

PIPE TRADES APPRENTICESHIP FORM No. 2

Applicant's Progress Record

SELECTION PROCEDURES

SECTION I - PURPOSE

These selection procedures have been prepared by the International Pipe Trades Joint Training Committee. The procedures have been approved by the Bureau of Apprenticeship and Training, U.S. Department of Labor, for adoption by local Joint Apprenticeship Training Committees (hereafter known as JATC(s)) to assist them in complying with applicable law and lawful regulations issued thereunder.

SECTION II - GENERAL SELECTION PROCEDURES

- A. Applications will be available to anyone who is interested.
- B. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Program.
- C. Applications will be available at places designated by the local JATC (preferable at the local JATC office if one exists).
- D. Records shall be maintained and kept for at least (5) years to show the progress, by dates, including final disposition of each application.
- E. Applications will be accepted at times designated by the local JATC. (If applications are accepted throughout the year dissemination of information shall not be done less than semi-annually).
- F. Interviews will be held at intervals designated by the local JATC. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected (See "Selection from Committee Evaluation," Step VI of these "Selection Procedures"). Interviews will be granted to all who meet the minimum qualification. The number of new apprentices to be accepted shall be determined before starting interviews.
- G. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held in the pool of eligibles for a minimum of (2) years. (See "Selection from Committee Evaluation," Step VI).
- H. Applicants not interviewed because they lack the minimum qualifications will not be reconsidered until they correct any deficiencies they may have and reapply.
- I. Selected candidate shall be registered as probationary apprentices for a period of one (1) year. Each probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance, and related training.

SECTION III - STEP-BY-STEP PROCEDURES FOR EACH APPLICANT

- A. Each applicant shall be given Pipe Trades Apprenticeship Form #1 to complete and return by a designated date.
- B. Form #1 contains the following:
 1. Apprentice qualifications as listed in the Apprenticeship Standards.
 2. Apprentice obligations after acceptance.
 3. Application for Apprenticeship.
 4. Sample Apprenticeship Agreement.
- C. The date of application shall be the date of receipt by the JATC of the completed Form #1, accompanied by high school transcript and/or official report of the General Education Development (GED) test results or their equivalent, and proof of birth date.

- D. A complete record of the applicant's progress will be entered into the applicant's file ("Pipe Trades Apprenticeship Form #2") at this time.
- E. Form #1, will be checked for deficiencies in basic requirements. If there are any deficiencies, the applicant's record shall be marked "not interviewed" to show that the interview process of selection was not necessary.
- F. The applicant shall be notified of the rejection and reason why by certified mail, with a return receipt requested.
- G. When an applicant is notified that there will not be an interview because of certain basic deficiencies, the notification shall be entered on applicants Form #2 as final disposition.
- H. If Form #1 meets the basic requirements, the applicant shall be considered qualified for an interview.
- I. An applicant qualified for interview shall be notified of date and place for interview by certified mail with a return receipt requested, and the notification date shall be entered into the record.

SECTION IV - PROCEDURE FOR SCHEDULING INTERVIEW

- A. All qualified applicants shall be listed in the order of dates of completion of application (Form #1, oldest date first).
- B. This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed and returned to JATC).
- C. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.
- D. Applicants shall be notified to appear for interview, by certified mail and a return receipt requested. Notification will specify a time and place to appear. An appropriate number of applicants will be scheduled for each interview session.

SECTION V - THE INTERVIEW SESSIONS

- A. The interview committee shall have in its possession for review with regard to each applicant: application form, education transcript, and proof of birth date.
- B. Each applicant shall be interviewed by members of the committee.
- C. After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the individual and about the capacity to participate in apprenticeship.
- D. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school records, mechanical abilities, motivation, and vocational training.
- E. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
- F. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.
- G. **Excellent** will be given a numerical range of 16 to 20; **Good** will be given a numerical range of 11 to 15; **Fair** will be given a numerical range of 6 to 10; **Poor** will be given a

Continued on Back

1. FORM #1—APPLICATION

A. Given to Applicant Date _____

B. Completed & Returned Date _____

Complete Incomplete

Reason _____

2. APTITUDE TEST (If Required)

A. Scheduled for (Date) _____

B. Not Scheduled

C. Notified of Scheduled Test

Date _____

D. Results

Taken

Not taken

E. Notified of Test Results

Date _____

Reason _____

3. INTERVIEW

A. Scheduled Yes No

B. Notified Date _____

C. Interviewed Yes Date _____

No

Reason _____

4. INTERVIEW EVALUATION AND SUMMARY

INTERVIEW EVALUATION AND SUMMARY (cont.)

