

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Miguel Silva
CC: DAS, Program Planning & Review Unit
Date: October 15, 2025

Program Name: BRIC Foundation Registered Apprenticeship Program
Industry: Arts, Media & Entertainment
DAS File No.: 100909
Grant Awardee: ☒ No ☐ Yes

Action(s):

- ☐ Proposed new apprentice program
- ☒ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☐ Existing apprenticeship program changing work processes on approved occupations

Labor Organization(s) Representing Apprentices:

None

Request for Approval under Labor Code 3075:

BRIC Foundation Registered Apprenticeship Program is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighters occupations.

Comments:

BRIC Foundation has one main goal: to increase representation in Entertainment, Gaming, Media and Tech. BRIC Foundation's Apprenticeship is a federally and state-recognized registered apprenticeship program that combines paid on-the-job training with mentorship, giving individuals from non-traditional pathways or those experiencing barriers to entry the opportunity to gain industry-skills and experience, and a direct pathway to sustainable careers.

BRIC Foundation Registered Apprenticeship Program will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Occupation, Wage Rate & O*Net Code:

- Arts Business Management
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 13-1082.00
- Graphic Designer
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 27-1024.00
- Marketing Coordinator
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 13-1082.00
- Project Management
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 13-1082.00
- Special Events Coordinator
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 13-1082.00
- Arts Education (Teaching Artist)
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 25-2032.00
- User Experience & User Interface Designer (UX and UI)
Professional Worker Wage: \$23.42 per hour
Proposed Apprentice Wage: \$21.42 per hour
Proposed No. of Apprentices: 1
O*Net: 15-1255.00

Currently Approved Occupations with No Changes to Jurisdiction or Work Processes:

• Animator	O*Net:	27-1013.00
• Game Designer	O*Net:	27-1013.00
• Visual Effects Artist	O*Net:	27-1013.00
• Tech Artist	O*Net:	27-1013.00
• Storyboard Artist	O*Net:	27-1013.00
• Concept Artist	O*Net:	27-1013.00
• Background Artist	O*Net:	27-1013.00
• Digital FX Artist	O*Net:	27-1013.00
• Production Manager	O*Net:	27-2012.00

Proposed Employers:

- BRIC Foundation - 5735 Lemp Ave., North Hollywood, CA 91601
Occupation(s):
 - Marketing Coordinator
 - Project Management
 - Arts Business Management
 - Arts Education (Teaching Artist)
- GRX Immersive Labs - 17412 Ventura Blvd., 550, Encino, CA, 91316
Occupation(s):
 - User Experience & User Interface Designer (UX and UI)
- Group Effort Initiative - 1660 Stanford St, Santa Monica, CA 90404
Occupation(s):
 - Marketing Coordinator
 - Special Events Coordinator
 - Graphic Designer

BRIC Foundation Registered Apprenticeship Program Standards

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Article I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education-sponsored, employer-based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

Occupation	O*Net Code	Attachment
Animator	27-1013.00	B-1
Game Designer	27-1013.00	B-2
Visual Effects Artist	27-1013.00	B-3
Tech Artist	27-1013.00	B-4
Storyboard Artist	27-1013.00	B-5
Concept Artist	27-1013.00	B-6
Background Artist	27-1013.00	B-7
Digital FX Artist	27-1013.00	B-8
Production Manager	27-2012.00	B-9
Arts Business Management	13-1082.00	B-10
Graphic Designer	27-1024.00	B-11
Marketing Coordinator	13-1082.00	B-12
Project Management	13-1082.00	B-13
Special Events Coordinator	13-1082.00	B-14
Arts Education (Teaching Artist)	25-2032.00	B-15
User Experience & User Interface Designer (UX and UI)	15-1255.00	B-16

Article III Organization

For each employer participating in this program, an "Employer Agreement" (See Attachment D) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties

Article V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentice's on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;

- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;
- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;
- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to ensure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article VII Definition of an Apprentice

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of a participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

Article IX Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished with a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

Article XIII Certificate of Completion

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

BRIC Foundation Registered Apprenticeship Program will ensure selection procedures meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

The program accepts applications on a continuous basis, 24 hours a day, 7 days a week, 365 days a year. Applicants may submit their application through the BRIC Foundation's website form at: <https://airtable.com/appKe9tQZ0QesnInd/pagbBdRQMOZHFNBVg/form>

The application will include eligibility requirements, a resume, a personal statement, and an optional portfolio. Applications are reviewed on a quarterly basis. Accepted applicants are entered into the Apprenticeship Candidate Pool. When an employer's talent request aligns with an application, BRIC will reach out to candidates with the position details, answer any questions, and help prepare them for the interview process.

