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STATE OF CALIFORNIA  
DEPARTMENT OF INDUSTRIAL  
RELATIONS  
DIVISION OF APPRENTICESHIP  
STANDARDS

AUDIT REPORT

For

San Diego Electrical Joint Apprenticeship  
and Training Committee,  
File No. 00058

*The Division of Apprenticeship Standards 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 San Diego Electrical Joint Apprenticeship Training Committee (JATC) program; DAS file number 00058, (hereafter "program"). The program's standards were approved on December 1, 1996. The program was randomly selected by DAS for audit compliance. The audit was performed from September 8, 2008, through September 12, 2008, and was conducted pursuant to California Labor Code §3073.1.

As noted in the detailed report which follows, the auditor found that the program is doing an excellent job of training apprentices and keeping them on schedule and only some minor changes are necessary to bring the program into compliance with their approved standards and legal requirements.

## **FINDINGS AND RECOMMENDATIONS**

The auditor found that the program is doing an excellent job at keeping apprentices continually employed and on schedule with Related Supplemental Instruction (RSI). The training coordinator, instructors, and facility clerical staff keep accurate records on class attendance and completion of RSI. Accurate records are in place to notify employers of apprentice upgrades and rate increases and the program has systems in place to keep apprentices continuously employed. Auditor noted slight change made to the RSI. Program added two classes, Labor Relations 1 & 2 to RSI. No revision was submitted to DAS. Auditor found that work processes are being tracked accurately and are current. Apprentices submit a monthly OJT work card report (WCR), program's version of DAS Form 103 to track work processes on OJT hours. WCR does not contain a signature line for supervisor/foreman.

During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The number reported was 332 registered apprentices, when in fact according to the program it has 328 registered apprentices. The program and DAS Program Consultant took steps to correct the records and submitted the correct figures.

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 DAS will visit the program in the future to verify compliance with the recommendations. These DAS audit procedures allow the program to respond to the recommendations and their response will become part of this formal report.

During the audit examination the Director of Training Patrick Knighton, commented, that he and his staff are committed to the success and improvement of the program and welcomed any recommendations and/or suggestions that would help the program achieve its goal of graduating skilled journeymen.

The program was receptive to the recommendations made by the auditor and immediately implemented some record keeping changes to bring the program into compliance with their approved standards and legal requirements.

## AUDIT HIGHLIGHTS.....

Our review of the San Diego Electrical Joint Apprenticeship Training Committee (JATC) program; Division of Apprenticeship Standards (DAS) file number 00058, (hereafter "program") found that:

- Audit review found that the program has submitted various revisions to its approved standards, the most recent being approved on June 25, 2008. On February 27, 2006, DAS Chief approved the programs complete revision of its standards.
- During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The number reported was 332 registered apprentices, when in fact according to the program it has 328 registered apprentices.
- The program requires all apprentices to sign and confirm that they understand the program's Rules and Regulations. All of the apprentice files examined contained signed copies of the rules and regulations receipt.
- The program files contained consistent verifiable OJT work hours along with a breakdown of the various work processes.
- The apprentice is required to complete an Apprentice monthly work card report (program's version of DAS Form 103) to track work processes and OJT work hours.

*Continued*

## INTRODUCTION/BACKGROUND

The audit began on September 8, 2008, and was completed on September 12, 2008. The auditor met with key administrative personnel, examined records, observed administrative activities, conducted a walk-through of the training facility and visited two job sites in connection with the audit.

The San Diego Joint Training Committee (JATC) program operates as a Labor/Management Cooperative and the principal partners in the cooperative effort are the San Diego Chapter National Electrical Contractors Association, Inc, and Local Union No. 569 International Brotherhood of Electrical Workers. The program has an Apprentice Trust Fund. The program's funding mechanism comes from employer contributions, Related Supplemental Instructional (RSI) funds (Montoya Funds) and state prevailing wage training fund contributions.

The daily operations, management and administrative functions are run by three primary staff, Patrick Knighton, Director of Training, Bert Richardson, Assistant Training Director, and Joyce Poblete, Office Manager. The program has 1 full time instructor and 1 full time curriculum developer in addition to 20 part-time instructors. All instructors are certified by Palomar Community College. The program office is located at 4675 Viewridge Avenue, San Diego, CA 92123. The San Diego training facility also serves as the program's main office and daily place of business. The program maintains all indentured apprentice files at that location. The program employs 5 full time clerical staff workers to maintain the apprentice files.

