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STATE OF CALIFORNIA  
DEPARTMENT OF INDUSTRIAL  
RELATIONS  
DIVISION OF APPRENTICESHIP  
STANDARDS

**AUDIT REPORT**

**For**

**Laborers Southern California Joint  
Apprenticeship Training Committee (JATC)  
program; file number 10710**

*The Division of Apprenticeship (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*

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## SUMMARY

The Division of Apprenticeship Standards (DAS) presents its audit report concerning the Laborers Southern California Joint Apprenticeship Training Committee (JATC) program; DAS file number 10710 (hereafter "Program"). The audit was performed from January 14, 2008, through January 17, 2008 and was conducted pursuant to California Labor Code §3073.1.

During initial preliminary audit preparation it was discovered that the program had failed to update the DAS on the number of registered apprentices' in the program. The number reported was 1218 registered apprentices'. DAS records indicated the program actually has 1477 registered apprentices'. The program satisfactorily accounted for 160 apprentices through terminations and/or withdraws, and 78 journeyman completions that have been taken off the program records but are currently being processed by DAS. The program has not requested withdraws and/or termination requests for the remaining 21 registered apprentices due to their procedure to wait for the apprentice 30 day appeal period to expire prior to submitting the information to the DAS.

### GRADUATION RATES REPORTED

Year	Program	Industry Average	Percent of Industry Average
2001	60.0%	34.1%	176%
2002	37.6%	33.6%	112%
2003	47.4%	46.3%	102%
2004	48.3%	46.1%	105%
2005	45.6%	43.5%	105%
AVG	47.7%	44.0%	94%

### 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 program is doing an excellent job at keeping apprentices on schedule. The training facility and its instructor keep 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 proof that the Laborers Southern California Joint Apprenticeship Training Committee (JATC) is committed to helping apprentices reach their goal of becoming a journeyman in the trade.

Detailed findings and recommendations are included in this report. The coordinator was presented with a summary of the findings and a recommendation was presented to assist him in preparing the appropriate corrective action. The program was receptive to the recommendations made by the audit team and immediately implemented record keeping changes to bring the program into compliance with their approved standards and legal requirements. The DAS will visit the program in the future to verify compliance with the

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recommendations. These DAS audit procedures allow the program to respond to the recommendations and their response will become part of this formal report.

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#### AUDIT HIGHLIGHTS.....

Our review of the Laborers Southern California Joint Apprenticeship Training Committee (JATC) program; Division of Apprenticeship Standards (DAS) file number 10710, (hereafter "Program") found that:

- Our review found that the program has submitted on going revision of standards since October 1999.
- The program requires all apprentices to sign and confirm that they understand the programs Rules and Regulations. The apprentice files did contained signed copies of this document.
- The program made requests to DAS to cancel or complete apprentices. The number of registered apprentices for this program was incorrect because of their procedure to wait for the apprentice 30 day appeal period to expire. Once the 30 day appeal period has expired the program will submit the information to the DAS.
- The program did not have a breakdown of the various work processes completed by the apprentice and is only keeping records of total OJT hours worked.
- The job site review found that the apprentices are completing the blue book with total hours but fail to record the breakdown of hours for specific work processes.

*Continued on next page....*

#### INTRODUCTION/BACKGROUND

On January 14, 2008 through January 17, 2008, the auditor(s) met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited 2 job sites in connection with the audit. The Laborers Southern California Joint Apprenticeship Training Committee (JATC) program operates as a Labor/Management Cooperative and the principal partners in the cooperative effort are the members of the are Associated General Contractors of California, Southern California Contractors' Association, Engineering Contractors Association, Building Industry Association of Southern California, and Southern California District Council of Laborers . The program has an Apprentice Trust Fund. The programs funding mechanism comes from employer contributions, Related Supplemental Instructional (RSI) Funds and state prevailing wage training fund contributions.

The daily operations, management and administrative functions are run by five primary staff, the Executive Director, Senior Apprentice Coordinator, Facility Manager, Field Director, and Office Manager.

The program has 20 full time instructors and 9 part time instructors. All full time instructors are credentialed. The program office is located at 1385 West Sierra Madre Avenue, Azusa, CA 91702.

Employers are approved to train when they have completed an 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 Related and Supplemental Instruction is provided by the programs training center which is at the same site as the program operations. 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. Hacienda La Puente Adult Education is the apprenticeship program's Local Education Agency (LEA) for Los Angeles.

- The program has completed and submitted the annually required Self-Assessment Review and Program Improvement Plan to DAS.
- The program committee meeting minutes include formalize motions to approve indentures, upgrades, prior credit, cancellations, completions, evaluations and discipline of apprentices.

## 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 programs' 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. 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. Request and review copies of the committee meeting minutes for the last 12 months.

