



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

Appendix A5

WORK PROCESS SCHEDULES AND RELATED INSTRUCTION OUTLINE

*Truckee Meadows Community College
and Workforce Connections*

Production Operator

O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031HY

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

Toni Giddens, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

RAPIDS PROGRAM ID NUMBER: 2018-NV-70687

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

Appendix A5

**WORK PROCESS SCHEDULE
PRODUCTION OPERATOR
O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031HY**

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. This would be expected to occur within approximately 2,000 –2,500 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 to 1 journey worker/fully trained worker.

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$14.50 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 \$18.00.

1-Year Term Example:

1st 12 months = 81%

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 A5

WORK PROCESS SCHEDULE PRODUCTION OPERATOR

O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031HY

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 2,000 and 2,500 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	Ensure adherence to department workflow process and standard operating procedures	180-200
B	Prepares any and all consumable materials at their station(s)	180-200
C	Ensure accurate delivery of materials to production floor	180-250
D	Perform required inspection checks on any equipment and tools that are used within their station	180-250
E	Troubleshoot machines problems	180-250
F	Perform quality checks	180-200
G	Conducts performance testing	180-200
H	Maintain a clean and safe working environment	200-350
I	Analyze and estimate workload	180-200
J	Prepare materials as needed and communicate with co-workers efficiently	180-200
K	Efficient time management	180-200
	Total hours (approximate)	2,000-2,500

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 CREDITS

A. General Industry Safety	20	
B. Basics of Operations and Maintenance	45	3
C. Material Handling	30	2
C. Automated Production Concepts	45	3
E. Mandatory Elective Course (Employer Choice)	45	3

COURSE TOPIC DESCRIPTIONS

A. General Industry Safety (20 hours)

This is a general safety course for an industrial environment. Apprentices will learn OSHA regulations, personal safety and understand the importance of safe work habits.

B. MPT 101 - Basics of Operations and Maintenance

This course is an introductory course for practical understanding of automation systems and common maintenance practices.

C. MPT 135 - Material Handling

This course provides an overview of the functions and operation of various types of common powered and non-powered industrial material handling equipment. OSHA regulations and standards governing the safe use of powered industrial trucks are covered.

- Basic Material Handling Equipment
- Safe and Effective Equipment Operation
- Automated Warehouse Concepts

D. MPT 110 - Automated Production Concepts I

This course introduces Apprentices to the concepts of production systems management and control. This course stresses materials resource planning and basic production line controls, to include robotic, conveyer, machine tool, and quality integration.

- Production System Overview
- Manufacturing Process Management
- Automated Manufacturing Overview
- Industrial Documentation
- Manual / Assembly Manufacturing
- Intro to Industrial Instrumentation & Process Controls

E. Mandatory Elective Course

This course is a complementary course to the field of study based on employers' needs.

Some examples are:

- MPT 140 - Quality Control
- ELM 110 - Electrical / Electronic Circuits
- MPT 111 - Fundamentals of Manufacturing and Automation I

SECTION 27 - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Truckee Meadows Community College and Workforce Connections hereby adopts these standards of apprenticeship.

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

Signature of Sponsor (*designee*)

Date:_____

Diane Ferguson, Program Manager
Type Name & Title