Article XVI Records

All records will be maintained, in written or electronic form, for five (5) years and kept at:

BRIC Foundation Registered Apprenticeship Program
5735 Lemp Avenue,
North Hollywood, CA 91610

Article XVII Annual Compliance

BRIC Foundation Registered Apprenticeship Program will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

BRIC Foundation Registered Apprenticeship Program agrees to accept electronic signatures for these Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by BRIC Foundation Registered Apprenticeship Program on September 10, 2025 (Committee approval date).

Employer Organization

BRIC Foundation Registered Apprenticeship Program
5735 Lemp Avenue, North Hollywood, CA 91610

Nicole Hendrix, Executive Director

Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

_____.
(DAS approval date)

Adele Burnes, Chief
Division of Apprenticeship Standards

Date

Attachment B-10

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: Arts Business Management

O*Net Code: 13-1082.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.42 per hour effective 7/31/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.42 /hour
3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies

Arts Business Management

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization, administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills.

2. Project Development

- a. Develop detailed business plans for non-profit or for-profit organizations.
- b. Understand the steps and documents required to start a non-profit or for-profit company.
- c. Participate in staffing and scheduling decisions.
- d. Assign duties or responsibilities to project personnel and use project management software and collaboration tools to track deliverables and maintain timelines.
- e. Assign duties or work schedules to employees for an exhibition, show, workshop, or other type of work-for-hire.
- f. Demonstrate understanding of how to price and promote an exhibit, show, workshop, or other type of work-for-hire.
- g. Develop marketing strategies, plans, or procedures.
- h. Demonstrate understanding of client and audience relations, including marketing strategies and advertising campaigns.
- i. Discuss business strategies, practices, or policies with managers.
- j. Make a budget for a creative project that includes staffing.
- k. Manage event activities, including project schedule and logistics.
- l. Create and maintain a project schedule based on a budget, prepare presentations, schedule, and facilitate project meetings.
- m. Manage operations, protocols, or logistics for site-based events.
- n. Demonstrate an understanding of daily operations and site-based practices for theaters, studios, and other business operations.
- o. Research and Prepare financial documents, reports, or budgets for grant proposals.
- p. Research grants, write a narrative, and create a budget for an artistic proposal.
- q. Prepare and maintain budget and financial reports or records.
- r. Develop and maintain a budget and financial records.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards.

Any difference in the actual related and supplemental instruction (RSI) listed below, or a significant difference in sample related and supplemental Instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Course Title

Sample Course: Research Administration

Total Hours: 36 hours

Course Description: This course introduces students to the principles of arts business management, entrepreneurship, and organizational leadership. Students learn how to develop, launch, and manage a small business through the study of planning, marketing, operations, human resources, legal requirements, organizational design, and strategic decision-making. The course also explores economic and financial factors that influence business success in a competitive global environment. Through the development of a business plan, students gain practical experience applying management concepts, evaluating market opportunities, assessing risk, and creating strategies for sustainable growth.

Sample Course: Finance, General

Total Hours: 36 hours

Course Description: This course provides a practical foundation in personal finance, accounting, and investment management. Students learn financial decision-making skills related to budgeting, credit, borrowing, insurance, taxes, retirement planning, and investing, while exploring the role of financial institutions and investment markets. The course also introduces accounting principles, including the recording and reporting of business transactions, financial statements, and statement analysis. Hands-on training in Microsoft Excel develops skills in budgeting, scheduling, data analysis, and resource planning, preparing students to apply financial concepts in both personal and professional settings.

Sample Course: Project Management

Total Hours: 36 hours

Course Description: This course introduces students to the principles of management and project management used to plan, organize, and achieve organizational goals. Students learn project planning fundamentals, including scope development, budgeting, scheduling, work breakdown structures, and team collaboration. The course also explores modern project management practices such as Agile methodologies, remote work, and artificial intelligence, while highlighting career pathways and the leadership, communication, and organizational skills needed for project success.

