



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
2023 Non-Joint Standards of Apprenticeship

Appendix A

WORK PROCESS SCHEDULES AND RELATED INSTRUCTION OUTLINE

TrainTheTrades, LLC

Project Management Specialist

O*NET-SOC CODE: _13-1082.00_ RAPIDS CODE: ____3019____

**APPROVED BY
THE NEVADA LABOR COMMISSIONER AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

Toni Giddens, Nevada State Apprenticeship Director

REGISTRATION DATE: __6/18/24____

RAPIDS PROGRAM ID NUMBER: __3019____

**DEVELOPED IN COOPERATION WITH THE
THE NEVADA LABOR COMMISSIONER, THE NEVADA STATE APPRENTICESHIP COUNCIL AND
THE U.S. DEPARTMENT OF LABOR**

Appendix A

WORK PROCESS SCHEDULE

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

1. TYPE OF OCCUPATION

☐ 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. 1) If the program uses a time-based approach, requires the completion of not less than 2,000 hours of [work experience,] on-the-job learning, consistent with training requirements as established by practice in the trade; (2) If the program uses a competency-based approach, specify the skills that must be demonstrated by an apprentice and address how on-the-job learning will be integrated into the program; or (3) If the program uses a hybrid approach, specify the skills that must be acquired and the minimum number of hours of on-the-job learning that must be completed by an apprentice.

This would be expected to occur within approximately 2000 hours (must be at least 2,000 hours) of OJL, supplemented by the minimum of 144 hours of related instruction per year of the apprenticeship.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey worker/fully trained worker ratio is: 1__ apprentice(s) to journey worker/fully trained worker(s).

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$ 28 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker/fully trained worker wage. A journey worker/fully trained worker minimum wage will be at least \$ 44.

1-Year Term Example:

1st 6 months = % or \$ 2nd 6 months = % or \$

Periodic review and evaluation of the apprentice's on-the-job learning and related technical instruction will be conducted in alignment with the wage schedule established.

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

Appendix A

WORK PROCESS SCHEDULE

The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur within **2000** hours of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

Apprenticeship Competencies – Technical

| Item | Work Processes | Approx. Hours |
|------|---|---------------|
| A | Assign duties or responsibilities to project personnel | 100 |
| B | Communicate with key stakeholders to determine project requirements and objectives | 100 |
| C | Confer with project personnel to identify and resolve problems | 100 |
| D | Create project status presentations for delivery to customers or project personnel | 80 |
| E | Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing. | 100 |
| F | Identify project needs such as resources, staff, or finances by reviewing project objectives and schedules | 100 |
| G | Identify, review, or select vendors or consultants to meet project needs | 100 |
| H | Monitor costs incurred by project staff to identify budget issues | 100 |
| I | Monitor project milestones and deliverables | 120 |
| J | Monitor the performance of project team members to provide performance feedback | 100 |
| K | Negotiate with project stakeholders or suppliers to obtain resources or materials | 110 |
| L | Plan, schedule, or coordinate project activities to meet deadlines | 100 |
| M | Prepare and submit budget estimates, progress reports, or cost tracking reports | 100 |
| N | Produce and distribute project documents | 110 |
| O | Propose, review, or approve modifications to project plans | 100 |
| P | Recruit or hire project personnel | 100 |
| Q | Report project status, such as budget, resources, technical issues, or customer satisfaction, to managers | 100 |
| R | Request and review project updates to ensure deadlines are met | 100 |
| S | Schedule or facilitate project meetings | 100 |
| T | Submit project deliverables to clients, ensuring adherence to quality standards | 80 |

2023 Non-Joint Standards of Apprenticeship

| | | |
|--|----------------------------------|-------------|
| | Total hours (approximate) | 2000 |
|--|----------------------------------|-------------|

The above on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies, to complete the apprenticeship.

