



Appendix A17

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

FOR THE OCCUPATION OF:

UI/UX Designer

(EXISTING TITLE: User Experience Designer)

O*NET-SOC CODE: 15-1255.00 RAPIDS CODE: 2098CB



Appendix A17

WORK PROCESS SCHEDULE UI/UX Designer (EXISTING TITLE: User Experience Designer) O*NET-SOC CODE: 15-1255.00 RAPIDS CODE: 2098CB

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 345 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 21.



WORK PROCESS SCHEDULE
UI/UX Designer
(EXISTING TITLE: User Experience Designer)
O*NET-SOC CODE: 15-1255.00 RAPIDS CODE: 2098CB

Description: User Interface/User Experience (UI/UX) Designers create digital user interfaces or websites. They are responsible for developing and testing layouts, interfaces, functionality, and navigation menus to ensure compatibility and usability across browsers or devices. UI/UX Designers should be prepared to integrate empathy into their work to help build products that enhance user experiences. They must clearly define problems or challenges, then work through a solutions process to a successful end result. They may use web framework applications as well as client-side code and processes. Designers may also use industry-specific evaluation to review web design and analyze web-use metrics and optimize websites for marketability and search engine ranking.

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 company (Yes/No)	Rating	Supervisor Sign-off	Date
<p>User Centered Process <i>Demonstrates empathy, sensitivity and understanding for the user to iteratively build products that enhance the user experience. This involves seeing the world through the eyes of others and understanding the context through which the user interacts with the product/solution.</i></p> <ul style="list-style-type: none"> ● Recognizes basic ways that small- and large-scale solutions improve user experiences. ● Independently recognizes and applies basic ways to empathize with the user (ex. Imagines the user’s day-to-day and their interaction with the product in that daily life). ● Consistently, independently, and proactively applies empathy for users to daily tasks and projects. ● Uses empathy with the user experience to influence the project at hand. ● Balances user-centered thinking with project constraints such as time or resources. ● Advocates for the user at various stages in the project. ● Applies holistic understanding of problem/job to design explorations. 				
<p>Identifying Problems <i>Reviews diverse and sometimes conflicting user experiences/data to develop and evaluate options and implement solutions that support business goals.</i></p> <ul style="list-style-type: none"> ● Shadows basic user research activities. ● Notices discrepancies between user needs, pain points, and experiences. ● Identifies sources of information that could suit a potential task. 				



<ul style="list-style-type: none"> ● Collaborates in user research activities. ● Collects available information about a problem/job to be done. ● Ties user needs and pain points to questions and suggestions in design critiques. ● Takes findings from existing research to guide new research. ● Prioritizes actions based on user needs, pain points and experiences. ● References user needs/pain points in discussions about their design rationale. ● Creates and pulls their own data reports using analytics tools. 				
<p>Designing Solutions <i>Collaborates with stakeholders to decide which solutions would be most appropriate for the defined problem with consideration for the constraints of the project.</i></p> <ul style="list-style-type: none"> ● Develops basic understanding of company tools for developing design solutions, such as for creating sitemaps and wireframes. ● Understands scope of potential solutions at a high level when defined by other team members. ● Performs basic synthesis of data from research to notice patterns. ● Asks questions about user behavior and begins to make connections between observed user behaviors and problems that should be solved. ● Creates a basic site map of an existing footprint of a site. ● Creates and updates a sitemap with proposed updates and reviews with a colleague to ensure it meets client expectations and project scope. ● Contributes to scoping discussions leveraging a deep understanding of customer needs/pain points and behaviors gathered from qualitative and quantitative data. 				