Sample Course: Career Exploration and Awareness Skills

Total Hours: 36 hours

Course Description: This course prepares students by combining professional development, industry knowledge, and practical workplace skills. Students will explore current hiring practices, career pathways, portfolio development, resume writing, interviewing, and personal branding while gaining familiarity with industry-standard collaboration and project management tools. Through improvisational exercises and performance-based activities, students will strengthen communication, active listening, adaptability, and creative problem-solving skills. The course also introduces project budgeting, team collaboration, and professional expectations to help students successfully transition from education into the creative workforce.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)

Attachment B-11

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: Graphic Designer

O*Net Code: 27-1024.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 18 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

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Apprentice Wage and Advancement Schedule:

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To advance from one period to the next, the apprentice shall have met the following requirements:

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3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies
Graphic Designer

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization, administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills and understand the creative iterative process.

2. Project Development

- a. Design layout of art or product exhibits, displays, or promotional materials.
- b. Develop a creative presentation showing unique design concepts for each item in the project scope.
- c. Create a style guide detailing usage of branding, color, typography, and layout for a business organization.
- d. Collaborate with others to develop or refine designs.
- e. Determine size, specifications, and communication requirements for each item outlined in the project scope.
- f. Review design concepts and refine based on client feedback.
- g. Review art or design materials.
- h. Determine a creative approach to the style and arrangement of imagery, illustrations, graphic elements, and copy for each item in the project scope.
- i. Design layouts for print publications.
- j. Prepare final artwork files for hand off to printers or developers.
- k. Confer with clients and team to determine needs.
- l. Confer with clients, management, and development teams to prioritize project goals, develop criteria for success, and define process, scope, and deliverables.
- m. Conduct research to inform art, designs, or other work.
- n. Conduct research to understand user needs, competitive products, and services, and discover potential pathways for design exploration.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards.

Any difference in the actual related and supplemental instruction (RSI) listed below, or a significant difference in sample related and supplemental Instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Course Title

Sample Course: Fine Arts

Total Hours: 24 hours

Course Description: This course provides essential foundational knowledge in visual arts fundamentals specifically tailored for graphic design professionals. Students will develop technical and observation-based drawing skills while mastering elements and principles of design, color theory, color palettes, and their application in both digital and traditional media. The curriculum may also include study of art history spanning Western civilization from prehistoric times through the contemporary era, exploring how artistic traditions have evolved and inform modern design practice. Students will learn to analyze artworks using proper terminology, identify design principles and themes, and apply this knowledge to create design layouts, promotional materials, and brand style guides that incorporate color, typography, and layout standards. Through integrated studio practice and art historical knowledge, students gain the comprehensive artistic foundation essential for developing professional graphic design solutions.

Sample Course: Graphic Design

Total Hours: 36 hours

Course Description: This course teaches the core principles, techniques, and professional practices of graphic design, progressing from foundational concepts to advanced applications. Students will develop proficiency in basic design principles, typography, color theory, and computer graphics tools, learning how to solve communication problems visually and present creative design concepts to clients and stakeholders. The curriculum covers the full range of graphic design applications including flyers, advertising campaigns, publication design, packaging, and corporate identity systems (logos, letterheads, promotional materials). Students will learn client management skills, how to determine project specifications and requirements, and how to develop unique creative presentations that meet client needs and project goals. Through hands-on projects using industry-standard software, students build professional portfolios demonstrating expertise in digital design processes, creative problem-solving, and the ability to deliver high-quality design solutions across multiple mediums.

Sample Course: Computer Graphics**Total Hours:** 48 hours

Course Description: This course expands graphic design expertise into specialized advanced applications including web design, motion graphics, 3D modeling and animation, typography, and video production. Students will develop advanced technical proficiency in creating dynamic visual content across multiple platforms, mastering skills such as web design principles, typography for screen and print, color theory applications, and layout design using industry-standard software. The curriculum covers motion graphics and video production techniques including nonlinear editing, incorporating sound and music, animation principles, character design, and 3D modeling and rendering for graphics and multimedia. Students will also learn web technologies including file formats, compression, coding basics for web design, and how to design effective user interfaces and organize content for both web and mobile environments. Through portfolio-building projects, students gain practical experience delivering professional-quality designs across web, print, video, and interactive media platforms.

Sample Course: Career Exploration and Awareness Skills**Total Hours:** 36 hours

Course Description: This course equips aspiring animation and game design professionals with the artistic, interpersonal, and business skills needed to build a sustainable career in the creative industries. Students will develop portfolios, resumes, interview techniques, and personal marketing strategies while exploring current hiring practices, career opportunities, and industry trends. Coursework covers professional communication, contracts, rates, project budgeting, production pipelines, time management, and collaboration tools commonly used in studio environments. Improvisational exercises help students strengthen adaptability, confidence, teamwork, and effective communication. By the end of the course, students will have a deeper understanding of how to navigate the business side of creative work and position themselves for long-term success in the industry.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)

Attachment B-12

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: Marketing Coordinator

O*Net Code: 13-1082.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.42 per hour effective 7/31/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.42 /hour
3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies
Marketing Coordinator

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills and understand the creative iterative process.

