

Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

ADT Commercial

Protective Signal Installer

O*NET-SOC CODE: 49-2098.00 RAPIDS CODE: 0459

**APPROVED BY
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION AND
THE NEVADA STATE APPRENTICESHIP COUNCIL**

Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION/RAPIDS NUMBER: _____

**DEVELOPED IN COOPERATION WITH
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, 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, which would be expected to occur within approximately 6000 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 journeyworker/fully-competent worker ratio is: 2 apprentice(s) to 1 journeyworker/fully-competent worker(s).

4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$ 14.63 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 journeyworker/fully-competent worker wage. A journeyworker/fully-competent worker minimum wage will be at least \$ 25.50.

1-Year Term Example:

1st 6 months = 57% or \$14.63 2nd 6 months = 60% or \$15.30

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 6000 hours of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

Apprenticeship Competencies – Technical

Prepare for System Installation	600
<ul style="list-style-type: none"> • Review & understand electronic system requirements & documentation (blueprints, etc.) • Perform site survey • Develop overall job plan • Organize technical work plan • Complete pre-assemblies & fabrication of sub systems • Gather inventory/parts • Pre-test components • Inventory tools 	
Wire Buildings	950
<ul style="list-style-type: none"> • Use documentation to lay out components • Secure work area; drop cloths, safety cones, etc. • Rough in device component locations • Install cable support structure or drill wire paths • Pull & secure wire • Label tag wire/cable per documentation 	
Trim	1125
<ul style="list-style-type: none"> • Pre-termination functions • Prepare cable ends • Route cable • Connect passive devices 	

<ul style="list-style-type: none"> • Connectors • Outlets • Patch panels • Splicing • Intermediate termination 	
Install Components	1000
<ul style="list-style-type: none"> • Remote location components • Central/main location 	
Configure-Program	375
<ul style="list-style-type: none"> • Calibrate & align electronically and physically • Install or enter control programs, if applicable (complex) • Set up system instructions, labels, etc. (simple) 	
Test, Troubleshooting, Debug	600
<ul style="list-style-type: none"> • Power up • Operate and test functions • Evaluate performance • Identity problems, errors, discrepancies • Diagnose causes of problems • Take remedial action • Document actions (see documentation section) 	
Train Users	375
<ul style="list-style-type: none"> • Review user documentation manuals & instructions • Identify training objectives • Confirm actual users and their requirements • Procure or develop training & user aids, manuals, etc. • Demonstrate system function by guiding users through the system • Observe user using the system (have customer demonstrate knowledge of the system) • Communicate results of training back to all relevant parties. Does not prop door during delivery 	
Documentation	375

<p>Review final blueprints, writing diagrams, and hookup instructions</p> <ul style="list-style-type: none"> • Complete work reports and time sheets • Provide/prepare/deliver system documentation • User manual and training materials • As built drawings • Zone diagrams • Equipment lists • Warranty paperwork 	
Maintenance & Repair	600
<ul style="list-style-type: none"> • Maintenance • Perform scheduled preventive maintenance • Repair • Diagnose problems Read documentation 	
Total Hours	6000

The above on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular 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 of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order 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 work place
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 445 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.

Introduction to the trade	2
Communication skills	2
Employability skills	2
Basic Safety	40
Basic Construction Math	8
Introduction to Hand Tools	10
Basic Rigging	10
Introduction to Construction Drawings	8
Introduction to Power Tools	5
Construction Materials & Methods	15
Pathways and Spaces	10
Fasteners & Anchors	5
Hand Bending of Conduit	5
Job Site Safety	12
Low-Voltage Cabling	20
DC Circuits	10
AC Circuits	10
Semiconductors and Integrated Circuits	12
Test Equipment	10
Grounding and Bonding	10
Introduction to Electrical Drawings	12
Switching Devices and Timers	10
Wire and Cable Terminations	14
Introduction to Codes and Standards	10
Cable Selection	10
Susses and Networks	9
Video Systems	22
Wireless Communication	12
Intrusion Detection Systems	20
Closed-Circuit Television (CCTV) Systems	20
Access Control Systems	20
Fire Alarm Systems	20
Systems Integration	10

System Commissioning and User Training	8
Maintenance and Repair	10
Internet Protocol in Electronic Security	10
Central Monitoring Station Communication	12
Business Ethics	5
Contracts, Liability, Insurance	5
Total Hours	445

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

ADT Commercial hereby adopts these standards of apprenticeship.

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



Viviana Vega – Project Manager

Date: 2/16/2021

Signature of Sponsor (*designee*)
Type Name & Title