



Appendix A5

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

FOR THE OCCUPATION OF:

MANUFACTURING PRODUCTION TECHNICIAN

(USDOL EXISTING OCCUPATION: INDUSTRIAL MANUFACTURING TECHNICIAN)

O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031CB



Appendix A5

**WORK PROCESS SCHEDULE
MANUFACTURING PRODUCTION TECHNICIAN
(Existing Title: Industrial Manufacturing Technician)
O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031CB**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation shall be defined by the attainment of all competencies of the position, which would be reasonably expected to occur within 2 to 3 years of OJL, supplemented by 175 hours of related instruction during the apprenticeship. The sponsor may recognize prior-learning achievements or demonstration of competencies to account for related instruction or OJL hours.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker per worksite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages. Apprentices' starting wage should be a minimum of \$14.77 per hour. The journeyworker wage is \$16.83 per hour, which is to be paid to the apprentice after completion of the apprenticeship. The starting wage and journeyworker wage may be adjusted to accommodate each employer and shall be uploaded into the Rapids database. This wage scale is specifically for Denver, CO, and may vary based on minimum wage laws in different geographic locations, which will be indicated on Appendix D.

Term:

1 st Period	Starting Wage (0-18 months)	\$14.77/hr
2 nd Period	On level (18-36 months)	\$15.87/hr
Completion	Full Competency	\$16.83/hr

5. PROBATIONARY PERIOD

Every apprentice selected for apprenticeship will serve a probationary period of 500 hours.

6. SELECTION PROCEDURES

Please see page 14.



WORK PROCESS SCHEDULE
MANUFACTURING PRODUCTION TECHNICIAN
(Existing Title: Industrial Manufacturing Technician)
O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031CB

Description: Manufacturing Production Technicians operate industrial equipment, work with manufacturing related tools, and perform work processes related to a wide variety of manufacturing settings. They inspect and test finished products for flaws. If flaws or failures arise, they notify the appropriate staff and help determine the cause of the problem. Manufacturing Technicians also help improve manufacturing processes and schedules to meet customer requirements. These skill sets provide a foundation for other manufacturing occupations, including those in maintenance, mechatronics, and machining. Manufacturing Technicians engage in the production of a diverse set of products including, but not limited to, consumer goods, automobiles, medical devices, food products and commercial parts and supplies.

On-The-Job Training: Apprentices will receive training in the various work experiences listed below. The order in which this training is given will be determined by the flow of work on the job and will not necessarily be in the order listed.

Ratings are:

- (4) Exceeds Expectations (Advanced)
- (3) Meets Expectations (Proficient)
- (2) Meets Some Expectations (Emerging)
- (1) Does Not Yet Meet Expectations (Novice)
- (0) Not applicable (No Skill)

4. Exceeds Expectations (Advanced): Consistently exceeds performance standard established for the time in position. Achieves results above and beyond what is required. Extends themselves in their roles to exceed personally and as a team to achieve exceptional results.

3. Meets Expectations (Proficient): Employee meets all expectations in a fully satisfactory way and is proficient in the outlined competencies.

2. Meets Some Expectations (Emerging): Meets the performance standards established for time in position. Handles routine tasks & some unexpected situations with the usual amount of supervision. Can continue to develop with coaching, training or more experience to gain proficiency.

1. Does Not Yet Meet Expectations (Novice): Occasionally meets some of the objectives related to this goal but does not meet others in a fully satisfactory way. This performance level generally indicates the need for additional coaching, training or other plan for performance improvements.

0. Not Applicable (No Skill): Training in this competency has not yet begun.

Apprentices need to receive a “3” or better in each competency in order to complete the apprenticeship.