2. Project Development

- a. Evaluate quality of marketing materials or products.
- b. Assist in the inspection of layouts and advertising copy, and other promotional material for adherence to specifications.
- c. Maintain marketing assets.
- d. Assist in maintaining online and offline marketing materials.
- e. Record operational or marketing data.
- f. Demonstrate a working understanding to monitor and analyze sales promotion results to determine cost effectiveness of promotional initiatives.
- g. Assist in tracking program budgets, expenses, and campaign response rates to evaluate each initiative, based on program objectives and industry norms.
- h. Assist in collecting data, such as surveys, opinion polls, and questionnaires.
- i. Direct operational or marketing activities.
- j. Coordinate activities of departments for test campaigns, data collection, and B2B support.
- k. Work with a team to execute marketing strategies.
- l. Stay informed on trends, innovations, and industry trends and apply them to actionable recommendations.
- m. Demonstrate ability to provide sales trend and/or forecast reports.
- n. Coordinate with marketing team members, graphic artists, and other workers to execute marketing programs.
- o. Participate in developing communications materials, advertisements, presentations, or public relations initiatives to promote awareness of services and live shows.
- p. Participate in developing communications materials, advertisements, presentations, or public relations initiatives to promote awareness of services and live shows.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards.

Any difference in the actual related and supplemental instruction (RSI) listed below, or a significant difference in sample related and supplemental Instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Course Title

Sample Course: Marketing/Marketing Management, General

Total Hours: 36 hours

Course Description: This introductory course explores the fundamental principles and concepts of marketing in today's dynamic business environment, including the marketing mix — product, price, place, and promotion — market research, consumer behavior, and the factors that influence purchasing decisions by both individuals and businesses. Core topics include market analysis, product development and management, distribution channels, advertising, public relations, sales forecasting, and personal selling, including the complete sales process from securing customers and presenting products effectively to closing the sale and providing follow-up service. The course also addresses electronic and social media marketing, the integration of digital and traditional platforms into advertising campaigns, and the ethical, legal, and social considerations that shape marketing practice in domestic and international markets.

Sample Course: Business Administration and Management, General

Total Hours: 36 hours

Course Description: This course examines the core concepts and procedures critical to managing a business successfully in a global, competitive environment, with a focus on planning, organizing, leading, controlling, and the application of key managerial principles. Students will also develop essential professional communication skills, including business writing, presentations, and workplace vocabulary needed to operate effectively in professional settings.

Sample Course: Communication Management and Strategic Communications

Total Hours: 36 hours

Course Description: This course equips students with the communication, technology, and digital marketing skills needed to succeed in today's global business environment. Students will develop professional communication skills across written, verbal, and collaborative contexts, while exploring the strategic role of digital marketing channels such as SEO, SEM, social media, email, and content marketing. The course also covers social media strategy, public relations fundamentals, and how to track and measure digital marketing effectiveness. Ethical and legal considerations are addressed throughout.

Sample Course: Career Exploration and Awareness Skills

Total Hours: 36 hours

Course Description: This course prepares students for careers in animation and game design by combining professional development, industry knowledge, and practical workplace skills. Students will explore current hiring practices, career pathways, portfolio development, resume writing, interviewing, and personal branding while gaining familiarity with industry-standard collaboration and project management tools. Through improvisational exercises and performance-based activities, students will strengthen communication, active listening, adaptability, and creative problem-solving skills. The course also introduces project budgeting, team collaboration, and professional expectations to help students successfully transition from education into the creative workforce.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)

Attachment B-13

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: Project Management

O*Net Code: 13-1082.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.42 per hour effective 7/31/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.42 /hour
3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies
Project Management

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills and understand the creative iterative process.