All steps listed above were accomplished and include interviews with primary staff, apprentices and job site supervisors'.

## AUDIT RESULTS

### 1. STANDARDS

Our review found that the program has submitted revisions of curriculum on July 19, 2007, and revision of wages and benefits on July 1, 2007. The original standards for this program were approved on October 7, 1999. The program is not complying with these standards and revisions.

#### **(a) Findings**

The audit found that the program did not have a proper breakdown of the various work processes completed by the apprentice and was only keeping records of total OJT hours. There are records and/or documentation in each apprentices' file to insure all work processes in the apprenticeship standards are covered, however there is no documented breakdown of hours for each work process. The work processes are kept in a file by the month in which each apprentices submits them.

#### **(b) Recommendations**

Implement record keeping changes to record proper breakdown of work processes of OJT hours within 90 days of issuance of this report.

*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 on what is expected by both the program and the apprentice. When the apprentice is approved by the program to enter the training (passes an oral interview) he/she is given a copy of the rules and regulations and attends 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. The program is complying with these standards.

#### **(a) Findings**

The rules and regulations for this program were adopted on October 7, 1999 and contain a policy statement showing responsibilities of the apprenticeship and the committee. Apprentices are cited for failure to follow the rules and regulations. A letter of citation is mailed to the apprentice to appear before the committee and failure to appear is reason to recommend cancellation from the program for failure to comply with a committee directive. The apprentice files contained

copies of school absences, evaluations and progress. The program is complying with these rules and regulations.

**(b) Recommendations**

None

*Article VI (2) of the program's standards, 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**

(1) During the initial preliminary audit preparation, it was discovered that the program failed to update the DAS on the actual numbers of apprentices in the program. The number reported was 1218 registered apprentices, when DAS records indicate the program has 1477 registered apprentices. The program satisfactorily accounted for 168 apprentices through terminations and/or withdraws, and 78 journeymen completions that were taken off the program records but are currently being processed by DAS. The program has not requested withdraws and/or termination request for the remaining 21 registered apprentices because the programs procedure is to wait for the apprentice 30 day appeal period to expire prior to submitting the information to DAS.

**(b) Recommendations**

(1) The program is to continue to keep the DAS informed of the indentures, cancellations and completions in a timely manner.

*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 and 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 in all fees and dues they will not progress to the next level of training.
- DAS Apprentice Record Book (blue book) to verify work processes and track work hours is signed by the employer before being submitted to the program by the apprentice.
- The support staff record the work process in an individual work process file for each apprentice and then enters the total hours in the program database.
- School Evaluation form from the instructor and Apprentice Record of Absence or Late form (school attendance) to assure required supplemental instruction is complete. Each apprentice is also required to use a time clock when attending school which recognizes the apprentice by using the last four numbers of their social security number. The apprentice is required to take a skill level evaluation test at the end of each semester before progressing on to the next level of training and must maintain a "C" grade average or above.
- The employer provides work evaluations every six months and may contain work hours completed. The program will notify the employer and apprentice when advancements is earned insuring timely upgrades and employer being aware of proper rates of pay and benefits.
- The program keeps separate "advancement cards" on record for each apprentice. Each card keeps track of how many work and class hours the apprentice has completed. This card is used to advance the apprentice to the next level and receive a wage increase. The committee reviews each level change and the program keeps the date of change in the computer.
- To keep the apprentice on schedule the program will send out written notices on class schedules, employer letters and evaluations. Apprentices failing to meet program attendance requirements are cited and notices are mailed with a request to explain why they should not be disciplined or terminated.

The program issues all newly indentured apprentices the blue book to record their daily work assignments. The apprentice is then required to turn-in this book before they are advanced to the next level of training and receive a wage increase. Our audit of the files found that apprentice files did not have copies of the blue book. The program keeps a separate file for the apprentices daily work assignments, however the program did not have a breakdown of the various work processes completed by the apprentice and was only keeping records of the total OJT hours worked. The program database keeps documentation of the total hours worked and a hard copy is in the apprentice file.

### **(a) Findings**

(1) The apprentice files and the program database fail to show a breakdown of individual work processes completed by the apprentice. There are no records and/or documentation on file to insure that all work processes in the apprenticeship standards are being met. The DAS Apprentice Record blue book documents the total hours worked but it fails to give a breakdown of hours by work process.

(2) The files contained a consistent record of all absences related to school attendance. The program requires the apprentice to use a form for this purpose. This form is explained in the apprentice rules and regulations and is specific about "failure to complete this form and turn in the form will result in disciplinary action."

(3) The review found evidence of disciplinary actions due to poor performance or excess absences. We also reviewed the programs committee minutes for the last 12 months and found evidence of disciplinary actions or possible termination of apprentices.