Apprentice Competency Evaluation

Core Competencies	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
<p>Safety <i>Understands and upholds safe workplace practices in a manufacturing environment</i></p> <ul style="list-style-type: none"> ● Adheres to employer’s safety protocols, including those relating to personal protective equipment (PPE), equipment guards, lock-out/tag-out, and material handling. ● Uses, stores, and maintains tools, equipment, and chemicals according to OSHA and EPA standards. ● Identifies potential safety hazards and reports them to the appropriate personnel. 				
<p>Organization <i>Conducts general housekeeping and cleanup. Maintains a tidy, organized workspace.</i></p> <ul style="list-style-type: none"> ● Conducts housekeeping and clean up when assigned or reminded. ● Conducts housekeeping and clean up when a workspace becomes dirty and disorganized. ● Maintains a clean workspace with tools and equipment that are ready for the next job. 				
<p>Work Orders <i>Reads and interprets work orders to plan for production runs.</i></p> <ul style="list-style-type: none"> ● Keeps work orders associated with the relevant raw materials and finished products. ● Identifies basic information on work orders including customer name, order number, part number, and anticipated ship date. ● Interprets work orders to obtain the raw materials and tools necessary for the production run. 				
<p>Equipment Operation <i>Operates production equipment safely, efficiently, and effectively.</i></p> <ul style="list-style-type: none"> ● Can safely operate equipment. ● Engages emergency shut-down procedures when necessary. ● Has a basic understanding of company manufacturing equipment and its capabilities. ● Can efficiently operate equipment. 				



<p>Quality Inspection <i>Uses measurement tools to identify defects and ensure compliance with tolerances and specifications.</i></p> <ul style="list-style-type: none"> • Reviews work orders to determine the measurement tools needed for an inspection. • Understands dimensions, tolerances, and specification limits. • Verifies calibration of measurement tools. • Inspects products and determines if they meet quality standards and specifications. 				
<p>Reporting and Record Keeping <i>Records and maintains quality data. Analyzes data using statistical process control techniques.</i></p> <ul style="list-style-type: none"> • Understands the importance of accurate reporting and record keeping. • Accurately documents the movement of material and steps accomplished throughout the production process. • Navigates the company's ERP or similar system to enter data. 				
<p>Continuous Improvement <i>Supports the organization's business goals through continuous improvement initiatives.</i></p> <ul style="list-style-type: none"> • Becomes familiar with methodologies such as lean manufacturing, theory of constraints, and 5S. • Participates in a continuous improvement effort or initiative. • Identifies continuous improvement opportunities. 				

In addition to completing all core competencies, an apprentice based on the employer's assigned role will complete the following additional competencies.

Optional Competencies	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
<p>Technical Drawings <i>Reads and interprets technical drawings, including dimension, tolerance, and standards requirements.</i></p> <ul style="list-style-type: none"> • Understands types of lines, revision levels, and title block information. • Identifies drawing note requirements and specifications. • Identifies section views and projection views. • Visualizes connection between views on simple drawings. 				



<ul style="list-style-type: none"> Communicates with others effectively regarding information contained in technical drawings. 				
<p>Equipment Setup <i>Sets up new jobs on production equipment safely, efficiently, and effectively.</i></p> <ul style="list-style-type: none"> Can describe the steps required to set up a new production job. Identifies and obtains the appropriate raw materials for use in a given production run. Identifies and obtains the necessary tools for performing a given production run. Selects and installs proper tooling and fixtures for a given production run. Inputs appropriate production settings into equipment. 				
<p>Process Control <i>Follows the production process to meet quality, quantity, and cost requirements.</i></p> <ul style="list-style-type: none"> Can explain why quantity, quality, and cost are key performance indicators of a manufacturing operation. Compares actual production rate vs. planned production rate and notifies appropriate individuals of delays, under-production, or potential additional capacity. Compares actual quality vs. planned quality and notifies appropriate individuals of significant deviations. Compares actual cost of production vs. planned cost of production and notifies appropriate individuals of significant deviations. 				
<p>Maintenance <i>Works independently and with maintenance personnel to keep equipment in proper working order.</i></p> <ul style="list-style-type: none"> Accomplishes preventative maintenance tasks, such as fluid changes, filter changes, and lubrication. Documents preventive maintenance tasks accomplished. Notifies appropriate maintenance personnel of potential problems with equipment or machine function, need for routine maintenance, or concerns about unusual sounds, vibrations, smells or production errors. 				



<ul style="list-style-type: none"> Provides maintenance personnel with relevant information to aid in timely and complete resolution of reactive maintenance. 				
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Apprenticeship Competencies – Career Readiness

In addition to mastering all the essential technical competencies outlined in the work processes, an apprentice must consistently demonstrate growth and proficiency in the following career readiness competencies to complete the apprenticeship.