<ul style="list-style-type: none"> • With support of supervisor, creates low-fidelity wire frames. 				
<p>Solution Planning <i>Collaborates with stakeholders to identify the right problem to solve for users and the business, leveraging the findings from data analysis and synthesis.</i></p> <ul style="list-style-type: none"> • Reads through scoping documents from product management and asks questions for clarity on the problem to be solved. • Identifies sources of information to move projects or tasks forward. • Chooses the right sources of information to move a project or task forward. • Regularly collaborates with developers and product management to understand and identify problems to solve/jobs to be done. • Leverages a deep understanding of the customer to contribute meaningfully to problem definition discussions. 				
<p>Cross Functional Collaboration <i>Leverages high-level knowledge of design systems, HTML/CSS, and relationships with development/engineering to ensure designs are feasible.</i></p> <p><i>Note: Understanding of design systems and component libraries may not be required for all entry-level UX/UI roles, depending on company size.</i></p> <ul style="list-style-type: none"> • Ask questions of the supervisor about when it is necessary to interact with the engineer and/or project manager to determine viability of solutions. • Listens when in meetings with supervisor and other team members to learn about determining viability of solutions. • Optional, pending company UX/UI structure: Understands the value of a design system and component library. 				



<ul style="list-style-type: none"> • Optional, pending company structure: Demonstrates understanding of the company’s existing components/design systems and design guidelines. • Recognizes when their own designs stray from currently available/ supported patterns and consults engineering and/or project management team to ensure the solution is viable. 				
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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.

Strongly Suggested Competencies UX/UI	Required for this company (Yes/No)	Rating	Supervisor Sign-off	Date
<p>UX/UI Tools <i>Uses a digital design tool like Sketch, InVision, Figma, or Axure for designing and prototyping. Demonstrates a high level of skill in at least one of these tools.</i></p> <ul style="list-style-type: none"> • Demonstrates proficiency in digital UX/UI design tools. • Applies best practices for each tool. • Creates “pixel perfect” designs. 				
<p>Research Activities <i>Participates in research planning, execution, data collection, distilling data, analysis, and summarizing findings. Reports out findings to stakeholders and helps guide the team to the best solution.</i></p> <ul style="list-style-type: none"> • Works with team to develop hypotheses. • With support of supervisor, writes basic survey questions. • With the support of supervisor, completes basic benchmarking and research on existing mental models and the competitive set. • Creates personas, journey maps, and other artifacts. • Presents artifacts to communicate findings to the rest of the team. • Understands the purpose of different user research activities (ex. survey 				



creation, market research, user interviews).				
<p>Design Iteration and Handoff <i>Incorporates feedback discovered in user testing to make changes and produce high-fidelity designs that communicate the final product design to stakeholders.</i> Note: <i>This competency should be required for UX/UI designers at small businesses. At a large business, an apprentice should know these skills but may not complete all elements of this competency on a regular basis.</i></p> <ul style="list-style-type: none"> • Demonstrates a willingness to rethink designs based on feedback. • Integrates client feedback into designs. • Consistently prioritize client feedback in designs while maintaining high quality designs. • Uses information from user testing or client feedback to iterate on designs within project scope and time constraints. • Incorporates feedback from user testing and stakeholders to produce pixel-perfect designs. • Covers all of the happy path/red route and some common errors in designs. • Provides annotations for functionality, specs for spacing, and components to be used, and any accessibility considerations. 				

Strongly Suggested Competencies UX Focused Designer Role	Required for this company (Yes/No)	Rating	Supervisor Sign-off	Date
<p>User Interaction for Research <i>Gathers input from users with basic feedback and observation activities. This also involves building rapport with the user in order to make them feel comfortable with giving feedback.</i></p> <ul style="list-style-type: none"> • Understands the basic ethics of interacting with the user. • Observes end users where possible. 				



<ul style="list-style-type: none">• Takes notes in user interview sessions and recognizes basic patterns in participants.• Recognizes and non-judgmentally describes patterns and behaviors in participants.• Helps summarize and document findings and helps create basic artifacts.• Understands the basic purpose behind using qualitative vs. quantitative research methods.• Conducts a basic user feedback session.• Conducts user interview sessions according to best practices, and helps others take notes and identify patterns, motivations, and behaviors in participants.• Summarizes and documents findings and owns creation of artifacts.• Comfortable building rapport with the user and establishing a conversational flow to the data gathering process in interviews.				
<p>User Testing <i>Conducts evaluative research and tests design solutions for usability.</i></p> <ul style="list-style-type: none">• Helps establish a testing plan prior to testing.• Takes notes and recognizes basic patterns and behaviors in participants.• Demonstrates basic understanding of user analytics (ex. time on page, cart to completion, etc.).• Helps establish a testing plan prior to testing.• Take notes in moderated user testing.• Recognizes more nuanced patterns and behaviors in participants or user data (ex. data from A/B testing, surveys, or analytics).• Establishes a testing plan and vets with stakeholders prior to testing.• Executes moderated and unmoderated user testing according to best practices.				