The San Diego Electrical Apprenticeship is a 60-month program. Apprentices meeting the required advancement criteria progress through 10 upgrade steps until completion. Training consists of 1020 hours of related supplementary instruction (RSI) and 8000 hours of accumulated on the job training (OJT).

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

- Files examined contained copies of an apprentice wireman's monthly work card report signed by the apprentice but not signed by the job site foreman or supervisor.
- Work processes currently in place are consistent with program approved apprenticeship standards.
- Work processes are being properly recorded and placed in apprentice file.
- Job site review found that the apprentices interviewed are completing the apprentice monthly work card report. All stated that they turned the (work card report) into program on a monthly basis.
- Program has added 2 additional RSI classes, Labor Relations 1 & 2. Classes are not included in standards and no revision was submitted to DAS.
- Apprentice files examined contained copies of school absences, evaluations, progress reports and final test scores.

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

<u>Name of occupation</u>	<u>Term of occupation</u>	<u>Number of apprentices</u>
Inside Wireman	60 months	328
Residential Wireman	36 months	00

The Related and Supplemental Instruction is provided by the program's training center which is located at the same site as the program operations. Each apprentice enrolled receives an orientation packet that includes the rules and regulations, an explanation of the program's standards, an apprentice monthly work card report (program's version of DAS Form 103) and a class schedule.

The program's Local Education Agency (LEA) is Palomar Community College located at 1140 West Mission Road San Marcos, CA 92069-1487. Mollie Smith is the LEA representative for the program.

## **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 program's requirements.

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

## **METHODOLOGY**

After completing an initial review of the program's 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 papers to conduct the interview
4. Confirm the location where records are maintained
5. Conduct a random review of 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

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

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

- (1) Our review found that the DAS approved program's complete revision of its standards on February 27, 2006.
- (2) Program's current RSI classes are different than the RSI classes noted in approved standards. Program has added two additional classes, Labor Relations 1 & 2.

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

- (1) Submit revision of approved standards (DAS Form24). The revision should include changing standards to add the two additional classes, (Labor Relations 1 & 2) currently required by the program. - Due within 60 Days.
- (2) Review and update standards as needed or whenever any changes are made to the apprenticeship program and report this information to the DAS Apprenticeship Consultant.

*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 programs have 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.

The rules and regulations for this program were adopted and contain a policy statement showing responsibilities of the apprentice 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. Additionally, the rules and regulations state that each apprentice will be notified in writing of the date(s) that she/he is to attend RSI classroom training.

Applicant must be a high school graduated or possess GED or equivalent. In addition applicant must show evidence of successful completion of one full year of high school algebra with a passing grade, or one post high school algebra course with a passing grade. A physical examination and drug test is required prior to indenture. Applicant must be able to physically perform the work of the craft. When the apprentice is approved by the program to enter the training 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.

**(a) Findings**

- (1) This review found that the apprentice files contained signed copies/receipts to acknowledge the apprentice received, read, and understood the rules and regulations.
- (2) The rules and regulations are reviewed by the Committee and updated when needed. The Committee applies the rules and regulations in a fair and consistent manner. Actions taken by the Committee are reflected in the meeting minutes and apprenticeship files.

**(b) Recommendations**

- (1) Continue enforcing rules and regulations in a fair and consistent manner.

*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.

During the audit it was discovered that the actual number of registered apprentices reported to the DAS was not accurate. The program and DAS Program Consultant took steps to correct the records and submitted the correct figures.

**(a) Findings**

- (1) The program's numbers of registered apprentices were incorrect. The number of apprentices registered with the DAS is 332. Program records indicate they have 328 indentured apprentices. The program uses the Apprentice Tracking System (ATS) to track indentures, cancellations and completions and immediately updated their records.

**(b) Recommendations**

- (1) The program will continue to keep the DAS informed of indentures, cancellations and completions in a timely manner.
- (2) All changes affecting the status of the apprentices in the program must be submitted to the DAS 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 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 apprentices' schedules: OJT records, periodic evaluations and work processes. Each apprentice receives normal upgrades in the period (every six months) and wage increases by meeting the following requirements:

- Satisfactory completion of required RSI classroom hours. Apprentices are scheduled for 102 hours of classroom training twice a year for a total of 204 hours per year for five years. Accumulation of 800 OJT hours from an approved contractor verified by apprentice monthly work card report (program's version of DAS Form 103). Program utilizes the apprentice work card report to verify work processes and track work hours. The apprentice work card report is signed by the apprentice but is not signed by the supervisor or foreman. Apprentices are required to turn in their work card report to the program monthly. Apprentices who fail to turn in their work card report on a monthly basis will be cited by the committee.
- Satisfactory passing (75% or higher) of RSI class final exam, in conjunction with satisfactory progress/evaluation reports from instructor.