Apprentices will be evaluated in these competencies semi-annually, and the supervisor will initial and date the accomplishment of the career ready competency at each review.

Ratings are:

- (4) Exceeds Expectations (Advanced)
- (3) Meets Expectations (Proficient)
- (2) Meets Some Expectations (Emerging)
- (1) Does Not Yet Meet Expectations (Novice)
- (0) Not applicable (No Skill)

4. Exceeds Expectations (Advanced): Consistently exceeds performance standard established for the time in position. Achieves results above and beyond what is required. Extends themselves in their roles to exceed personally and as a team to achieve exceptional results.

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1. Does Not Yet Meet Expectations (Novice): Occasionally meets some of the objectives related to this goal but does not meet others in a fully satisfactory way. This performance level generally indicates the need for additional coaching, training or other plan for performance improvements.

0. Not Applicable (No Skill): Training in this competency has not yet begun.

Apprentices need to receive a “3” or better in each competency in order to complete the apprenticeship.

ENTREPRENEURIAL SKILLS	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
Critical Thinking/Problem Solving <ul style="list-style-type: none"> Recognize that problems can be identified, and possible solutions can be generated 				



<ul style="list-style-type: none"> Define the problem using a variety of strategies Make connections between information gathered and personal experiences to apply and/or test solutions 				
Creativity / Innovation <ul style="list-style-type: none"> Demonstrate curiosity, imagination and eagerness to learn more Build on personal experience to specify a challenging problem to investigate Engage in novel approaches, moves, directions, ideas and/or perspectives 				
Inquiry <ul style="list-style-type: none"> Recognize and describe cause-and-effect relationships and patterns in everyday experiences Investigate to form hypotheses, make observations and draw conclusions Test hypotheses/prototype with planned process for getting feedback 				
Risk Taking <ul style="list-style-type: none"> Demonstrate a willingness to try new things Demonstrate flexibility, imagination and inventiveness in taking on tasks and activities Innovate from failure, connect learning across domains and recognize new opportunities 				

PERSONAL SKILLS	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
Self-Management / Self Awareness <ul style="list-style-type: none"> Accurately recognize one's own emotions, thoughts and values and how they influence behavior Appropriately express one's own emotions, thoughts and values and identify how they influence behavior Assess personal strengths and limitations, with a well-grounded sense of confidence, optimism and a 'growth mindset' 				
Self-Direction <ul style="list-style-type: none"> Recognize personal characteristics, preferences, thoughts and strengths Pursue opportunities to engage and learn interests Apply knowledge to set goals, make informed decisions and transfer to new contexts 				



<p>Adaptability / Flexibility</p> <ul style="list-style-type: none"> ● Recognize emotional response to ideas that differ from one's own ● Regulate reactions to differing perspectives ● Look for and value in different perspectives expressed by others 				
<p>Perseverance / Resilience</p> <ul style="list-style-type: none"> ● Resist distractions, maintain attention, and continue the task at hand through frustration or challenges ● Set goals and develop strategies to remain focused on learning goals ● Focus on learning goals by employing motivation and familiar strategies for engagement and evaluate progress, making necessary changes to stay the course 				

CIVIC/INTERPERSONAL SKILLS	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
<p>Collaboration / Teamwork</p> <ul style="list-style-type: none"> ● Recognize how personal actions have had a positive or negative impact on others with feedback as needed ● Recognize how members of a community rely on each other, considering personal contributions as applicable ● Follow a process identified by others to help generate ideas, negotiate roles and responsibilities, and respects consensus in decision making 				
<p>Communication</p> <ul style="list-style-type: none"> ● Articulate personal strengths and challenges using different forms of communication to express oneself ● Consider purpose, formality of context and audience, and distinct cultural norms when planning content, mode, delivery and expression ● Establish goals for communication and plan out steps accordingly 				
<p>Global / Cultural Awareness</p> <ul style="list-style-type: none"> ● Compare attitudes and beliefs as an individual to others ● Identify and explain multiple perspectives (cultural, global) when exploring events, ideas and issues 				



<ul style="list-style-type: none"> Plan and evaluate complex solutions to global challenges that are appropriate to their contexts using multiple disciplinary perspectives (such as cultural, historical and scientific) 				
Ethics <ul style="list-style-type: none"> Takes great care with organizational data Does not disclose any kind of personal or sensitive organizational information; understands that all data is confidential Demonstrates honesty and integrity in all interactions. If an error is made, prioritizes minimal impact to the organization over their own reputation 				

