

WESTSIDE WORKS

APPRENTICESHIP PROGRAM

c/o West Hills Community College District
9900 Cody Street Coalinga, CA 93210

Apprenticeship Program Standards

Adopted on
09/18/2018



APPRENTICESHIP STANDARDS

of the

WESTSIDE WORKS

APPRENTICESHIP TRAINING COMMITTEE

ARTICLE I Purpose and Policy

The parties hereto declare it their purpose and policy to establish an organized, planned system of apprenticeship, conducted as a management industry 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 Industry Sector, Occupation, and O*NET

Quality Assurance Technician	O*NET CODE: 19-4011.02
Pest Control Advisor	O*NET CODE: 37-3012.00
Irrigation Design Specialist	O*NET CODE: 17-2021.00
Farm Equipment Mechanic	O*NET CODE: 49-3041.00
Industrial Maintenance Mechanic	O*NET CODE: 49-9041.00
Industrial Welder	O*NET CODE: 51-4121.06
Industrial Electrical Technician	O*NET CODE: 17-3024.00
Plant Production Supervisor	O*NET CODE: 53-1021.00
Ag Business Sales Professional	O*NET CODE: 41-3099.00
Human Resources Generalist	O*NET CODE: 13-1071.00

ARTICLE III Organization

There is hereby established the above-named apprenticeship committee covering the State of California 58 Counties including:

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, and Yuba.

1. The committee shall consist of an equal number of up to five (5) members representing education and five (5) members representing employer's signatory hereto.
See Attachments A;
2. In addition, thereto, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards (DAS), one (1) apprenticeship advisor representing the Local Education Agency (LEA), and such other advisors as the committee shall determine. Such advisors shall act without vote and shall not serve as officers to the committee. *See Attachment B;*
3. For each employer participating in the apprenticeship program, an Employer Subscription Agreement (DAS 752) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the apprenticeship committee. *See Attachment C;*
4. Employer-represented members are appointed by West Hills Community College District on a first-come, first-served basis and serve for a two (2) year term, which may be extended year-to-year, so long as no other subscribed employers are awaiting a seat on the apprenticeship committee. Members representing education and advisors serve indefinitely. In the event any member leaves his or her current position or employment, a vacancy occurs on the committee and West Hills Community College District shall appoint a successor;
5. Members shall meet quarterly. An annual election of officers is to be held at each first meeting of every calendar year to promote fair rotation of officers. The officers consist of Chair, Co-Chair, and Secretary. A quorum must be present to carry on the regular business of the apprenticeship committee. A quorum shall consist of three (3) members from each group. An equal number of votes shall be cast by either group; a quorum being present regardless of whether one group or the other has more members present.

ARTICLE IV

Jurisdiction

These standards shall apply to the employers who subscribe hereto, and to all apprentice agreements hereunder.

ARTICLE V

Functions

The functions of the apprenticeship committee shall be to:

1. Serve in an advisory capacity with employers and employees in matters pertaining to these standards;
2. Develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
3. Make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction;
4. Establish a mechanism to be used for the rotation of each apprentice from work process to work process to assure each apprentice completes training;
5. Aid in the adjustment of apprenticeship disputes;
6. Follow fair and impartial selection procedures in accordance with existing laws and regulations.

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, however, 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 under its jurisdiction and, when appropriate, to suspend or withdraw approval;
5. Conduct ongoing evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;
6. Determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
7. Pass upon the qualifications of apprentice applicants;
8. File a signed copy of each Apprentice Agreement and applicable sponsor forms with the Secretary of the California Apprenticeship Council, with copies to all parties;
9. Establish and maintain a record system for on-the-job training and related instruction;
10. Use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
11. Provide disciplinary procedures for apprentices including provisions for fair hearings;
12. Adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
13. Implement a program for training and education regarding illegal discrimination and sexual harassment;
14. Prepare and submit an annual Self-Assessment Review and Program Improvement Plan;
15. Participate in the development of, and/or comply with approved industry training criteria;
16. Insure there is meaningful representation of the interests of apprentices in the management of the program;
17. Oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice. *See Attachment J.*

ARTICLE VII

Definition of an Apprentice

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated 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 and the program sponsor and by the apprentice, and must be approved by the apprenticeship committee; *See Attachment E.*
2. Each apprentice shall be furnished a copy of, or be given an opportunity to study, these standards before indenture. 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 shall be submitted to the Administrator of Apprenticeship for determination.

ARTICLE XIII Term of Apprenticeship

1. The term of apprenticeship differs for every occupation. None shall be less than 2000 work training hours. *See Attachment F;*
2. Period shall be determined by the employer subscription agreement.

ARTICLE XIV Ratio

A qualified employer may employ up to two (2) apprentices when at least one (1) journeyman is regularly employed, and two (2) additional apprentices for each additional journeyman regularly employed.