Program provides the apprentice with a monthly apprentice work card report to document and record OJT hours and work processes. The sheet contains a daily and monthly log to record hours worked in the various work processes. The work card report has a place for the apprentice signature but does not have place (signature line) for the foreman and/or journeyman.

Currently a foreman and/or journeyman are not required to sign the work card report. Instructions are included informing apprentices on how to complete the work card report and when and where to turn in the work card report. The apprentice is required to turn-in his work card report every month via mail, office visit, or when reporting to school. If apprentice is current with RSI hours and has the required OJT hours he/she is advanced to the next level of training and receives a wage increase.

Audit files reviewed had copies of the work card report signed by the apprentice but not signed by a foreman or journeyman. The work card report was itemized by the various work process hours. Additionally, files contained completed RSI hours, test scores, attendance records, and evaluation and progress reports. Program utilizes a computer data system called Apprentice Tracking System (ATS) to track apprentice RSI and OJT work process hours.

**(a) Findings**

- (1) The program is utilizing a monthly apprentice work card report to track and verify apprentice OJT hours. Work card report is signed by the apprentice but is not signed by a foreman or journeyman to confirm/verify that apprentice OJT hours are complete.
- (2) The apprentice files reviewed contained the monthly work card report which included a breakdown in the various work processes.
- (3) OJT hours and RSI hours are both tracked through ATS. This allows staff to monitor progression through the periods. If discrepancies are noted, they are brought to the attention of the Committee for discussion and/or action.

**(b) Recommendations**

- (1) Incorporate changes in apprentice work card report to include signature line for foreman or journeyman. - Due within 60 Days.
- (2) Continue to compile accurate OJT (work process) and RSI hours and advance apprentices when they meet the required criteria.
- (3) Provide training and instruction to apprentices and employers on how to properly record and verify OJT hours and work processes- due within 60 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 each 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 program's Related and Supplemental Instruction is approved by a Local Education Agency (LEA). The LEA is Palomar Community College located at 1140 West Mission Road San Marcos, CA 92069-1487. The course outlines as written by the program have been reviewed and approved by the LEA.

The apprentices are required to attend 102 scheduled classroom hours per semester (twice a year). Failure to attend scheduled classroom hours subjects the apprentice at the Committee's discretion to be terminated from the program or be required to repeat the entire semester. Missing any scheduled apprenticeship classes will subject the apprentice to make-up the class in its entirety. No partial make-up will be accepted. Make up classes consist of evening classes during the school week, classes of related instruction at the Training Center, or as assigned by the Training Director. The makeup class must be completed within 59 calendar days from the date of the absence. Each apprentice is issued a calendar with the schedule of classes. Classes are held twice a week and start promptly at 5:00 pm for a 3.5 hour period. The rules and regulations state that each apprentice will be notified in writing of the date(s) that he/she is to attend classroom training. Tardiness is defined as arriving 30 minutes or more late to class or leaving class 30 minutes or more early. When an apprentice accumulates two tardies, it will be counted as an absence. Any apprentice who accumulates six or more tardies during a semester shall appear before the Committee for appropriate disciplinary action. Apprentices who are absent from a class more than three days will be suspended for three days. A fourth absence will result in termination from the program or a repeat of the semester, at the discretion of the Committee. Apprentice will be cited to appear before the Committee at their next meeting to show cause why he/she should not be dropped from the program or have any disciplinary action taken against them. If the apprentice is not dropped from the program he/she must successfully repeat the class from the beginning in the next semester of instruction and pay raise will be extended by six months. Every apprentice must bring tools and study materials to class before signing in on the "class sign-in sheet". The rules and regulations state that the apprentice shall first request permission, in writing, from the Committee/Coordinator to be excused from attending classes, indicating the documented reason for such a request.

### **(a) Findings**

- (1) A review of the programs RSI required courses noted program added 2 additional courses, Labor Relations 1 & 2. Program did not provide DAS with revision of approved standards noting additional courses.
- (2) The records of attendance test scores, progress evaluations, and classroom hours for the apprentices are recorded on the program's ATS computer data base. A record of this information is also kept in the apprentice file.