| Item # | Behavioral Competencies |
|---------------|---|
| 1. | Participation in team discussions/meetings |
| 2. | Focus in team discussions/meetings |
| 3. | Focus during independent work |
| 4. | Openness to new ideas and change |
| 5. | Ability to deal with ambiguity by exploring, asking questions, etc. |
| 6. | Knows when to ask for help |
| 7. | Able to demonstrate effective group presentation skills |
| 8. | Able to demonstrate effective one-on-one communication skills |
| 9. | Maintains an acceptable attendance record |
| 10. | Reports to work on time |
| 11. | Completes assigned tasks on time |
| 12. | Uses appropriate language |
| 13. | Demonstrates respect for patients, co-workers, and supervisors |
| 14. | Demonstrates trust, honesty, and integrity |
| 15. | Requests and performs work assignments without prompting |
| 16. | Appropriately cares for personal dress, grooming and hygiene |
| 17. | Maintains a positive attitude |
| 18. | Cooperates with and assists co-workers |
| 19. | Follows instructions/directions |
| 20. | Able to work under supervision |
| 21. | Able to accept constructive feedback and criticism |
| 22. | Able to follow safety rules |
| 23. | Able to take care of equipment and workplace |
| 24. | Able to keep work area neat and clean |
| 25. | Able to meet supervisor's work standards |
| 26. | Able to not let personal life interfere with work |
| 27. | Adheres to work policies/rules/regulations |

RELATED INSTRUCTION OUTLINE

The related instruction has been developed in cooperation with employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by subject matter experts.

Related Technical Instruction (RTI) - This instruction shall include, but not be limited to, at least **144** hours per year for each year of the apprenticeship. The related theoretical education listed below is tightly integrated with real work product. The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the RTI this way, all competencies required of the students are met, through project work.

| COURSE TOPICS | HOURS |
|---|-------|
| A. Module 1: Introduction to Project Management | # 20 |
| B. Module 2: Project Initiation | # 26 |
| C. Module 3: Project Planning | # 32 |
| D. Module 4: Project Execution | # 28 |
| E. Module 5: Project Control | # 24 |
| F. Module 6: Project Closure | # 14 |

COURSE TOPIC DESCRIPTIONS

- A. Description #1/A.- The purpose of this training is to provide participants with a comprehensive understanding of project management principles, methodologies, and best practices. The training aims to equip attendees with the knowledge and skills required to effectively manage projects and deliver successful outcomes.
- B. Description #2/B.- The purpose of this training is to equip participants with the necessary skills and knowledge required for effective project initiation. It aims to provide them with a comprehensive understanding of defining project scope, conducting feasibility studies, identifying key stakeholders, documentation and reporting, project initiation best practices, and evaluation of project initiation processes.
- C. Description #3/C.- The purpose of this training is to provide participants with a comprehensive understanding of project planning, from the basics of project management to advanced techniques. Participants will gain practical skills and knowledge to effectively

plan, budget, mitigate risks, and monitor project progress, ultimately preparing them to excel in project planning roles.

D. Description #4/D.- The purpose of this training is to provide a comprehensive understanding of project execution principles and techniques, equipping participants with the knowledge and skills needed to effectively manage and drive the success of projects.

E. Description #5/E.- The purpose of the training is to provide participants with a comprehensive understanding of project control and its importance in project management. It covers essential techniques, tools, and best practices for effective project control, as well as career development opportunities in project management.

F. Description #6/F.- The purpose of the training is to provide a comprehensive understanding of project closure in project management, covering the importance of project closure, documenting project outcomes, conducting project evaluation, transitioning project deliverables, and celebrating project success.

SECTION 27 - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

TrainTheTrades, LLC hereby adopts these standards of apprenticeship.

Sponsor(s) designate the appropriate person(s) to sign the standards on their behalf.

Jacqueline Grant
Signature of Sponsor (designee)

Date: 6/18/24

Jacqueline Grant, Founder and Director
Type Name & Title