June 18***
 - *An improved Apprentice OJT Tracking System will be developed and submitted to DAS by the due date*
 - ***(2) Recommendation Due in 30 days: April 19***
 - *As a result of Minimum Industry Training Criteria recently approved by the California Apprenticeship Council for our DOT Code 829.281 022, we need to revise the Work Processes currently in our Standards. The New Work Processes represent a more realistic overview of our segment of the industry at this time, and will facilitate more accurate reporting and tracking of OJT hours by the Apprentice. We therefore, request an extension to June 18 (90 days) for this recommendation. A copy of the new Training Criteria is included in this response as a separate document.*
 - ***(3) Recommendation Due in 90 days: June 18***
 - *A report will be provided to DAS detailing our efforts on this recommendation by the due date.*
 5. Related and Supplemental Instruction
 - a. Findings
 - b. Recommendations
 - ***Noted***
 6. Training Facilities
 - a. Findings
 - b. Recommendations
 - ***Noted***
 7. Mechanism to keep Apprentices reasonably employed
 - a. Findings
 - b. Recommendations
 - ***Noted***
 8. Job Site Visit
 - a. Findings
 - b. Recommendations

- **Noted**
 - (1) Recommendation Due in 90 days: June 18
 - (2) Employer workshops now in planning stage
 - (3) Recommendation Due in 30 days: April 19
 - Also see response to 4. (b) (2)
 - (4) **Noted**
9. Self-Assessment Review and Program Improvement Plan
- a. Findings
 - b. Recommendations
 - **Noted**
 - (1) Recommendation Due in 60 days: May 19
 - *Self-Assessment and Program Improvement Plan for 2007 will be submitted to DAS by the due date.*
 - (2) **Submit Self-Assessment annually, December 1st**
 - (3) **Noted**
10. Committee Meetings and Minutes of Meetings
- a. Findings
 - b. Recommendations
 - **Noted**

Please advise me if you have questions or require further information.

Sincerely,

Ken Miller
Regional Training Director
Northern California Sound and Communication JATC
Cell phone: (408) 771-8392