### **(b) Recommendations**

(1) Review the programs standards and add individual work processes to the DAS Apprentice Record Book (blue book) before issuing a book to the apprentice - Due within 90 days.

(2) Develop a uniform system to keep and track apprentice OJT hours - Due within 90 days.

(3) Keep DAS Apprentice Record Book (blue book) or some type of record in each apprentice file. Due within 90 days.

*Section XVII of the program's standards, and 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.

The programs Local Education Agency (LEA) is the Hacienda La Puente Adult Education in City of Industry, California. The program oversees the Related Training Curriculum. The program training center is located at 1385 W. Sierra Madre Ave., Azusa, CA. 91702

The apprentice files included records of attendance, classroom hours, and evaluations/grade reports from the instructor. The apprentices will attend 216 hours of instruction over the course of their apprenticeship, with classes scheduled each semester. Each student receives a calendar with their schedule of classes. Weeknight classes start promptly at 5pm to 9pm and last 4 hours. Weekend classes start promptly at 6:15 am to 3pm on Saturday.

Apprentices are required to sign in and out of class by entering their name and last four digits of their social security number on a log maintained by the training program. Any apprentice caught signing in or out for another student will be referred to the committee for disciplinary action. An apprentice may be absent for a total of 3 weeks over a six month period but must make-up their absence. The program has several tracking systems in place that monitor the progress of the apprentices.

The apprentice files contained a consistent record of all absences related to school attendance. The files also contained grade and completion reports from the instructor with a recommendation that the apprentice is ready for the next level in training.

**(a) Findings**

(1) Our review found that the program is performing an excellent job of monitoring the apprentice progression through the required supplemental instruction and is providing the appropriate courses for this occupation.

**(b) Recommendation**

(1) Explore and continue to provide updates to the program and the apprentice(s) on how the apprentice(s) is progressing in their required educational courses.

(2) Review curriculum and develop new courses to cover additional needs when necessary.

*Section XVI of the program's standards, 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 CENTER**

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.

There are 20 full time and 9 part time certified instructors in this program. During our visit the auditors were able to attend 2 classes. The auditors spoke with the instructor who reviewed his records with us and toured the facility. The program and training center are located in the same facility. The training center consists of

various large classrooms and shop labs utilized for demonstrations and on-hand working booths to make special projects. Each apprentice must complete a variety of shop projects and show competency in applying the trade. The instruction is rendered with good health and safety practices in mind.

**(a) Findings**

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

**(b) Recommendation**

(1) 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 kept reasonably employed, to ensure the program has adequate systems in places to rotate apprentices so they cover all work processes, and to provide apprentices with continuing employment in the event of a layoff.

The review found the program has an established system to keep apprentices reasonably employed and to provide them with continuing employment in the event of a layoff. Apprentices are dispatched from the List of Available Apprentice, whether he or she is an entry level apprentice or an unemployed indentured apprentice. All Job Placement will be through the various local union offices and it is the apprentices' responsibility to keep the office advised of any phone or address changes that may occur. 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, DAS 140 must be on file before a referral is made.

(2) The records found the referral/dispatch system keeps the apprentices employed within their industry. They are also referred to other employers, giving the apprentice an opportunity to train in all work processes.

**(b) Recommendation**

(1) 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 offers an opportunity to view a job in progress, observe the work that is being performed, and allows us to discuss the operation of the program with the apprentice. It enables direct contact with the apprentice to determine the following:

- If the apprentice is performing the various task listed within the work processes of their trade.
- If advancements are made on schedule.
- If the apprentice is receiving the correct pay and benefits.
- If the apprentice is kept employed on a reasonably continuous basis.
- If the programs' mechanism to keep apprentices reasonably employed is adequate.

The program suggested five job site locations to visit. Telephone calls were made to arrange a review of the job site and contact was made with two locations.

The auditors visited the Hensel Phillips Construction Co. at the Los Angeles Unified School District Central LA Learning Center in Los Angeles and the C Matt Construction Corp at the Los Angeles County Museum of Art. The auditors observed two apprentices working at each location under the supervision and direction of journeyman and were employed at task defined within the work processes of the program standards.

A total of four apprentice Interviews were conducted, two at each location. It is found that the apprentices have the equipment, materials and tools of the trade sufficient to train apprentices. Each apprentice receives proper pay and benefits and attends OJT classroom training. The interviews confirmed apprentices are advanced on schedule. We confirmed that each apprentice writes in the total hours of training in the apprentice record book, however there is no breakdown of individual work processes. The Blue OJT record book is signed by the job site supervisor validating the work processes and OJT work hours. The interview with the supervisor confirmed there is a proper ratio of journeyman to apprentice and adequate supervision.

### **(a) Findings**

(1) The auditors found that apprentices are failing to document individual work processes in the blue OJT Record Books.