PROFESSIONAL SKILLS	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
Task/Time Management <ul style="list-style-type: none"> Articulate task requirements and identify deadlines Develop and utilize basic task and time-management strategies effectively Demonstrate task-management attributes associated with producing high-quality products including the abilities to: 1) Work positively and ethically 2) Manage time and projects effectively 3) Multi-task 4) Clearly communicate with others 				
Self-Advocacy <ul style="list-style-type: none"> Appropriately express a range of emotions to communicate personal ideas/needs Ask questions to develop further personal understanding Demonstrate confidence in sharing ideas/feelings 				
Work Ethic <ul style="list-style-type: none"> Complete tasks with ongoing support Seek clarity on tasks and needs occasional support Demonstrate skill in assigned tasks and completes with little or no support 				

ACADEMIC SKILLS	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
Core Academic Foundation				



<ul style="list-style-type: none">• Begins to use math and literacy skills to inform work• Uses math and literacy skills to perform job tasks with frequent checks by supervisor• Independently and consistently use math and literacy skills to perform tasks (with occasional checks for quality)				
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RELATED INSTRUCTION OUTLINE
MANUFACTURING PRODUCTION TECHNICIAN
(Existing Title: Industrial Manufacturing Technician)
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Related instruction - The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the related instruction this way, all related instruction competencies required of the students are met through a combination of coursework and/or hands-on exercises. Employers will select relevant courses for related instruction in the topics outlined below, totaling **at least 144 hours** over the duration of the apprenticeship. Selection of required topics and associated training time may vary by employer and apprentice. Employer may add additional occupation specific courses as necessary over and above those specified below.

RELATED INSTRUCTION	Approximate Hours
Apprenticeship Orientation	15
Workplace Essentials	45
Employer Onboarding	10
Safety	10
Organization	5
Work Orders	5
Equipment Operation	15
Quality Inspection	15
Reporting and Record Keeping	10
Continuous Improvement	45
TOTAL RI HOURS	175

COURSE DESCRIPTIONS

Apprenticeship Orientation (15 hours)

Introduction to career-readiness to prepare students for working in a professional environment: apprenticeship and workplace expectations with a focus on growth mindset.

Workplace Essentials (45 hours)

Skills in common computer applications, effective workplace communication, time management, and conflict resolution.

Employer Onboarding (10 hours)

Orientation training provided to new employees by the employer

Safety (10 hours)

Understands and upholds safe workplace practices in a manufacturing environment.

Organization (5 hours)

Conducts general housekeeping and cleanup. Maintains a tidy, organized workspace.



Work Orders (5 hours)

Reads and interprets work orders to plan for production runs.

Equipment Operation(15 hours)

Operates production equipment safely, efficiently, and effectively.

Quality Inspection (15 hours)

Uses measurement tools to identify defects and ensure compliance with tolerances and specifications.

Reporting and Record Keeping (10 hours)

Tracks production steps and records production data in anEnterprise Resource Planning (ERP) system or similar system.

Continuous Improvement (45 hours)

Contributes to the organization’s business goals through lean manufacturing and 5S initiatives.



SELECTION PROCEDURES

1. Apprenticeship opportunities are shared with students enrolled in CareerWise and its affiliated programs.
 2. Interested applicants complete the application process outlined in the apprenticeship recruitment notice. All suitably qualified applicants can apply to the apprenticeship opportunity.
 3. All applicants that meet the minimum qualifications will be selected for an employer interview.
 4. At the time of interview, applicants will be asked the same set of questions to ensure each applicant is treated equally.
 5. Applicants shall be rated and ranked based on interview scores.
- If required by the employer, the top candidates may be invited for a second interview.
6. The applicants will be notified of the hiring decision in a timely manner and all applicants will be treated equally with regard to notifications.
 7. All records regarding the selection of apprentices will be forwarded to and maintained by the Sponsor (see Sponsor Requirements Guide).

Direct Entry:

The Sponsor may allow direct entry applicants that are part of an employer's incumbent workforce, a qualified pre-apprenticeship program, or Job Corps graduates whose training, similarly, qualifies them for the occupation.