ARTICLE XV**Related and Supplemental Instruction**

1. Apprentices shall be directed to follow the course outline for related and supplemental instruction. *See Attachment G.*
2. Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will be at minimum 144 hours per year provided by the local education agency. *See Attachment K;*
3. It is at the employer's discretion to provide compensation for required school time;

ARTICLE XVI**Work Training**

1. The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of a trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation;
2. Apprentices shall be directed to follow the work processes outline for on-the-job training. *See Attachment H.*

ARTICLE XVII**Wage Schedule**

1. The wages for each employer are included in the Employer Subscription Agreement;
2. Program sponsors may pay at or above the minimum wage cited on the approved wage schedule, but never below minimum wage. *See Attachment C.*
3. To advance from one period to the next the apprentice shall have satisfactorily completed the indicated on-the-job work hours; the indicated months in the program; and the indicated related and supplemental instruction school hours;
4. Straight time is 8 hours per day, 40 hours per week. Hours may be decreased to accommodate instructional hours;
5. Overtime provisions: Overtime shall be paid at not less than 1 ½ times the straight time hourly rate of pay in excess of 8 hours per day. Likewise, overtime must be paid for hours in excess of 40 in any one work week;
6. So as not to interfere with schooling, overtime shall not be permitted when RSI classes are scheduled or if it will be detrimental to the health and safety of the apprentice(s);

ARTICLE XVIII**Safety & Health**

1. Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards;
2. Each apprentice shall receive training in the recognition of illegal discrimination, bullying, and sexual harassment;
3. No form of harassment shall be tolerated. *See Attachment L.*

ARTICLE XIX

Certificate of Completion

1. 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 California Apprenticeship Council;
2. In recognition of unusual ability with advanced and accelerated progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than 12 1/2 percent;
3. An apprentice may be credited time for previous experience if that experience is of an approved nature, and shall have completed not less than six months as an apprentice.

ARTICLE XX

California Plan for Equal Opportunity in Apprenticeship

Each subscribed employer will be responsible for complying with the California Plan for Equal Opportunity in Apprenticeship requirements. *See Attachment D.*

The foregoing standards are hereby agreed to and adopted on 09/18/2018
(Committee approval date)

Corinna Pereira
Corinna Pereira
Workplace Learning Liaison

09/18/2018
Date

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved _____
(DAS approval date)

Eric Rood, Chief, Division of Apprenticeship Standards

Date

18 DEC 19 AM 10:18

ATTACHMENT A

LIST OF COMMITTEE MEMBERS

EDUCATION REPRESENTATIVES:

INDUSTRY REPRESENTATIVES:

<p>WEST HILLS COLLEGE COALINGA Brian Boomer, CTE Dean 300 Cherry Lane Coalinga, CA 93210 (559) 934-2152 Brianboomer@whccd.edu</p>	<p>NUTRIEN AG SOLUTIONS Breanna Errotabere, West Region Recruiter 7815 N. Palm Ave. Ste. 410 Fresno CA 93711 (805) 490-9070 Breanna.errotabere@nutrien.com</p>
<p>WEST HILLS COLLEGE LEMOORE Kris Costa, CTE Dean 555 College Avenue Lemoore, CA 94345 (559) 925-3218 Kriscosta@whccd.edu</p>	<p>OLAM GROUP Ryan Williams, Human Resources Vice President 205 E. River Park Circle, Suite 310 Fresno, CA 93720 (559) 446-644 Ryan.williams@olamnet.com</p>
<p>WEST HILLS COLLEGE NDC CENTER Bertha Felix-Mata Ed.D., Associate Dean 1511 Ninth Street Firebaugh CA 93622 559-934-2217 Berthafelixmata@whccd.edu</p>	<p>PACIFIC AG RENTALS Myron Gurien 14093 W. Mt. Whitney Avenue Five Points, CA 93624 (559) 884-2192 Myrongurien@pacificagrentals.com</p>
<p>WEST HILLS COLLEGE COALINGA Terry Brase, Farm & Ag Director 518 S. Gale Avenue Coalinga, CA 93210 (559) 934-2709 Terrybrase@whccd.edu</p>	<p>PERI & SONS FARMS Ben Dawson, Facility Operations Manager 48845 W. Nees Avenue Firebaugh, CA 93622 (775) 469-4028 Jangle@periandsons.com</p>
<p>WEST HILLS COLLEGE LEMOORE James Rooney, Industrial Technology Faculty 555 College Avenue Lemoore, CA 94345 (559) 925-3218 Jamesrooney@whccd.edu</p>	<p>HARRIS FARMS, INC. William Bourdeau, Executive Vice President 23300 W. Oakland Ave. Coalinga, CA. 93210 (559) 210-1417 WilliamBourdeau@HarrisRanch.com</p>

ATTACHMENT B

APPRENTICESHIP COMMITTEE ADVISORS

LOCAL EDUCATION AGENCY:

Dr. Linda Thomas
Vice Chancellor, Educational Services & Workforce Development
West Hills Community College District
9900 Cody Street Coalinga, CA 93210
(559) 934-2887 | Lindathomas2@whccd.edu

DIVISION OF APPRENTICESHIP STANDARDS:

Jennifer Vargas
Apprenticeship Consultant, Fresno District Office
2550 Mariposa Mall Room 3080 Fresno, CA 93719
(559) 445-5431 | Jvargas@dir.ca.gov

STATE SECTOR NAVIGATOR ADVANCED MANUFACTURING:

Gurminder Sangha
559-688-3047
Gurminders@cos.edu

STATE SECTOR NAVIGATOR AG, WATER & TECHNOLOGIES:

Nancy Gutierrez
559-637-2530
Nancy.gutierrez@reedleycollege.edu

DEPUTY SECTOR NAVIGATOR BUSINESS SECTOR:

Alese Campbell
209-954-5069
Acampbell@deltacollege.edu

APPRENTICESHIP PROGRAM COORDINATOR:

Corinna Pereira
Workplace Learning Liaison
West Hills Community College District
9900 Cody Street Coalinga, CA 93210
(559) 934-2168 | Corinnapereira@whccd.edu

ATTACHMENT C

EMPLOYER SUBSCRIPTION AGREEMENT

State of California - Department of Industrial Relations
DIVISION OF APPRENTICESHIP STANDARDS

DAS File No:
District No:
Employer ID No:

EMPLOYER SUBSCRIPTION AGREEMENT						
1. Name of Committee Westside Works Apprenticeship Training Committee						
2. Name of Employer _____						
3. Employer Address - Street Address, City & Zip Code _____				Telephone No. _____		
4. Occupation & ONET Number (Select one or more below)						
<input type="checkbox"/> Quality Assurance Technician	19-4011.02	<input type="checkbox"/> Industrial Welder	51-4121.06			
<input type="checkbox"/> Pest Control Advisor	37-3012.00	<input type="checkbox"/> Industrial Electrical Technician	17-3024.00			
<input type="checkbox"/> Irrigation Design Specialist	17-2021.00	<input type="checkbox"/> Plant Production Supervisor	53-1021.00			
<input type="checkbox"/> Farm Equipment Mechanic	49-3041.00	<input type="checkbox"/> Ag Business Sales Profession:	41-3099.00			
<input type="checkbox"/> Industrial Maintenance Mechanic	49-9041.00	<input type="checkbox"/> Human Resources Generalist	13-1071.00			
A C T I O N	<input type="checkbox"/> Revision of Journeyman Wages	<input type="checkbox"/> Revision of Area	<input type="checkbox"/> Revision of Other Compensation			
	<input type="checkbox"/> Revision of Apprentice or Trainee Rates	<input type="checkbox"/> Revision of Ratio	<input type="checkbox"/> Revision of Selection Procedures			
	<input type="checkbox"/> Revision of Work Processes		<input type="checkbox"/> Effective Date of This Action:			
	<input checked="" type="checkbox"/> New Participating Employer:					
6. Related Instruction Hours Per _____		7. School _____				
8. Present Journeyman Wage Per _____		9. Effective Date of Journeyman Wage _____				
10. Apprentice or Trainee Wage Scale						
1st Per	See Wage Schedule Attachment			5th Period	_____	
2nd Per	in the Program Standards			6th Period	_____	
3rd Per	_____			7th Period	_____	
4th per	_____			8th Period	_____	
11. Overtime Provisions: Overtime, when permitted, is paid according to State regulations						
12. Straight Time Hours		Per Day: 8	Per Week: 40	14. Work Processes		
13. Other Compensation		Eff. Date	Hr/M.o.	Eff. Date	Hr/M.o.	
A. Health & Welfare	Included	_____	_____	_____	_____	
B. Pension	in	_____	_____	_____	_____	
C. Vacation	total	_____	_____	_____	_____	
D. Apprentice Funds	wage	_____	_____	_____	_____	
E. Other	package	_____	_____	_____	_____	
Total		_____	_____	_____	_____	
				<input type="checkbox"/> See Standards	<input type="checkbox"/> 500 Hours	
				<input type="checkbox"/> See Attached	<input type="checkbox"/> 1000 Hours	
I would like to be considered as an employer representative on the apprenticeship committee:						
Yes <input type="checkbox"/> No <input type="checkbox"/>						
The undersigned Employer hereby subscribes to the provisions of and adopts these Apprenticeship Standards formulated by Master Committee. The Scribing Employer agrees to carry out the intent and purpose of said standards and to abide by the rules and decisions of the Committee established under these Apprenticeship Standards. The Employer affirms they have been furnished a true copy of the and have read and understood them, and do hereby request registration/certification to train Apprentices under the provisions of these with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Employer, Committee. On-the-job, the Apprentice is guaranteed assignment to a skilled and competent Mentor and is guaranteed that the work assigned to the Apprentice will be rotated so as to training in all phases of work.						
_____ Signature of Employer			_____ Date			
CERTIFIED AS CORRECT:						
Signature - Apprenticeship Consultant		Date	Signature - Apprenticeship Program Director		Date	
These Revisions are hereby made a part of and supersede provisions of standards previously approved.						
Approved - Chief, Division of Apprenticeship Standards				Date Approved		

ATTACHMENT D SELECTION PROCEDURES

State of California
Department of Industrial Relations
DIVISION OF APPRENTICESHIP STANDARDS

DISTRICT NO. _____
FILE NO. _____

EMPLOYER-NAME AND ADDRESS [REDACTED]
[REDACTED]
[REDACTED]

OCCUPATION(S)	
<input type="checkbox"/> Quality Assurance Technician	O*NET CODE: 19.4011.02
<input type="checkbox"/> Pest Control Advisor	O*NET CODE: 37.3012.00
<input type="checkbox"/> Irrigation Design Specialist	O*NET CODE: 17-2021.00
<input type="checkbox"/> Farm Equipment Mechanic	O*NET CODE: 49-3041.00
<input type="checkbox"/> Industrial Maintenance Mechanic	O*NET CODE: 49-9041.00
<input type="checkbox"/> Industrial Welder	O*NET CODE: 51-4121.06
<input type="checkbox"/> Industrial Electrical Technician	O*NET CODE: 17-3024.00
<input type="checkbox"/> Plant Production Supervisor	O*NET CODE: 53-1021.00
<input type="checkbox"/> Ag Business Sales Professional	O*NET CODE: 41-3099.00
<input type="checkbox"/> Human Resources Generalist	O*NET CODE: 13-1071.00

Pledge

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the California Code of Federal Regulations, Part 30, and equal employment opportunity regulation of the State of California.