2. Project Development

- a. Develop detailed project plans.
- b. Demonstrate advanced understanding of the product or project development process and workflow from ideation to completion.
- c. Participate in staffing decisions.
- d. Develop a project implementation plan and delegate specific duties to team members.
- e. Assign duties or work schedules to employees.
- f. Create and maintain a project schedule based on stakeholders, production timelines, and budgets.
- g. Collaborate with others to resolve project, staffing, and/or information technology issues.
- h. Identify potential risks and assess their impact on the project.
- i. Develop and implement effective solutions to address project problems.
- j. Develop operating strategies, plans, or procedures.
- k. Demonstrate the ability to de-escalate conflict, manage a team, and ensure deliverable deadlines are met.
- l. Prepare financial documents, reports, or budgets.
- m. Understand how to build and manage a comprehensive project budget.
- n. Report information to managers or other personnel.
- o. Demonstrate ability to listen attentively and communicate effectively with all stakeholders, including team members, clients, and management.
- p. Report information to managers or other personnel.
- q. Select resources needed to accomplish tasks.
- r. Develop a brief that clearly outlines project needs (i.e., equipment, supplies, budgets, staff, travel, accommodations, and scheduling).

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards.

Any difference in the actual related and supplemental instruction (RSI) listed below, or a significant difference in sample related and supplemental Instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Course Title

Sample Course: Finance and Financial Management Services, Other

Total Hours: 36 hours

Course Description: This course introduces students to financial management, accounting, business law, and production planning. Students develop budgeting and financial decision-making skills while learning the accounting cycle, financial reporting, and analysis of business transactions. Hands-on training in Microsoft Excel focuses on budgeting, scheduling, data tracking, and resource management for production environments. The course also covers contract law, including the elements of enforceable agreements and contract drafting, as well as the federal, state, and local laws that impact media and communication industries, including First Amendment principles and legal issues related to information gathering and distribution.

Sample Course: Project Management

Total Hours: 36 hours

Course Description: This course introduces students to the principles of management and project management used to plan, organize, and achieve organizational goals. Students learn project planning fundamentals, including scope development, budgeting, scheduling, automation, work breakdown structures, and team collaboration. The course also explores modern project management practices such as Agile methodologies, remote work, and artificial intelligence, while highlighting career pathways and the leadership, communication, and organizational skills needed for project success.

Sample Course: Communication Management and Strategic Communications

Total Hours: 36 hours

Course Description: This course develops the communication, teamwork, and professional skills needed for success in today's workplace. Students learn to communicate effectively with employers and colleagues through written, verbal, and technology-based communication while exploring communication theories, group dynamics, problem-solving, decision-making, and conflict management. Emphasis is placed on collaboration, leadership development, and responsible participation in diverse professional environments.

Sample Course: Career Exploration and Awareness Skills

Total Hours: 36 hours

Course Description: This course prepares students by combining professional development, industry knowledge, and practical workplace skills. Students will explore current hiring practices, career pathways, portfolio development, resume writing, interviewing, and personal branding while gaining familiarity with industry-standard collaboration and project management tools. Through improvisational exercises and performance-based activities, students will strengthen communication, active listening, adaptability, and creative problem-solving skills. The course also introduces project budgeting, team collaboration, and professional expectations to help students successfully transition from education into the creative workforce.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)

Attachment B-14

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: Special Events Coordinator

O*Net Code: 13-1082.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.42 per hour effective 7/31/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.42 /hour
3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies
Special Events Coordinator

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills and understand the creative iterative process.

2. Project Development

- a. Evaluate quality of event materials or products or partners.
- b. Demonstrate ability to utilize a complete understanding of competitive sets to determine price schedules and discount rates.
- c. Demonstrate ability to represent company at trade association meetings to promote services.
- d. Read work orders or other instructions to determine event specifications or materials requirements.
- e. Confer with potential clients regarding event needs and advise on options.
- f. Demonstrate a working understanding of how to generate event orders for internal staffing and planning purposes.
- g. Record operational or events production data.
- h. Review operational records and reports to project sales and determine profitability.
- i. Maintain accurate event financial records and adhere to required organizational processes/protocol.
- j. Demonstrate a working understanding of how to build, maintain and target client database from internal and external sources.
- k. Demonstrate a working understanding of ensuring and monitoring all required accounting and record-keeping reports are fulfilled and distributed in a timely manner.
- l. Plan event production or operational procedures or sequences.
- m. Demonstrate a working understanding of developing and maintaining positive relationships with local professional organizations, government entities, and hospitality vendors.
- n. Demonstrate ability to assist with lead generation of proposals, contract negotiations and contract execution.
- o. Direct event operational or production activities.

- p. Demonstrate ability to assist with directing and coordinating activities involving live event sales
- q. Monitor customer inquiries, preferences, and event feedback in a timely manner.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards.