### **(b) Recommendations**

(1) Review the programs standards and add individual work processes to the Apprentice Record Book (blue book), or some type of record book, before issuing a book to the apprentice - Due within 90 days.

(2) Continue to train and instruct the apprentices on how to properly record OJT hours and work processes.

(3) The program should continue to monitor job sites ensuring apprentices are adequately employed at the work processes, recording OJT work hours, working under the direction of a journeyman, 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**

(1) The required annual Self-Assessment Review and Program Improvement Plan has been submitted to the DAS for 2006 as required.

### **(b) Recommendations**

(1) Continue to submit the Self-Assessment Review and Program Plan as required by the DAS.

(2) Use the Self- Assessment and Program Improvement Plan as a tool for setting goals for your program and adapt 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 has certain authority under the law. The actions, therefore, must be in accordance with approved apprenticeship standards and should 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 program provided the committee meeting minutes for the past year. Meetings are held monthly, unless more meetings are necessary to address upgrades, disciplinary notices, and special OJT and Related Supplemental Instruction requests. The frequency of the meetings was established and written in a trust document. As a reminder, a one-week advance notice is sent out to all members and guests of the committee.

The programs rules and regulations state that this committee is a Labor/Management Co-Operative. It consists of six (6) Labor Trustees and six (6) Management Trustees. The committee also includes the apprenticeship coordinator and Local Education Agency Representative (LEA).

The program standards state that all disciplinary actions must be reviewed by the committee.

**(a) Findings**

(1) Our review of the committee minutes for the last 12 months found records of disciplinary actions. 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**

(1) 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, a final report will be submitted by the Chief of DAS 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 remedied. A DAS representative 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.

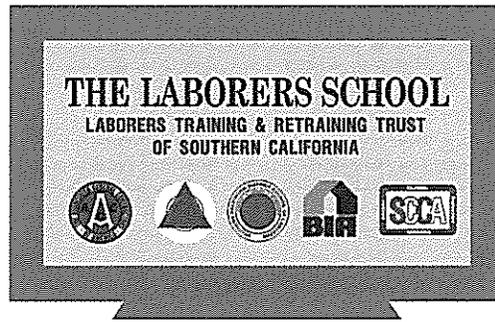
## 13. REMARKS

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,

  
Alma Venable  
Apprenticeship Consultant Auditor  
DAS, Los Angeles District Office

  
Date



Joint Apprenticeship Committee of  
Laborers Training and Retraining Trust Fund  
for Southern California

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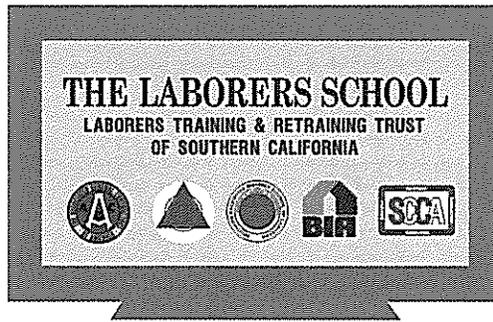
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Dear Ms. Freeman and Ms. Venable:

This letter responds to the DAS audit findings of the Laborers Southern California Apprenticeship Program (Program) dated March 7, 2008. We appreciate the many words of commendation and praise that you attributed to this Program. In reviewing your findings, it appears that the one area in which you seek improvement is the administration of the on-the-job training work processes.

As you are aware, Reich, Adell, and Cvitan, represents the Laborers Training and Retraining Trust Fund for Southern California. Pursuant to discussions on March 28 between Ms. Freeman and Neelam Chandna of Reich, Adell, and Cvitan, Ms. Freeman indicated that DAS recommends that the on-the-job training work processes of apprentices be filed in each respective apprentice's file instead of being placed in a separate file by month. Ms. Freeman indicated that the Program need not hire an additional person to enter into the computer a breakdown of work processes per apprentice nor must the Program install a new computer system to input the work processes of the apprentice. By maintaining on-the-job training work processes in each apprentice's file, each file will contain a breakdown of individual work processes completed by the apprentice. This will also address the DAS objective of improving administration of these processes as discussed in items no. 1 and 4 of the DAS audit.

Southern California District  
Council of Laborers



Associated General Contractors  
of California, Inc.

Building Industry Association  
of Southern California, Inc.

Engineering  
Contractors Association, Inc.

Southern California Contractors  
Association Inc.

Joint Apprenticeship Committee of  
Laborers Training and Retraining Trust Fund  
for Southern California

Since the Program may need some time to train appropriate personnel to file the work processes in each apprentice's file, the Program will appreciate if up to 90 days can be given to arrange for these new procedures.

Thank you for working with the Program to make it the best it can be. We appreciate your partnership and look forward to continuing to serve our apprentices together.

Sincerely,

Scott Gordon  
Executive Director