Information on apprenticeship openings shall be disseminated in writing to the Division of Apprenticeship Standards and to other agencies as required by State and Federal regulations at least 45 days in advance of the closing date for accepting applications.

Signature of Employer Title Date

Apprenticeship Consultant Date

Chief, Division of Apprenticeship Standards Date

ATTACHMENT E APPRENTICE AGREEMENT

D. O.	FILE NUMBER

A	B	C	D	E	Official Use
Gender	Ethnic	Dependent	Education	Yrs Employ	STATUS



State of California -- Department of Industrial Relations --DIVISION OF APPRENTICESHIP STANDARDS

APPRENTICE AGREEMENT

APPRENTICE LAST NAME	FIRST NAME	MIDDLE	SOCIAL SECURITY NUMBER
APPRENTICE ADDRESS (NUMBER AND STREET / CITY, STATE & ZIP)			BIRTHDATE (mm/dd/yyyy)
OCCUPATION			F - VETERAN Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			COUNTY OF RESIDENCE
TERM OF APPRENTICESHIP		STRAIGHT TIME	
Hours Within	Months	Hours per day:	Hours per week:

This agreement is between the above named apprentice employed by the below named sponsor, and

Westside Works Apprenticeship Training Committee

PROGRAM SPONSOR

AGREEMENT: The undersigned parties mutually agree that they will use their best endeavors to secure employment and training for the apprentice. The apprentice agrees to perform satisfactorily all work and learning assignments. The provisions of the Apprenticeship Standards for the above occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards, are hereby made a part of this agreement. An official copy of the standards is on file in the headquarters of the Division of Apprenticeship Standards. This apprentice agreement will continue in effect until the training is completed or otherwise terminated in accordance with the standards.

The apprentice commences participation under these standards on the date of execution of this agreement by the Apprentice. The signatory apprentice is credited with having _____ months toward completion of the term of apprenticeship. The apprentice is expected to complete training on or about _____, 20____, upon satisfactory completion of the total remaining hours of on-the-job training and hours and/or units of related and supplemental instruction.

APPRENTICE: I, the undersigned apprentice, understand and agree that there is a valid and reasonable necessity that those academic records accumulated throughout related and supplemental instruction during my period of apprenticeship be made available to the apprenticeship committee. Further, I agree to release to the apprenticeship committee any other academic records which I feel may enhance my status as an apprentice.

I, the undersigned apprentice, hereby request that the Administrator of Apprenticeship terminate any other apprenticeship agreements in which I am currently registered.

Executed this _____ day of _____, 20____

AGREED TO BY THE EMPLOYER

N/A

SIGNATURE OF PARENT OR GUARDIAN (IF APPRENTICE IS 16 OR 17)

SIGNATURE OF EMPLOYER REPRESENTATIVE

AGREED TO AND APPROVED BY, FOR THE COMMITTEE

TITLE OF EMPLOYER REPRESENTATIVE

SIGNATURE -- SECRETARY / CHAIR / COORDINATOR

DATE

NAME OF EMPLOYER

ACCEPTED BY DAS

SIGNATURE -- APPRENTICESHIP CONSULTANT

DATE

ADDRESS OF EMPLOYER

SIGNATURE -- FOR THE ADMINISTRATOR OF APPRENTICESHIP

DATE

ATTACHMENT F TERM OF APPRENTICESHIP

Occupation	O*Net Code	OJT Hours	Instructional Hours
Quality Assurance Technician	19-4011.02	Period 1: 2000 hours Period 2: 2000 hours Total: 4000 hours	504 RSI
Pest Control Advisor	37-3012.00	Period 1: 2000 hours Period 2: 2000 hours Period 3: 2000 hours Total: 6000 hours	1278 RSI
Irrigation Design Specialist	17-2021.00	Period 1: 2000 hours Period 2: 2000 hours Period 3: 2000 hours Total: 6000 hours	828 RSI
Farm Equipment Mechanic	49-3041.00	Period 1: 2000 hours Period 2: 2000 hours Period 3: 2000 hours Period 4: 2000 hours Total: 8000 hours	692 RSI
Industrial Maintenance Mechanic	49-9041.00	Period 1: 2000 hours Period 2: 2000 hours Period 3: 2000 hours Period 4: 2000 hours Total: 8000 hours	891 RSI
Industrial Welder	51-4121.06	Period 1: 2000 hours Period 2: 2000 hours Period 3: 2000 hours Period 4: 2000 hours Total: 8000 hours	693 RSI
Industrial Electrical Technician	17-3024.00	Period 1: 2000 hours Period 2: 2000 hours Period 3: 2000 hours Period 4: 2000 hours Total: 8000 hours	756 RSI
Plant Production Supervisor	53-1021.00	Period 1: 2000 hours Period 2: 2000 hours Total: 4000 hours	288 RSI
Ag Business Sales Professional	41-3099.00	Period 1: 2000 hours Period 2: 2000 hours Total: 4000 hours	342 RSI
Human Resources Generalist	13-1071.00	Period 1: 2000 hours Period 2: 2000 hours Total: 4000 hours	288 RSI