Any difference in the actual related and supplemental instruction (RSI) listed below, or a significant difference in sample related and supplemental Instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Course Title

Sample Course: Project Management

Total Hours: 36 hours

Course Description: This course introduces students to the principles of management and project management used to plan, organize, and achieve organizational goals. Students learn project planning fundamentals, including scope development, budgeting, scheduling, automation, work breakdown structures, and team collaboration. The course also explores modern project management practices such as Agile methodologies, remote work, and artificial intelligence, while highlighting career pathways and the leadership, communication, and organizational skills needed for project success.

Sample Course: Meeting and Event Planning

Total Hours: 36 hours

Course Description: This course explores the principles, strategies, and technologies that drive excellent customer service in today's digital business environment. Students learn customer relationship management (CRM), customer experience management (CEM), partner relationship management (PRM), and effective communication techniques for meeting customer and guest expectations across multiple service channels. Emphasis is placed on service excellence, problem resolution, digital consumer interactions, and understanding how evolving customer behaviors influence business, hospitality, and customer service practices.

Sample Course: Hospitality Administration/Management, General

Total Hours: 36 hours

Course Description: This course introduces students to the hospitality industry with a focus on special events, sales, marketing, and customer engagement. Students explore hospitality operations, revenue generation, event planning, and career opportunities in hotels, resorts, restaurants, travel, and related businesses. Emphasis is placed on developing marketing plans, sales strategies, advertising campaigns, customer acquisition, and consultative selling techniques, while examining the role of technology, sustainability, leadership, ethics, and service excellence. Students also learn how to identify target markets, create promotional

materials, negotiate sales, manage customer relationships, and utilize traditional and digital media to drive business growth.

Sample Course: Career Exploration and Awareness Skills

Total Hours: 36 hours

Course Description: This course prepares students by combining professional development, industry knowledge, and practical workplace skills. Students will explore current hiring practices, career pathways, portfolio development, resume writing, interviewing, and personal branding while gaining familiarity with industry-standard collaboration and project management tools. Through improvisational exercises and performance-based activities, students will strengthen communication, active listening, adaptability, and creative problem-solving skills. The course also introduces project budgeting, team collaboration, and professional expectations to help students successfully transition from education into the creative workforce.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)

Attachment B-15

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: Arts Education (Teaching Artist)

O*Net Code: 25-2032.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.42 per hour effective 7/31/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.42 /hour
3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (7) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies
Arts Education (Teaching Artist)

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills.

2. Project Development

- a. Create and teach a lesson, tutorial, and/or workshop for a community or public audience.
- b. Prepare objectives and outlines for courses of study, following curriculum guidelines or requirements of states and schools.
- c. Establish clear objectives for all lessons, units, and projects, and communicate those objectives to students.
- d. Prepare materials and classroom for class activities.
- e. Understand how to adapt and/or modify a lesson or workshop for different levels of difficulty, age groups, and/or abilities.
- f. Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- g. Assess students' abilities to determine where improvement or change is needed.
- h. Observe and evaluate student performance, behavior, social development, and physical health.
- i. Prepare, administer, and grade tests, art projects, and assignments to evaluate student progress.
- j. Apply developmentally appropriate classroom management techniques according to age and ability.
- k. Establish and enforce rules for behavior and procedures for maintaining order among students.
- l. Instruct students on appropriate behavior expectations to help foster a workforce-related environment.
- m. Instruct students in the knowledge and skills required in a specific art-related occupation or occupational fields, using a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop, and field studies.
- n. Prepare students for later grades by encouraging them to explore art-related career opportunities and to persevere with challenging tasks.

- o. Plan and supervise work-experience programs in art-related businesses, industrial shops, and studio environments.
- p. Keep informed about trends in education and subject matter specialties.
- q. Maintain accurate and complete student records as required by law, district policy, and administrative regulations.
- r. Enforce all administration policies and rules governing students.

Article IV Related Instruction

Related and supplemental instruction (RSI) will be provided and/or overseen by the Local Education Agencies (LEA) whose confirmation of such has been affixed to these Standards.

Any difference in the actual related and supplemental instruction (RSI) listed below, or a significant difference in sample related and supplemental Instruction (RSI) listed below, and the related and supplemental instruction (RSI) provided by the Local Education Agency (LEA) will be detailed and included with the Local Education Agency's (LEA) confirmation letter and submitted to the Division of Apprenticeship Standards for review.

Time spent in related and supplemental instruction may not be compensated.

