



Appendix A7

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

FOR THE OCCUPATION OF:

LOGISTICS TECHNICIAN

(USDOL EXISTING OCCUPATION: MATERIAL COORDINATOR)

O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856CB



Appendix A7

WORK PROCESS SCHEDULE LOGISTICS TECHNICIAN (Existing Title: Material Coordinator) O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856CB

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.

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 15.



WORK PROCESS SCHEDULE
LOGISTICS TECHNICIAN
(Existing Title: Material Coordinator)
O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856CB

Description: Logistics Technicians will specialize in Inventory and Tool Management where they will work to ensure the supply chain of an organization functions effectively. They coordinate with coworkers and management to make sure that the company receives material and equipment of the right type, in the right quantities, and at the right times. Logistics technicians may gain exposure to a wide range of responsibilities including: Shipping, Receiving, Warehouse Management, Inventory Management, Production Scheduling, Property Accountability, and Procurement Coordination.

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 warehouse environment.</i></p> <ul style="list-style-type: none"> • Adheres to employer’s safety protocols, including those relating to personal protective equipment (PPE) and material handling. • Uses, stores, and maintains tools, equipment, and chemicals according to OSHA and EPA standards. • Identifies potential safety hazards and reports them 				
<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 or disorganized. • Maintains a clean workspace with tools and equipment that are ready for the next job. • Understands and can explain 5S principles. 				
<p>Business Fundamentals <i>Understands basic business terminology, functions, and processes.</i></p> <ul style="list-style-type: none"> • Asks questions when he/she encounters business terminology or concepts that are unfamiliar. • Understands the functions and information contained in typical business documents, such as purchase orders and invoices. • Understands the functions of the various departments that exist in the organization, such as Purchasing, Accounts Receivable, Accounts Payable, and Finance. • Communicates efficiently and effectively with coworkers regarding typical business documents, such as purchase orders and invoices. • Communicates efficiently and effectively with coworkers regarding the work of various departments, such as Purchasing, 				



<p>Accounts Receivable, Accounts Payable, and Finance.</p>				
<p>Reporting and Record Keeping <i>Inputs data in an Enterprise Resource Planning (ERP) system or similar system. Accesses ERP system to gather information .</i></p> <ul style="list-style-type: none"> • Understands the importance of accurate reporting and record keeping. • Uses scanners to report production. • Completes manual confirmations in ERP system. • Navigates the company’s ERP or similar system to enter data. • Accurately documents the movement of material, troubleshooting of material, and steps accomplished in the company’s ERP or similar system. 				
<p>Receiving <i>Verifies that material received from suppliers matches the company purchase order in terms of quality, quantity, price, and delivery. Investigates and resolves discrepancies.</i></p> <ul style="list-style-type: none"> • Physically receives material from transportation carrier. • Delivers materials to the appropriate warehouse location using material handling equipment, conveyors, etc. (Note: Employees must be 18 years of age to operate forklifts and other powered material handling equipment.) • Conducts 3-way match between purchase order, packing slip, and materials received. • Coordinates with Purchasing to investigate and resolve discrepancies that arise with the 3-way match • Identifies and records damages on incoming freight. Works with driver to record initial claim. 				
<p>Inventory Management <i>Verifies that the company’s electronic inventory records match physical inventory. Investigates and resolves discrepancies. Monitors inventory levels and product movement.</i></p> <ul style="list-style-type: none"> • Conducts stock checks to determine whether physical inventory matches electronic inventory records. 				



<ul style="list-style-type: none"> • Conducts monthly inventory to determine whether physical inventory matches electronic inventory records for a representative sample of items in the company's warehouse. • Maintains accurate reports and records of inventories, price lists, shortages, shipments, expenditures, and goods used or issued. • Resolves discrepancies between physical inventory and electronic inventory records. • Understands concepts and systems related to inventory storage and management, such as cycle counting, First-In-First-Out (FIFO), and Last-In-First-Out 				
<p>Shipping <i>Prepares finished products for shipment, which includes verifying contents and paperwork, providing necessary documentation, packing, labeling, and coordinating with transportation carriers.</i></p> <ul style="list-style-type: none"> • Examines shipment contents and compares with records to verify accuracy. • Records shipment data such as weight and dimensions. • Understands the difference between parcel and freight shipments. • Packs, seals, labels and affixes postage to prepare materials for shipping. • Understands the difference between truckload, LTL, and partial LTL freight shipments. • Prepares required documents, such as bills of lading and order summaries, for inclusion in a shipment. 				
<p>Purchasing <i>Prepares purchase orders and communicates with suppliers to ensure that the company receives material that meets its quality, quantity, price, and delivery expectations.</i></p> <ul style="list-style-type: none"> • Understands the steps in the purchasing process. Understands company policies regarding purchasing. • Maintains and reviews purchasing files, reports, and price lists. • Compares quotes from multiple suppliers and shares findings with senior purchasing personnel. 				



<ul style="list-style-type: none"> • Prepares purchase orders and sends copies to suppliers and the departments originating requests. 				
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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>Production Schedule Management <i>Manages production schedule. Secures and prepares the materials and documentation required for production.</i></p> <ul style="list-style-type: none"> • Reviews and understands production schedules, work orders, and staffing tables used to determine personnel or material requirements and priorities. • Understands production capacity and the metrics that are applicable to production scheduling. • Records production data, including volume produced and consumption of raw materials. • Requisitions and maintains inventories of materials or supplies necessary to meet production demands. • Calculates and tracks build-ahead production quantities to enable planned production down-time. 				
<p>Supplier Relationship Management <i>Develops and maintains good working relationships with suppliers through supplier meetings, visits, and negotiations.</i></p> <ul style="list-style-type: none"> • Understands the supply base of the organization, including key suppliers and the items they provide. • Attends meetings and visits with suppliers. • Actively participates in meetings and visits with suppliers. • Co-leads meetings and visits with suppliers. Presents demand forecasts to suppliers. 				



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)
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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 ● Define the problem using a variety of strategies 				



<ul style="list-style-type: none"> ● 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
LOGISTICS TECHNICIAN
(Existing Title: Material Coordinator)
O*NET-SOC CODE: 43-5061.00 RAPIDS CODE: 0856CB**

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
Business Fundamentals	45
Reporting and Record Keeping	5
Receiving	10
Inventory Management	10
Shipping	10
Purchasing	10
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 warehouse environment.



Organization (5 hours)

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

Business Fundamentals (45 hours)

Understands basic business terminology, functions, and processes.

Reporting and Record Keeping (5 hours)

Inputs data in an Enterprise Resource Planning (ERP) system or similar system. Accesses ERP system to gather information.

Receiving (10 hours)

Verifies that material received from suppliers matches the company purchase order in terms of quality, quantity, price, and delivery. Investigates and resolves discrepancies.

Inventory Management (10 hours)

Verifies that the company's electronic inventory records match physical inventory. Investigates and resolves discrepancies. Monitors inventory levels and product movement.

Shipping (10 hours)

Prepares finished products for shipment, which includes verifying contents and paperwork, providing necessary documentation, packing, labeling, and coordinating with transportation carriers.

Purchasing (10 hours)

Prepares purchase orders and communicates with suppliers to ensure that the company receives material that meets its quality, quantity, price, and delivery expectations.



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.