<ul style="list-style-type: none"> Summarizes and presents findings from research to stakeholders along with recommendations for next steps. 				
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Strongly Suggested Competencies UI Focused Designer Role	Required for this company (Yes/No)	Rating	Supervisor Sign-off	Date
<p>Elements and Principles of Digital Design <i>Demonstrates knowledge of commonly accepted visual design principles, including color theory, typography, page layout, information hierarchy, and responsive and mobile design. Applies those principles to designs within constraints of the brand</i></p> <ul style="list-style-type: none"> Demonstrates knowledge of best practices for common design problems. Applies best practices for common design problems to produce solutions that are directionally solid, though not novel. Solves specific function-level problems (e.g., "add to shopping cart"). Applies more nuanced best practices for common design problems to produce solutions that are directionally solid, though not novel. Solves more complex specific function-level problems (e.g., "add to shopping cart"). Designs solutions that work across a variety of platforms (ex. mobile and desktop). 				

Optional Competencies	Required for this company (Yes/No)	Rating	Supervisor Sign-off	Date
<p>Design Communication <i>Effectively presents visual and functional ideas to internal or external stakeholders and provides rationale on the why behind the digital design. Conveys UX/UI concepts in a simple manner in a way the business can understand and effectively communicates the benefits to the business.</i></p>				



<ul style="list-style-type: none"> • Observes different ways of communicating problems and solutions to businesses, including how to translate UX/UI concepts into a business context. • Knows common UX/UI solutions to common business problems and rationale for UX/UI solutions. • Presents UX/UI solutions to businesses that respond to common business challenges and effectively conveys rationale for the solution to the business. • Effectively responds to questions from the business during presentations. • Demonstrates ability to explain common UX/UI principles in easy to understand language. 				
<p>User Interface Engineering <i>Leverages user experience and responsive design, web mobility, communication tools (such as AJAX), web services (including REST), a web framework, version control, and a development life cycle methodology (such as Agile).</i></p> <ul style="list-style-type: none"> • Demonstrates an understanding of a software development life cycle (SDLC) using a process such as Agile. • Uses web services such as REST and web frameworks (e.g. Twitter Bootstrap, Angular, React.js, and Spring MVC) to create prototypes for UI/UX. • Builds responsive solutions to user pain points. 				
<p>Information Architecture <i>Discipline that focuses on the organization of information within digital products. This is the supportive backbone to the design system and wireframe, the structure the UX/UI Designer pulls from at a company to make sure the site functions the same from page to page, such as with the display of dates across the site.</i></p> <ul style="list-style-type: none"> • Demonstrates a basic interest and understanding of gestalt design principles and hierarchy: meaning the organization of objects by similarity, continuity, proximity, symmetry, and closure 				



<ul style="list-style-type: none"> ● Has a basic understanding of the company’s established patterns for organizing information. (This connects similarity to having a basic understanding of a company's design system). ● Organizes basic elements in a design together in an intuitive way. ● With the support of a supervisor, can make recommendations on wireframes or site maps that display a solid knowledge of the company’s established patterns for organizing information. 				
<p>Data and Analytics <i>Develops and implements a set of techniques or analytics applications to transform raw/gathered data into meaningful information.</i> Note: <i>This is an optional competency to select if the UX/UI Designer role will focus most on the research lane and/or if the apprentice is interested in growing in this area.</i></p> <ul style="list-style-type: none"> ● Knows basic techniques used in analyzing data. ● Helps take the data from its source and import it to the proper analytics platform. ● Executes basic data cleaning/hygiene techniques in order to make the data usable. ● Performs industry standard analysis on data and is comfortable with many different approaches to analysing the data. ● Demonstrates strong ability to find trends, patterns and/or differences in data. ● Makes clear and concise interpretations and/or inferences and can connect that to the scope of the project or solution. 				