- (3) The apprentice files examined contain a consistent record of all absences related to school attendance, test scores, copies of advancement letters to employer and apprentice, and any disciplinary actions.

**(b) Recommendation**

- (1) Submit revision of approved standards (DAS Form 24).  
Revision should change standards to include RSI courses, Labor Relations 1 & 2.
- (2) Curriculum director should explore and continue to provide updates to the program and the apprentices on how they are progressing in their required educational courses. Review curriculum and develop new courses to cover additional needs when needed.

*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.

The program employs 1 full time instructor and 1 full time curriculum director in addition to 20 part time instructors. All instructors are approved by the LEA. During the visit, classes were not in session. The instructors conduct classes on a weekly schedule at the training center. The auditor spoke with one of the instructors and toured the San Diego training facility. The training center is a two story facility encompassing 31,493 square feet. The training center consists of 9 classrooms on the first floor and 12 classrooms on the second floor. All classrooms can be converted into shop labs which are utilized for demonstrations and "hands-on" working projects. Each apprentice must complete a variety of shop projects, score 75% or higher on the final exam, and show competency in applying the trade. The instruction is done 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 and insure plans for growth are based upon the current successful model.

*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 place 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. If an apprentice becomes unemployed they should immediately register on the out-of-work list at their local union. Termination slip must be presented by the apprentice. Upon presenting the termination slip, the apprentice will be required to fill out a "dispatch instruction" form to indicate telephone or pager numbers where he/she can be reached. All apprentices will be called as soon as a job becomes available for them.

Unemployed apprentices attending RSI classroom training may be eligible for unemployment insurance benefits. Unemployment insurance telephone numbers are given to those apprentices meeting EDD criteria.

### **(a) Findings**

- (1) 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.
- (2) The records found the referral/dispatch system keeps the apprentices employed within their industry. They are also referred to other employers, giving the apprentices 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.
- (2) The program should continue to refer apprentices to other employers.

*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 done, 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 tasks 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 program's 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 sites and contact was made with two locations.

The auditor visited a job site located in Vista, California called Vista Dual Magnet High School and found 4 apprentice working under the supervision and direction of journeymen and employed at tasks defined within the work processes of the program standards.

The auditor also visited the El Camino High School job site located in Oceanside, California and found 3 apprentices working under the supervision and direction of journeymen and employed at tasks defined within the work processes of the program standards.

Interviews were conducted with all of the apprentices. The auditor found that the apprentices had 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. The auditor confirmed that each apprentice writes in the total hours of OJT training on their apprentice work card report, broken into the various work processes. The apprentices interviewed had their work card report in their possession or in their car or at home. The apprentices verified the work card reports are not signed by the job site supervisor. All apprentices interviewed stated they had to turn in the work card report to the program once a month and all knew the various ways (mail, office visit) they could turn it in. Most of them stated that they turn in the record sheet when they attend RSI class.

The interview with the supervisors confirmed there is a proper ratio of journeyman to apprentice and adequate supervision. All the apprentices interviewed stated they were very satisfied with the program and all confirmed that they were being properly trained. Apprentices also stated that they were very pleased with the program's class instructors and that whenever they had a problem understanding the course work the instructors would work with them individually until they understood.

**(a) Findings**

- (1) Apprentices are properly completing the work card report and are properly itemizing hours by the various work processes. Supervisors/foremen are not signing work card report and are not verifying the OJT hours or various work processes.
- (2) The auditor found that the apprentices were filling out the work card report in a timely manner and submitting it to the program on a monthly basis.

**(b) Recommendations**

- (1) Incorporate changes in apprentice work card report to include signature line for foreman or journeyman. Provide training and instruction to the apprentice and the employers/supervisors on how to properly verify OJT hours and work processes. - Due within 60 Days.
- (2) The program should continue to ensure apprentices are recording OJT hours and are correctly tracking hours within the individual work processes.
- (3) The program should continue to ensure each apprentice turns in their work card report to the program monthly and continue to keep a complete and signed work card report in each apprentice file.

*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 were submitted on November 09, 2007.

### **(b) Recommendations**

- (1) Continue to submit the Self-Assessment Review and Program Improvement Plan in a timely manner.
- (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 next 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. There is also an

advisor from the local public school district, and such other advisors and the apprenticeship consultant act without vote. 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 committee provided the program committee meeting minutes for the past year. The committee meetings are held monthly, and the full committee (business meeting) is held every quarter. The meetings are conducted in the San Diego office. An advance notice is sent out to all members and any guests of the committee.