ATTACHMENT G

RELATED SUPPLEMENTAL INSTRUCTION

QUALITY ASSURANCE TECHNICIAN

FSS 035 Principles of Food Science	3 units 54 hours
FSS 020 Ag Laws and Regulations	2 units 36 hours
FSS 025 Principles of Hazard Analysis	3 units 54 hours
FSS 015 Microbiology of Foods	4 units 108 hours
FSS 010 Food Chemistry	3 units 90 hours
FSS 030 Audits and Preventative Controls	3 units 54 hours
FSS 005 Food Safety Management	3 units 54 hours
FSS 040 Facility Food Safety Management	3 units 54 hours
AG 015X Work Experience	16 units N/A hours

O*NET CODE: 19-4011.02

PEST CONTROL ADVISOR

BIO 010 Fundamentals of Biology	3 units 90 hours
CHEM 001A General Chemistry I	5 units 162 hours
CHEM 001B General Chemistry II	5 units 162 hours
CRPSCI 045 CA Pest Control Laws & Regs	2 units 36 hours
CRPSCI 046 Integrated Pest Management	3 units 90 hours
CRPSCI 044 Economic Entomology	3 units 90 hours
CRPSCI 032 Weeds and Poisonous Plants	3 units 90 hours
AET 021 Ag Irrigation Management	3 units 90 hours
CRPSCI 002 Plant Science Theory	3 units 90 hours
SLSCI 021 Introduction to Soil Science	4 units 108 hours
CRPSCI 021 Orchard Prod/CRPSCI 023 Row Crop Prod	3 units 90 hours
CRPSCI 036 Fertilizers & Soil Amendments	3 units 90 hours
CRPSCI 006 Intro to Precision Agriculture	3 units 90 hours
AG 015X Work Experience	16 units N/A hours

O*NET CODE: 37-3012.00

IRRIGATION DESIGN SPECIALIST

SLSCI 021 Introduction to Soil Science	4 units 108 hours
AET 021 Ag-Irrigation Management	3 units 90 hours
AGBUS 015 Computer Applications to Agriculture	3 units 54 hours
AET 022 Irrigation Evaluation and Design Principles	4 units 144 hours
AET 015 CAD for Agriculture	2 units 108 hours
AET 010 Surveying	3 units 90 hours
AET 023 Advanced Irrigation Design	3 units 90 hours
AET 024 Drip & Micro Irrigation Design and Management	3 units 90 hours
AGBUS 011 Ag Sales and Marketing	3 units 54 hours
AG 015X Work Experience	16 units N/A hours

O*NET CODE: 17-2021.00

FARM EQUIPMENT MECHANIC

IMT 060 Industrial Core	3 units 90 hours
WT 70 Intro to Certified Welding	2.5 units 62 hours
AG 014 Tractor Operations	3 units 90 hours
IMT 71 Beginning SMAW	3 units 90 hours
DT 094 Intro to Diesel Engine Repair	3 units 90 hours
DT 095 Adv. Diesel Engine Repair	3 units 90 hours
DT 096 Hydraulics	3 units 90 hours
DT 097 Equipment Systems	3 units 90 hours
AG 015X or WT 015X Work Experience	16 units N/A hours

O*NET CODE: 49-3041.00

INDUSTRIAL MAINTENANCE MECHANIC

IMT 060 Industrial Core
IMT 061 Industrial Mechanic Level I
IMT 062 Industrial Mechanic Level II 180 hours
IMT 063 Industrial Mechanic Level III 180 hours
WT 70 Intro to Certified Welding
WT 071 Beginning SMAW
WT 074 GMAW and FCAW: Plate
AG 015X or WT 015X Work Experience

O*NET CODE: 49-9041.00

3 units 90 hours
3 units 126 hours
4 units 180 hours
4 units 180 hours
2.5 units 63 hours
3 units 126 hours
3 units 126 hours
16 units N/A hours

INDUSTRIAL WELDER

IMT 060 Industrial Core
IMT 070 Intro to Certified Welding
WT 071 Beginning SMAW
WT 072 Advanced SMAW
WT 073 Intro to Metallurgy and Weld Symbols
WT 074 GMAW and FCAW: Plate
WT 075 SMAW Pipe Welding Pipe Welding
WT 076 Welding Certification Prep
WT 015X or ITEC 015X Work Experience

O*NET CODE: 51-4121.06

3 units 90 hours
2.5 units 63 hours
3 units 126 hours
3 units 126 hours
1.5 units 27 hours
3 units 126 hours
2 units 108 hours
.5 units 27 hours
16 units N/A hours

