



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:

1<sup>st</sup>                      6 months = % or \$                      2<sup>nd</sup>                      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**

<b>Item</b>	<b>Work Processes</b>	<b>Approx. Hours</b>
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

	<b>Total hours (approximate)</b>	<b>2000</b>
--	----------------------------------	-------------

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.

<b>Item #</b>	<b>Behavioral Competencies</b>
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.

<b>COURSE TOPICS</b>	<b>HOURS</b>
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**