Course Title

Sample Course: Education, General

Total Hours: 54 hours

Course Description: This course prepares teaching artists to create, deliver, and facilitate arts education for young children from birth through elementary age. Students will develop deep knowledge of child development, age-appropriate instruction, and how to design supportive learning environments that foster creativity and artistic growth. The curriculum covers classroom management strategies, supervision and mentoring practices, and how to adapt arts lessons for diverse learners and developmental levels. Students will learn to design and teach art-focused lessons, tutorials, and workshops for community audiences while implementing teaching methodologies specific to arts disciplines. By understanding both child development and arts pedagogy, graduates will be equipped to supervise programs, mentor other teachers, and create inclusive, developmentally appropriate arts experiences.

Sample Course: Fine Arts

Total Hours: 30 hours

Course Description: This course provides essential foundational knowledge in visual arts fundamentals specifically tailored for graphic design professionals. Students will develop technical and observation-based drawing skills while mastering elements and principles of design, color theory, color palettes, and their application in both digital and traditional media. The curriculum may also include study of art history spanning Western civilization from prehistoric times through the contemporary era, exploring how artistic traditions have evolved and inform modern design practice. Students will learn to analyze artworks using proper terminology, identify design principles and themes, and apply this knowledge to create design layouts, promotional materials, and brand style guides that incorporate color, typography, and layout standards. Through integrated studio practice and art historical knowledge, students

gain the comprehensive artistic foundation essential for developing professional graphic design solutions.

Sample Course: Art Teacher Education

Total Hours: 30 hours

Course Description: This course specializes in teaching industry-standard technical and artistic skills across multiple creative sectors including animation, visual effects, game design, interaction design, cinematography, and digital production. Students will gain proficiency in creating visual assets and content through courses covering storyboarding, character design and animation, 2D and 3D modeling, digital painting, perspective drawing, and environment illustration. The curriculum includes comprehensive training in industry workflows and post-production processes such as VFX pipeline, compositing, rotoscoping, lighting and rendering, and cinematography fundamentals. Students will also develop expertise in specialized areas including game design and mechanics, level design, interactive interface design, human-centered design principles, and client coordination. Through hands-on projects using industry-standard software, students build professional portfolios demonstrating technical mastery and readiness for employment in animation studios, game development, VFX houses, and digital design firms.

Sample Course: Career Exploration and Awareness Skills

Total Hours: 30 hours

Course Description: This course equips aspiring animation and game design professionals with the artistic, interpersonal, and business skills needed to build a sustainable career in the creative industries. Students will develop portfolios, resumes, interview techniques, and personal marketing strategies while exploring current hiring practices, career opportunities, and industry trends. Coursework covers professional communication, contracts, rates, project budgeting, production pipelines, time management, and collaboration tools commonly used in studio environments. Improvisational exercises help students strengthen adaptability, confidence, teamwork, and effective communication. By the end of the course, students will have a deeper understanding of how to navigate the business side of creative work and position themselves for long-term success in the industry.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)

Attachment B-16

Training Schedule and Working Conditions

BRIC Foundation Registered Apprenticeship Program

Occupation

Occupation: User Experience & User Interface Designer (UX and UI)

O*Net Code: 15-1255.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be a competency-based approach, with approximately 2000 on-the-job training (OJT) hours, 144 related and supplemental instruction (RSI) hours, and completed within approximately 12 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 23.42 per hour effective 7/31/2025.

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% Competencies	\$ 21.42 /hour
2nd period	50% Competencies	\$ 22.42 /hour
3rd period	100% Competencies	\$ 23.42 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight (8) hours of labor constitutes a day's work. Employment beyond eight (8) hours in any workday or more than six (6) days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight (8) hours, up to and including 12 hours in any workday, and for the first eight (8) hours worked on the seventh (7) consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight (8) on the seventh (8) consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

Article III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

Demonstrates Fundamentals: Apprentice can perform the task with some coaching.

Proficient in Task: Apprentice performs tasks properly and consistently.

Completion Date: Date apprentice completes final demonstration of competency.

Detailed Work/Activities: Initial and Date each task as Competency Check List is completed.

On-the-Job Training (OJT) Competencies
User Experience & User Interface Designer (UX and UI)

1. General Practices

- a. Demonstrate a working understanding of the company policies, mission and vision, culture, and employee expectations.
- b. Demonstrate ability to take initiative, work in high-pressure environments, and engage in appropriate communication practices.
- c. Demonstrate ability to work collaboratively in a team environment.
- d. Demonstrate a working understanding of the organization administrative, operational, and production workflow.
- e. Demonstrate best practices for maintaining professional interactions within the company and across social media.
- f. Accept critique and apply feedback to improve skills and understand the creative iterative process.