INDUSTRIAL ELECTRICAL TECHNICIAN

ITEC 008 Mechanical Systems
ELET 001 Basic Electronics AC
ELET 002 Electronic Circuits
ELET 003 Programmable Logic Controllers
ELET 004 Computer Integrated Manufacturing
ELET 005 Instrumentation and Process Control
ELET 006 Electric Motors and Controls
ELET 007 Advanced Programmable Logic Controllers
ITEC 015X Work Experience

O*NET CODE: 17-3024.00

3 units 90 hours
3 units 90 hours
4 units 108 hours
3 units 90 hours
3 units 90 hours
3 units 90 hours
4 units 108 hours
3 units 90 hours
16 units N/A hours

PLANT PRODUCTION SUPERVISOR

BUS 020 Introduction to Business
BUS 035 Human Resource Management
BUS 018 Business Law
BUS 028 Business Communication
SOC 008 Cultural Sociology
ITEC 015X, AG 015X, or BUS 015X Work Experience

O*NET CODE: 53-1021.00

3 units 54 hours
3 units 54 hours
4 units 72 hours
3 units 54 hours
3 units 54 hours
16 units N/A hours

AG BUSINESS SALES PROFESSIONAL

AGBUS 010 Introduction to Agriculture Business
AGBUS 015 Agriculture Computer Applications
AGBUS 040 Introductory Agriculture Economics
AG 011 Agriculture Sales and Communication
CIS 002G Introduction to E Commerce
BUS 018 Business Law
BUS 015X or AG 015X Work Experience

O*NET CODE: 41-3099.00

3 units 54 hours
3 units 54 hours
3 units 54 hours
3 units 54 hours
3 units 54 hours
4 units 72 hours
16 units N/A hours

HUMAN RESOURCES GENERALIST

BUS 020 Introduction to Business
BUS 035 Human Resource Management
BUS 018 Business Law
BUS 028 Business Communication
SOC 008 Cultural Sociology
BUS 015X Work Experience

O*NET CODE: 13-1071.00

3 units 54 hours
3 units 54 hours
4 units 72 hours
3 units 54 hours
3 units 54 hours
16 units N/A hours

ATTACHMENT H ON-THE-JOB TRAINING

Quality Assurance Technician

O*NET CODE: 19-4011.02

Perform microbiological and chemical testing on products with understanding of equipment, results, and preventative and corrective actions for deficiencies or out of specification results	1000
Perform routine quality checks on in process as well as finished product and packaging	1000
Maintain laboratory equipment and calibrations	500
Perform sanitation inspections	500
Inspection of facility for food safety issues	500
Perform environmental pathogen monitoring	500
Total hours	4000

Pest Control Advisor

O*NET CODE: 37-3012.00

Conduct field trials land/or inspect farmer's fields for pests, weeds, diseases, and nutrient issues that can impact yield	800
Examine insect traps and weed populations; sample crop quality and transport leaf tissue for analysis	800
Identify pests that are present and the damage that they are causing and write recommendations on treatment plans based on findings	800
Identify lawn or plant diseases and determine the appropriate course of treatment	800
Formulate herbicide and pesticide quantities, calculate area footage, and calculate cost-estimates and cost-recovery, and determine the most economical solutions to treatment plans	800
Develop fertilizer formulations and release biological control organisms where warranted	800
Monitor competitive activity and trends, keep records, and prepare reports on sales activities	400
Use remote sense data to develop maps	400
Develop new client relationships and maintain accounts within assigned territory	400
Total hours	6000

Irrigation Design Specialist

O*NET CODE: 17-2021.00

Evaluate site conditions and determine water availability and use requirements	800
Select the most effective irrigation equipment, methods and materials for the application	800
Prepare comprehensive, efficient, and cost-effective designs - including plans and specifications - that include construction details, equipment or materials, as well as appropriate irrigation schedules that meet the plant's watering requirements	800
Prepare ground for installation of irrigation lines	800
Order and install parts	800
Implement computerized irrigation systems including remote monitoring/control systems	800
Coordinate watering schedules with Farm Manager and Agronomist	400
Troubleshoot any problems that may arise with system	400
Provide direction to the end user on system use, scheduling and maintenance	400
Total hours	6000

Farm Equipment Mechanic

O*NET CODE: 49-3041.00

Perform scheduled preventative maintenance: examine and listen to equipment, read inspection reports, locate and diagnose malfunctions, and confer to farm management	1000
Install, repair and/or replace agricultural irrigation, plumbing, and sprinkler systems	1100
Install, repair, and/or replace sheet and other metals	1100
Test and replace electrical components and wiring, using test meters, soldering equipment, and hand tools	1100
Tune or overhaul engines, clean and lubricate parts	1100
Fabricate new parts, using hand tools, drill presses, engine lathes, milling and woodworking machines, grinders, saws, lathes, welding and other machine tools	1000
Drive trucks to haul tools and equipment for on-site repair of machinery	1000
Record repairs made, labor time, and parts used and complete all other reports	600
Total hours	8000