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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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 ● 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 				



<p>Inquiry</p> <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 				
<p>Risk Taking</p> <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
<p>Self-Management / Self Awareness</p> <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' 				
<p>Self-Direction</p> <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				
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CIVIC/INTERPERSONAL SKILLS	Required for this employer (yes/no)	Rating	Supervisor Sign-off	Date
Collaboration / Teamwork <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 				
Communication <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 				
Global / Cultural Awareness <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 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	Rating	Supervisor	Date
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	for this employer (yes/no)		Sign-off	
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) 				



RELATED INSTRUCTION OUTLINE
UI/UX Designer
(EXISTING TITLE: User Experience Designer)
O*NET-SOC CODE: 15-1255.00 RAPIDS CODE: 2098CB

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
User Centered Process	25
Identifying Problems	10
Designing Solutions	15
Solution Planning	30
Cross Functional Collaboration	10
UX/UI Tools	35
Research Activities	25
Design Iteration and Handoff	10
User Interaction for Research	10
User Testing	10
Elements and Principles of Digital Design	10
Design Communication	10
User Interface Engineering	15
Information Architecture	15
Data and Analytics	45
TOTAL RI HOURS	345

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.

User Centered Process (25 hours)

Demonstrates empathy, sensitivity and understanding for the user to iteratively build products that enhance the user experience. This involves seeing the world through the eyes of others and understanding the context through which the user interacts with the product/solution.

Identifying Problems (10 hours)

Reviews diverse and sometimes conflicting user experiences/data to develop and evaluate options and implement solutions that support business goals.

Designing Solutions (15 hours)

Collaborates with stakeholders to decide which solutions would be most appropriate for the defined problem with consideration for the constraints of the project.

Solution Planning (30 hours)

Collaborates with stakeholders to identify the right problem to solve for users and the business, leveraging the findings from data analysis and synthesis.

Cross Functional Collaboration (10 hours)

Leverages high-level knowledge of design systems, HTML/CSS, and relationships with development/engineering to ensure designs are feasible.

UX/UI Tools (35 hours)

Uses a digital design tool like Sketch, InVision, Figma, or Axure for designing and prototyping. Demonstrates a high level of skill in at least one of these tools.

Research Activities (25 hours)

Participates in research planning, execution, data collection, distilling data, analysis, and summarizing findings. Reports out findings to stakeholders and helps guide the team to the best solution.

Design Iteration and Handoff (10 hours)

Incorporates feedback discovered in user testing to make changes and produce high-fidelity designs that communicate the final product design to stakeholders.

User Interaction for Research (10 hours)

Gathers input from users with basic feedback and observation activities. This also involves building rapport with the user in order to make them feel comfortable with giving feedback.

User Testing (10 hours)

Conducts evaluative research and tests design solutions for usability.

Elements and Principles of Digital Design (10 hours)



Demonstrates knowledge of commonly accepted visual design principles, including color theory, typography, page layout, information hierarchy, and responsive and mobile design. Applies those principles to designs within constraints of the brand.

Design Communication (10 hours)

Effectively presents visual and functional ideas to internal or external stakeholders and provides rationale on the why behind the digital design. Conveys UX/UI concepts in a simple manner in a way the business can understand and effectively communicates the benefits to the business.

User Interface Engineering (15 hours)

Leverages user experience and responsive design, web mobility, communication tools (such as AJAX), web services (including REST), a web framework, version control, and a development life cycle methodology (such as Agile).

Information Architecture (15 hours)

Discipline that focuses on the organization of information within digital products. This is the supportive backbone to the design system and wireframe, the structure the UX/UI Designer pulls from at a company to make sure the site functions the same from page to page, such as with the display of dates across the site.

Data and Analytics (45 hours)

Develops and implements a set of techniques or analytics applications to transform raw/gathered data into meaningful information.



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.