2. Project Development

- a. Design websites or web applications.
- b. Create website and/or application maps, user flows, wireframes, information architecture, visual designs to document solutions.
- c. Design website and app concepts using sample screens, click-throughs, and prototypes, that demonstrate the user experience and highlight features and functionality.
- d. Conduct research to gain information about products or processes.
- e. Conduct user research to determine design requirements, analyze user feedback, and improve design quality.
- f. Collaborate with others to finalize design specifications or details to deliver to developers.
- g. Prepare final design files, assets, artwork, and specifications for delivery to developers.
- h. Refine user experience and user interface designs, incorporating client feedback, and user research insights.
- i. Collaborate with others to develop or implement final design system.
- j. Create a design system, using styles, fonts, graphic elements, and interactive components from a website or app design to allow other designers to extend and update the design.
- k. Develop detailed project plans.
- l. Execute designs that meet project goals, user needs, content specifications, and technical requirements.
- m. Confer with clients, management, and development teams to prioritize project goals, develop criteria for success and define process, scope, and deliverables.
- n. Implement design or process improvements.
- o. Define criteria for client review and user evaluation and review designs with clients and users to gather feedback and select concepts for refinement.

- p. Gather customer or product information to determine customer needs.

Article IV Related Instruction

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Time spent in related and supplemental instruction may not be compensated.

Course Title

Hours

Sample Course: Fine Arts

Total Hours: 24 hours

Course Description: This course provides essential foundational knowledge in visual arts fundamentals specifically tailored for graphic design professionals. Students will develop technical and observation-based drawing skills while mastering elements and principles of design, color theory, color palettes, and their application in both digital and traditional media. The curriculum may also include study of art history spanning Western civilization from prehistoric times through the contemporary era, exploring how artistic traditions have evolved and inform modern design practice. Students will learn to analyze artworks using proper terminology, identify design principles and themes, and apply this knowledge to create design layouts, promotional materials, and brand style guides that incorporate color, typography, and layout standards. Through integrated studio practice and art historical knowledge, students gain the comprehensive artistic foundation essential for developing professional graphic design solutions.

Sample Course: UX/UI Design

Total Hours: 36 hours

Course Description: This course teaches the core principles and practices of user experience and user interface design, combining human-centered design methodology with practical project management and technical execution. Students will learn interaction design history, human-centered design principles, and screen-based interaction patterns, gaining expertise in how to design the behavior of digital interfaces that create positive user experiences. The curriculum emphasizes user research, understanding user needs, and using design thinking to solve digital problems, including creating user flows, wireframes, information architecture, and interactive prototypes that demonstrate intended functionality. Students will develop project management skills for design, learning how to effectively communicate with clients and development teams, manage project scope and deliverables, and incorporate user feedback into iterative design refinement. Through portfolio projects creating design systems, interactive interfaces, and 3D design elements, students demonstrate readiness for UX/UI design roles in digital product companies, agencies, and tech firms.

Sample Course: Web/Multimedia Management and Webmaster**Total Hours:** 48 hours

Course Description: This course teaches the art and science of website and application design, combining visual design principles with web development fundamentals and security best practices. Students will develop proficiency in website and app design concepts using design principles, color theory, typography, and composition to create user-centered digital experiences. The curriculum includes hands-on experience with design tools for creating website maps, user flows, wireframes, artificial intelligence, information architecture, and interactive prototypes that demonstrate functionality and highlight user experience. Students will also learn web development technologies such as HTML5, CSS, JavaScript, and modern frameworks like Angular and Express, enabling them to understand technical requirements and collaborate effectively with developers on implementation. The course includes security fundamentals and CompTIA Security+ certification preparation, ensuring graduates understand how to design and develop secure web applications. Through portfolio projects and capstone development work, students build both design and technical skills needed for website and app design roles.

Sample Course: Career Exploration and Awareness Skills**Total Hours:** 36 hours

Course Description: This course equips aspiring animation and game design professionals with the artistic, interpersonal, and business skills needed to build a sustainable career in the creative industries. Students will develop portfolios, resumes, interview techniques, and personal marketing strategies while exploring current hiring practices, career opportunities, and industry trends. Coursework covers professional communication, contracts, rates, project budgeting, production pipelines, time management, and collaboration tools commonly used in studio environments. Improvisational exercises help students strengthen adaptability, confidence, teamwork, and effective communication. By the end of the course, students will have a deeper understanding of how to navigate the business side of creative work and position themselves for long-term success in the industry.

Total RSI Hours

144

Article V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise five (5) apprentice(s)