Industrial Maintenance Mechanic

O*NET CODE: 49-9041.00

Maintain and repair all production equipment: pumps, pasteurizers, high pressure pumps, evaporators, dryers, churns, vales, baggers, etc.	1600
Maintain and repair all support equipment: boiler, air-compressors, ammonia compressors, thermal storage units, condensers, vacuum pumps, ammonia systems, air conditioning units, waste water meters, conductivity meters, water meters, etc.	1600
Handling of chemicals for support equipment operation: chemical testing of boiler feed water, condensate, cooling tower water, glycol system, plant process water	1600
Fabricating and manufacturing of equipment for production needs product and process piping, sanitary equipment, steam lines, chemical lines, pneumatic lines, etc.	1600
Perform scheduled preventative maintenance: examine and listen to equipment, read inspection reports, locate and diagnose malfunctions, and confer to farm management	1000
Document all schematic and diagram changes and record repairs made, labor time, and parts used	600
Total hours	8000

Industrial Welder

O*NET CODE: 51-4121.06

Preparation of material for welding, proper use and care of welding equipment, blue print reading and layout work, safety practices, study of materials and operation	1500
Use of cutting torch	1000
Carbon arc cutting, heating, and bending with oxyhydrogen, gas, and electric arc	1000
Brazing, welding of cast iron, silver brazing welding aluminum, and non-ferrous metals, setting up and tacking work, instruction in butt, lap, corner, and edge welding	1500
Special welding, short arc and heli arc	1000
Power equipment, press, brake, iron work, saws, plate rolls, and lipping machine	1000
Sequence welding, fillet welding, vertical, horizontal, and overhead	1000
Total hours	8000

Industrial Electrical Technician**O*NET CODE: 17-3024.00**

Test faulty equipment to diagnose malfunctions, using test equipment or software, and applying knowledge of the functional operation of electronic units and systems	1500
Study blueprints, schematics, manuals, or other specifications to determine installation procedures	1500
Repair or adjust equipment, machines, or defective components, replacing worn parts, such as gaskets or seals in watertight electrical equipment	3000
Maintain equipment logs that record performance problems, repairs, calibrations, or tests	500
Inspect components of industrial equipment for accurate assembly and installation or for defects, such as loose connections or frayed wires	1500
Total hours	8000

Plant Production Supervisor**O*NET CODE: 53-1021.00**

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.	400
Accomplish manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures	400
Maintain staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities	400
Complete production plan by scheduling and assigning personnel, accomplishing work results, establishing priorities; monitoring progress, revising schedules, investigating issues, identifying solutions, recommending action, resolving problems, and reporting results of the processing flow on shift production summaries	400
Create and revise systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change	400
Maintain quality service by establishing and enforcing organization standards	400
Ensure operation of equipment by calling for repairs; evaluating new equipment and techniques	400
Provide manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests	400
Maintain safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.	400
Maintain work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments	400
Total hours	4000

Ag Business Sales Professional**O*NET CODE: 41-3099.00**

Assess competitors by analyzing and summarizing competitor information and trends	400
Study new and existing product descriptions	300
Develop new accounts by researching and identifying potential customers, developing individualized marketing strategies and tactics, solicit business, build rapport, provide technical information and explanations, prepare quotations	800
Generate new sales opportunities by using active listening techniques and social perceptiveness, checking customer's buying history, evaluating the problem utilizing critical thinking skills, creating a customer needs assessment, suggesting related and new items, demonstrating products, answering customers' questions, explaining technical features, solicit order, and closing	800
Estimate and quote prices; convey financing/credit or contract terms and warranty information to clients	400
Fill orders by transferring orders to fulfillment, communicating expected delivery date, following up with both fulfillment and customer	400
Consult with clients after sales or contract signings to resolve problems and to provide ongoing support	400
Utilize customer relationship management (CRM), enterprise resource planning (ERP), business intelligence and/or graphics imaging software	500
Total hours	4000

Human Resources Generalist**O*NET CODE: 13-1071.00**

Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions, using human resources management system software	650
Act as EEO Officer in selection process and on interview panels	250
Interpret and explain HR policies, procedures, laws, standards, or regulations to staff and supervisors	650
Hire employees and process hiring-related paperwork	500
Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities	650
Address employee relations issues such as harassment allegations, work complaints, or other concerns	650
Develop, implement, conduct employee training programs	650
Total hours	4000