**(a) Findings**

- (1) The program committee is a Labor/Management Co-operative and has four labor representatives and four management representatives. The committee also includes one advisor apprenticeship coordinator and one advisor local education agency representative. All advisors act without vote. All disciplinary actions are reviewed by the committee.
- (2) Our review of the committee minutes for the last 12 months showed that the committee had a record of disciplinary actions. The committee minutes were sufficient in form and content.

**(b) Recommendations**

- (1) Continue to hold regular meetings and keep accurate committee minutes and records.
- (2) Continue to ensure DAS apprenticeship consultant is advised of committee meetings well in advance and the consultant will endeavor to participate in meetings when possible.

*Section 3076, 3080(b), 3078(d)(f), 3079, 3093(k), of the California Labor Code, and Section 213, 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.*

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## 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.

## 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 program must remedy all deficiencies and be in full compliance with its apprenticeship standards. The program 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 program.

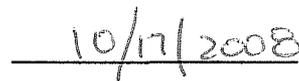
## 11. REMARKS

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,



Salvador Trujillo  
Apprenticeship Consultant, Auditor  
DAS, Los Angeles District Office



Date

DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF APPRENTICESHIP STANDARDS  
455 Golden Gate Avenue, 10<sup>th</sup> Floor  
San Francisco, CA 94102  
Tel: (415) 703-4920  
Fax: (415) 703-5477

www.dir.ca.gov

ADDRESS REPLY TO:  
Div. of Apprenticeship Standards  
Central Audit Unit Operations  
2550 Mariposa Mall, Suite 3080  
Fresno, CA 93721-2219



August 19, 2008

File #00058

Patrick Knighton, Training Director  
San Diego Electrical, JATC  
4675 Viewridge Ave.  
San Diego, CA 92123

Dear Mr. Knighton:

RE: Division of Apprenticeship Standards Audit

Pursuant to **Section 3073.1** of the **California Labor Code**, your Apprenticeship Program has been randomly selected for an audit. The audit will be conducted at your place of business where the apprentice records are kept and will include, among other things, a review of individual apprentice records, an inspection of training facilities, and visits to work site locations.

The audit will begin on Monday, September 8<sup>th</sup>, 2008 at 9:00 a.m. and will continue until completed. Please make necessary arrangements for your staff to cooperate and to have records available upon our arrival.

Within 30 days of the completion of our proposed audit report, you will have 14 days to review and submit comments. Within 10 days following the comment period, a final report will be made and presented to the California Apprenticeship Council. The Division will recommend remedial actions to correct deficiencies recognized in the audit report. Failure to correct deficiencies within the time given may be grounds for withdrawing state approval of the program.

Please find and complete the enclosed Committee Questionnaire and return it to DAS before the audit. If you have any questions regarding the audit, please contact Amelia Meza at (559) 445-5431, email at [ameza@dir.ca.gov](mailto:ameza@dir.ca.gov).

Sincerely,

A handwritten signature in cursive script that reads 'Rachel Freeman'.

RACHEL FREEMAN, Audit Unit Manager  
Division of Apprenticeship Standards

Enclosure

cc: Consultant  
Sr. Consultant  
Area Administrator  
Auditor  
Audit File



San Diego Electrical Joint Apprenticeship and Training Committee

4675 Viewridge Avenue  
San Diego, CA 92123-1644  
(858) 569-6633 FAX (858) 569-0624  
Website: www.positivelyelectric.org  
RECEIVED DISTRICT OFFICE  
FRESNO  
OCT 31 PM 12:46

October 17, 2008

Salvador Trujillo  
Apprenticeship Consultant, Audit Unit  
Department of Industrial Relations  
Division of Apprenticeship Standards  
320 West 4<sup>th</sup> Street, Suite 830  
Los Angeles, CA 90013

SUBJECT: DAS Audit Report for San Diego Electrical Joint Apprenticeship and Training Committee, File No. 00058

Dear Mr. Trujillo:

We received and reviewed the DAS Audit report for the San Diego Electrical JATC, File No. 00058 and agree with the findings and recommendations, with no comments or corrections needed to the report.

If you have any questions, please feel free to contact our office at (858) 569-6633.

Sincerely,

Patrick Knighton  
Director of Training

OPEIU 537  
AFL/CIO, clc

CC: Gary Karnopp, DAS Area Consultant  
Joyce Poblete, Office Manager, San Diego Electrical JATC