
Appendix G

Supplemental Definitions

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The following definitions supplement those in the Reference Guide for Apprenticeship Sponsors and apply to terms and acronyms commonly used throughout the Standards and appendices. They are intended to be consistent with the definitions in 29 CFR Parts 29 and 30.

ACE. American Council on Education.

APPRENTICE. Any individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the JATC providing training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT. The written agreement between the apprentice and the JATC setting forth the responsibilities and obligations regarding the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (or COMMITTEE). Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the apprenticeship program. The joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. Committee Members are also Trustees.

APPRENTICESHIP PROGRAM. The program administered under these Standards of Apprenticeship.

BOOT CAMP. An optional post-selection, pre-registration program used by some JATCs to determine if applicants possess the ability to learn and to perform the essential requirements of an electrical worker.

CANCELLATION. The termination of an apprenticeship agreement.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP. The Certificate of Completion of Apprenticeship issued by the *electrical training ALLIANCE* for the JATC to provide to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

CEU. Continuing Education Units.

COLLECTIVE BARGAINING AGREEMENT (or CBA). The negotiated agreement between the Local Union and Local Chapter, or with signatory employers, that sets forth the terms and conditions of employment for apprentices during on-the-job training.

COMPETENCY. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement as defined by the *electrical training ALLIANCE*.

COMPUTER-MEDIATED LEARNING. Computer-mediated learning (or CML) is an experiential learning method that utilizes gaming, video, self-paced, and feedback directly to the apprentice via knowledge checks.

CPR. Cardiopulmonary Resuscitation.

DIRECT ENTRY. A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants are directly admitted into the apprenticeship program. Each direct method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

DIRECT INTERVIEW. A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants may be allowed to by-pass certain minimum requirements and go directly to oral interview. Each direct interview method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

DOL. U.S. Department of Labor. Most references are to the Employment Training Administration, Office of Apprenticeship, but the term may be used to refer to other offices of the U.S. DOL.

EEO/AA Plan. The Equal Employment Opportunity Policies (Appendix F) and Affirmative Action Plan (Appendix E) adopted by the JATC that is part of these Standards, as they may be modified.

electrical training ALLIANCE. The national organization created by the IBEW and NECA, formerly known as the National Joint Apprenticeship Training Committee or the NJATC.

ELECTRONIC MEDIA. Media that utilizes electronics or electromechanical energy for the end user (audience) to access the content and includes, but is not limited to, electronic storage media, transmission media, the Internet, the extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYEE RETIREMENT INCOME SECURITY ACT or ERISA. A federal law, the Employee Retirement Income Security Act of 1974, as amended, that imposes requirements on various types of employee welfare and pension plans, including apprenticeship plans, and enforced by DOE.

EMPLOYER. Any person or organization employing an apprentice for on-the-job training as part of the Apprenticeship Program. Also sometimes referred to as a “Participating Employer” with the JATC, or as a “Contractor.”

GED. General Educational Development Certificate.

HYBRID OCCUPATION. The hybrid approach measures the individual apprentice’s skill acquisition through a combination of specified minimum number of hours of *on-the-job-learning* and the successful demonstration of competency as described in a work process schedule, and may include some related instruction.

IBEW. International Brotherhood of Electrical Workers.

INDUSTRY. The electrical construction industry in general, and in particular the IBEW-NECA segment of the industry.

INSTRUCTOR. An individual employed or used by a JATC to provide related instruction to apprentices.

INTERIM CREDENTIAL (CERTIFICATE OF TRAINING). Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as a certification of competency attainment by an apprentice. Also used by the *electrical training ALLIANCE* to refer to the credential obtained through a curriculum for high school students, which is the equivalent of completion of the 1st Year Curriculum.

JATC. Joint Apprenticeship and Training Committee or “Committee”. References to the “JATC” are to the local JATC created by the Local Union and the Local Chapter pursuant a CBA that includes the Category One, Standard Inside Apprenticeship Language from Article V of the IBEW-NECA pattern Inside Agreement.

JATT. Joint Apprenticeship Training Trust. The legal entity through which the local apprenticeship training fund exists, which was created by a Trust Agreement. Under ERISA the Board of Trustees of the JATT is the “plan sponsor” that is generally responsible, as set forth in the Trust Agreement, for the administration of the plan.

JOURNEYWORKER (“JW”). A worker who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.) Formerly sometimes referred to as a “Journeyman.” The term has the same meaning as the term and positions formerly referred to in the Standards as Journey-Level Worker, Qualified Electrical Worker (QEW), “Journeyman” or, in some programs, Lineman or Wireman..

LOCAL CHAPTER (or NECA Chapter). The NECA Chapter(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

LOCAL UNION (or IBEW Local). The IBEW Local(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

NECA. National Electrical Contractors Association.

OA. U.S. Department of Labor, Office of Apprenticeship.

OJT. On-the-Job Training, which is used interchangeably throughout with On-the-Job Learning (OJL).

O*NET-SOC CODE. The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

OSHA. Occupational Safety and Health Administration

PARTY or PARTIES. Refers to the parties to the CBA, i.e. the Local Union and Local Chapter. Used in some provisions derived directly from the Standard Inside Apprenticeship Article V language.

PERIOD: As used in the Standards, a period of time before an apprentice completes a level of OJT hours and related instruction before advancing to the next level. A period may be shorter or longer than a year.

PROBATIONARY PERIOD. A defined period of time during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the Registration Agency. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.

QUALIFIED ELECTRICAL WORKER (“QEW”). Used interchangeably with Journeyworker.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (“RAPIDS”). The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY or RA. Means, depending on the state, the U.S. Department of Labor, Office of Apprenticeship, and/or the State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR Parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION. An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to apprentice’s occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses of equivalent value, online courses (see Computer-Mediated Learning) or other digital media or formats, or other forms of self-study approved by the Registration Agency.

SELECTION PROCEDURES. The Apprentice Selection Procedures that are part of these Standards.

SHOP. Designates the complement of workers who report daily to an Employer’s designated place of business, e.g., the “service-truck” crew.

STANDARDS OF APPRENTICESHIP (or STANDARDS) This entire document, including the Selection Procedures and EEO/AA Plan.

STATE APPRENTICESHIP AGENCY or SAA. A state Bureau of Apprenticeship Training, or similar state agency, with authority over apprenticeship programs in that state.

SUPERVISOR. An individual designated by an Employer to supervise or have charge and direction of an apprentice during on-the-job training.

TIME-BASED OCCUPATION. The time-based approach measures skill acquisition through the individual apprentice's completion of at least 8,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER. A shift of an apprentice's apprenticeship agreement from one JATC to another JATC.

TRUST AGREEMENT. The multi-employer plan trust agreement that created the JATT.

TRUSTEES or BOARD OF TRUSTEES. Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the Joint Apprenticeship Training Trust. The JATT joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. The applicable Trust Agreement will typically say that the Trustees are solely responsible for the administration of the trust. Trustees are also Committee members.

TRUST FUND. A term sometimes used to refer to the JATT, where the funds are held.