ATTACHMENT I WAGE SCHEDULE

Occupation	O*Net Code	% of Journeyperson Hourly Rate
Quality Assurance Technician	19-4011.02	Period 1: 2000 OJT hrs & 252 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 252 RSI hrs at 75% JP Wage
Pest Control Advisor	37-3012.00	Period 1: 2000 OJT hrs & 426 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 426 RSI hrs at 65% JP Wage Period 3: 2000 OJT hrs & 426 RSI hrs at 80% JP Wage
Irrigation Design Specialist	17-2021.00	Period 1: 2000 OJT hrs & 276 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 276 RSI hrs at 65% JP Wage Period 3: 2000 OJT hrs & 276 RSI hrs at 80% JP Wage
Farm Equipment Mechanic	49-3041.00	Period 1: 2000 OJT hrs & 173 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 173 RSI hrs at 60% JP Wage Period 3: 2000 OJT hrs & 173 RSI hrs at 70% JP Wage Period 4: 2000 OJT hrs & 173 RSI hrs at 80% JP Wage
Industrial Maintenance Mechanic	49-9041.00	Period 1: 2000 OJT hrs & 225 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 225 RSI hrs at 60% JP Wage Period 3: 2000 OJT hrs & 221 RSI hrs at 70% JP Wage Period 4: 2000 OJT hrs & 220 RSI hrs at 80% JP Wage
Industrial Welder	51-4121.06	Period 1: 2000 OJT hrs & 175 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 175 RSI hrs at 60% JP Wage Period 3: 2000 OJT hrs & 173 RSI hrs at 70% JP Wage Period 4: 2000 OJT hrs & 170 RSI hrs at 80% JP Wage
Industrial Electrical Technician	17-3024.00	Period 1: 2000 OJT hrs & 189 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 189 RSI hrs at 60% JP Wage Period 3: 2000 OJT hrs & 189 RSI hrs at 70% JP Wage Period 4: 2000 OJT hrs & 189 RSI hrs at 80% JP Wage
Plant Production Supervisor	53-1021.00	Period 1: 2000 OJT hrs & 144 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 144 RSI hrs at 75% JP Wage
Ag Business Sales Professional	41-3099.00	Period 1: 2000 OJT hrs & 171 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 171 RSI hrs at 75% JP Wage
Human Resources Generalist	13-1071.00	Period 1: 2000 OJT hrs & 144 RSI hrs at 50% JP Wage Period 2: 2000 OJT hrs & 144 RSI hrs at 75% JP Wage

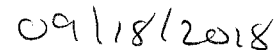
ATTACHMENT J FINANCIAL RESPONSIBILITY

The Westside Works Apprenticeship Training Committee (WWATC) oversees apprenticeship programs fully directed and administered by West Hills Community College District. The Committee seeks approval as a California-registered Apprenticeship Program from the Department of Industrial Relations, Division of Apprenticeship Standards. The trades within the program consist of not less than 144 hours of related classroom instruction for every 2000 hours of on-the-job training. Classroom and/or online instruction will be provided by qualified instructors employed by West Hills Community College District's community colleges.

Instruction will be funded by monthly apportionment or related supplemental instruction (RSI) apprenticeship funding. Additionally, and when accessible, funding from local, state and federal apprenticeship grants, Employment Training Panel (ETP), and local workforce boards under the Workforce Innovation and Opportunity Act may be expended. When these funding sources are not sufficient to adequately run the apprenticeship program, the committee will require participating employers (sponsors) to submit training fees to the committee in order to support the training provided to registered apprentices.



Corinna Pereira
Workplace Learning Liaison Coordinator
West Hills Community College District
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Coalinga, CA 93210
(559) 934-2168
Corinnapereira@whccd.edu



Date

18 DEC 19 AM 10:21

ATTACHMENT K
LOCAL EDUCATION AGENCY LETTER



WEST HILLS
COMMUNITY COLLEGE DISTRICT

September 18, 2018

Department of Industrial Relations
Division of Apprenticeship Standards
2550 Mariposa Street, Room 3080
Fresno, CA. 93721

To Whom It May Concern:

West Hills Community College District agrees to be the Local Educational Agency for the Westside Works Apprenticeship Training Committee. As the Local Educational Agency, West Hills Community College District will assign the Related Supplemental Instruction to apprentices employed by partners subscribed and identified by the Division of Apprenticeship Standards as registered apprentices. West Hills Community College District will also act as the administrator to this employer-subscription arrangement.

Corinna Pereira
Workplace Learning Liaison Coordinator
West Hills Community College District
9900 Cody Street Coalinga, CA 93210
Ph. (559) 934-2168 | Email: corinnapereira@whccd.edu

Date

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ATTACHMENT L

NO HARASSMENT POLICY

1. It is the policy of the educators, advisors, coordinators, and subscribed employers of the Westside Works Apprenticeship Training Committee and its program to fully support the law prohibiting harassment and discrimination. This prohibition includes harassment and/or discrimination based on race, color, national origin, ancestry, religion, sex, marital status, handicap, mental condition, and age, as well as sexual harassment. This policy endeavors to maintain a workplace free of any such harassment and discrimination.
2. Impermissible harassment may take many forms, including but not limited to:
 - Verbal conduct, such as epithets, derogatory comments, and slurs, as well as unwanted sexual comments, invitations, and advances.
 - Visual conduct, such as derogatory gestures, drawings, cartoons, and posters;
 - Physical conduct, such as assault, blocking normal movement, or interference with work because of sex or any other protected basis;
 - Threats or demands to submit to sexual requests in order to maintain employment or avoid some other loss, as well as offers of job benefits in return for sexual favors;
 - Retaliation against those who have reported or encouraged the reporting of any such harassment or discrimination.
3. Any person, whether apprentice, employer, employee, supervisor, trustee, instructor, or otherwise who is found to have engaged in such conduct while participating in our Training Program will be subject to immediate and severe discipline and, when appropriate, will be terminated.
4. Any person who feels that he or she is being harassed or discriminated against, or who is aware of harassment or discrimination, should report it immediately by contacting the Human Resources Department located at the place of employment. If unresponsive, the apprentice is to report the incident to their chain of command in writing, in person, by phone, or by email.
5. A thorough, objective and, if appropriate, confidential investigation will be undertaken. If harassment and/or discrimination are found to have occurred, prompt and appropriate remedial action will be taken. No person will be retaliated against for reporting harassment or discrimination or participating in an investigation thereof.