Final Score _____
(Rating)

Signed _____

Title _____

Signed _____

Title _____

Date _____

5. DISPOSITION OF APPLICANT

6. PROBATIONARY DATA

Date Assigned to Employer, Other Pertinent Information

Date: _____

Signed _____
 Title _____
 Signed _____
 Title _____
 Signed _____
 Title _____

7. PROBATIONARY PERIOD REVIEW

A. On the Job Training Satisfactory
 Unsatisfactory
 Reason _____

 B. Related Training Satisfactory
 Unsatisfactory
 Reason _____

 C. If 7A and 7B are satisfactory, no interview is necessary

D. Interviewed after Probation
 Yes Date _____
 No

E. Summary of Interview

8. DISPOSITION OF PROBATIONARY APPRENTICE

Signed _____
 Title _____
 Signed _____
 Title _____
 Date _____

numerical range of 1 to 5; **Unacceptable** will be given a zero value.

- H. A review or summary of the answers to questions from the interview session must be entered in each applicant's file folder (Form #2).
- I. The same questions should be asked of each applicant.

SECTION VI - SELECTION FROM COMMITTEE EVALUATION

- A. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.
- B. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.
- C. Selection of applicants for apprenticeship after the interview will be done by the committee or its designated representative(s) on the basis of the numerical rating obtained from the interview evaluation.
- D. All applicants interviewed will be notified of the results by certified mail.
- E. All eligible candidates not selected for entry into apprenticeship after the interview will be placed in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures during the two (2) year period.

SECTION VII - ALTERNATIVE SELECTION METHOD: (DIRECT ENTRY - JOB CORPS, APPROVED TECHNICAL TRAINING SCHOOL GRADUATES, MILITARY VETERANS WITH TECHNICAL TRAINING, AND ORGANIZATIONAL EFFORTS)

The _____ JATC encourages preparatory/preapprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Jobs Corps training program in the plumbing/pipefitting/sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

Those who graduate from an accredited technical training school that has been reviewed and approved by the International Pipe Trades — Joint Training Committee (IPT - JCT), in recognition of the critical training they have already received for occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPT - JCT for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.

Military veterans, who completed military technical training school and participated in a registered apprenticeship program while in the military in the occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropri-

ate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

An employee of a nonsignatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)

An individual who signs an authorization card during an organizing effort —wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the nonsignatory employer and does not qualify as a Journey Worker, shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training (NOTE: This is a method of direct entry into the apprenticeship program). For such applicants to be considered they must:

- a. be employed in the JATC's jurisdiction when the authorization card was signed
- b. have been employed by the employer before the organizational effort commenced
- c. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated
- d. provide reliable documentation to the JATC to show they were an employee performing plumbing/pipefitting work prior to signing the authorization card.

SECTION VIII - APPRENTICE APPLICANT APPEALS PROCEDURE

- A. An Appeals Committee should be established composed of one member appointed by Labor, one member appointed by Management, and a public member appointed by both groups. Each organization shall appoint its own representative on the Appeals Committee in such manner as it desires except that no member of the apprenticeship committee may serve on the Appeals Committee.
- B. Management and Labor shall mutually agree on and select the public member of this committee.
- C. The authority of the Appeals Committee shall be limited to the rendering of Decision on cases involving **unjust treatment** of applicants for the apprentice program in the matter of selection.
- D. Any appeal must be submitted in writing to the local JATC within (15) days of the date of receipt of notification (as evidenced by return receipt) of the applicant as to the decision of the JATC regarding the application.
- E. A copy of the appeals shall be kept on file by the JATC, for a period of at least five (5) years.
- F. The local JATC shall submit the appeal and the disposition of the applicant in the apprenticeship process to the Appeals Committee.
- G. The Appeals Committee shall consider the written evidence and a hearing shall be granted to all interested parties at a designated date.
- H. A final decision shall be rendered within thirty (30) days of the hearing, and all parties concerned shall be notified in writing by the Appeal Committee.
- I. Decisions of the Appeals Committee shall be final and binding upon the Joint Apprenticeship Training Committee and the applicant.