



Apprentices' Fall 2024 Kick-off Meeting

Ignite Your Career Journey

August 22, 2024



Agenda

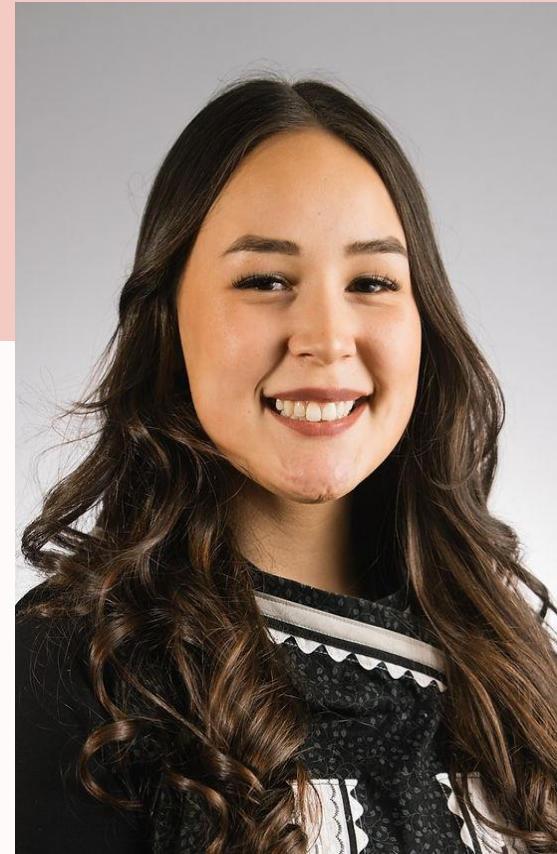
- I. Welcome and Introduction
- II. Place-based Learning Bootcamp
- III. Apprenticeship Orientation
 - a. Documents
 - b. Employer / Sponsor Responsibilities
 - c. Apprentice Responsibilities
 - d. Apprentice's Recordkeeping
- IV. Training to be Completed
- V. Individual Apprentice Meetings
- VI. University of Alaska Anchorage (UAA) Courses
- VII. Apprentice Next Steps
- VIII. Questions

Team Members



Ryan Cope

Director of Grant Programs



Samantha Wade

Program Officer



Cheryl Anderson

Grant Writer I





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Place-based Learning Bootcamp





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Place-based Learning Bootcamp



Apprenticeship Orientation Documents

Documents	Page Numbers
Apprenticeship Orientation Form	N/A
Standards of Apprenticeship	Pages 1-8
Wage Progression Policies	Pages A-2 – A-3

4. APPRENTICE WAGE SCHEDULE

Apprentices will be paid a progressively increasing schedule of wages based on the dollar amount of current placement in the journey worker wage schedule, as applicable per district handbook and if appropriate, collective bargaining agreement. Apprentices, who complete Phase I of the Tribal Educator, will receive an equivalent of one (1) step above the earned step on the applicable salary schedule in accordance with the specific district agreements and wage scales. The base Journey worker wage is at a minimum: \$20.40.

Tribal Educator I, Phase I

Period	Duration	OJL Competencies	Related Instruction
1	500 OJL hours	Proficient in competencies	Successful completion of 9 credit hours
2	500 OJL hours	Proficient in competencies	Successful completion of 9 credit hours

Tribal Educator I, Phase II

Period	Duration	OJL Competencies	Related Instruction
1	500 OJL hours	Demonstrated competencies	Complete courses 1-5
2	500 OJL hours	Demonstrated competencies	Complete courses 6- 10
3	500 OJL hours	Demonstrated competencies	Complete courses 11- 14
4	500 OJL hours	Proficient in all competencies	Complete all related studies

Before an apprentice is advanced to the next segment of training and wage advancement, or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

Apprenticeship Orientation Documents

Documents	Page Numbers								
<p>Discuss Job Site Safety</p> <div data-bbox="1226 615 2105 956" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">SAFETY LOG</p> <hr/> <p>SPONSOR NAME: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">DATE</th> <th>SIGNATURE OF PERSON CONDUCTING THE MEETING</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> </div>	DATE	SIGNATURE OF PERSON CONDUCTING THE MEETING							<p>N/A</p>
DATE	SIGNATURE OF PERSON CONDUCTING THE MEETING								
<p>Related Instruction Requirements</p> <div data-bbox="999 1046 2682 1285" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)</p> <p>Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices <i>will not</i> be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.</p> </div>	<p>Page 3, Pages A-16 – A-21</p>								
<p>Work Experience (Work Process Schedule)</p>	<p>Pages A-2 – A-15</p>								

Apprenticeship Orientation Documents

Documents	Page Numbers
Employer / Program Policies	Employer Acceptance Form: Page D-2
Complaint Procedures	Pages 4-5
Voluntary Disability Disclosure Form	Page B-7
Apprenticeship Instructions	N/A
Apprenticeship Agreement	Pages B-1 – B-6

- Please review, sign, and email the [Apprenticeship Orientation Form](#) and [Voluntary Disability Disclosure Form](#) to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org.
- **Due by:** August 30, 2024

Employer / Sponsor Responsibilities



Arctic Slope Community Foundation must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

More information in pages 2 and 3 of the [Standards of Apprenticeship](#).



Apprentice Responsibilities



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- **On-the-Job Training:** Apprentices must actively participate in on-the-job training, which is supervised by mentors.
 - **Related Instruction:** Apprentices are required to attend related instruction. This helps them understand the theoretical aspects of education.
 - **Adherence to Safety Standards:** Apprentices must follow all safety guidelines and protocols set by the apprenticeship program and/or the schools.
 - **Progress Tracking:** Apprentices are responsible for tracking their progress and meeting the milestones set by their apprenticeship program.
 - **Compliance with Program Rules:** Apprentices must adhere to the rules and regulations of their apprenticeship program and schools.
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Apprentice's Recordkeeping

Apprenticeship
Agreement (671)
Form - Signed

Apprenticeship
Orientation Form -
Signed

Monthly On-the-
Job Learning (OJL)
Report

Competency
Check-offs

Related Technical
Instruction

Credit for Prior
Experience

Standards of
Apprenticeship

Apprenticeship
Program Policies
and Procedures

Licensing
Requirement,
if applicable

Training to be Completed

Anti-harassment Training

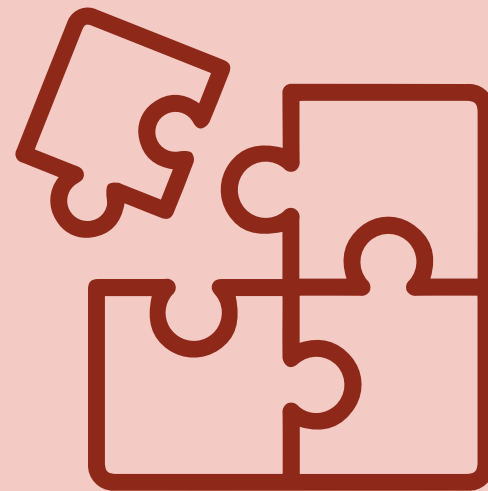
- **Link:** [Promoting an Anti-Harassment Environment for Apprentices](#)
- Send your certificate of completion to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org.
- **Due by:** August 30, 2024



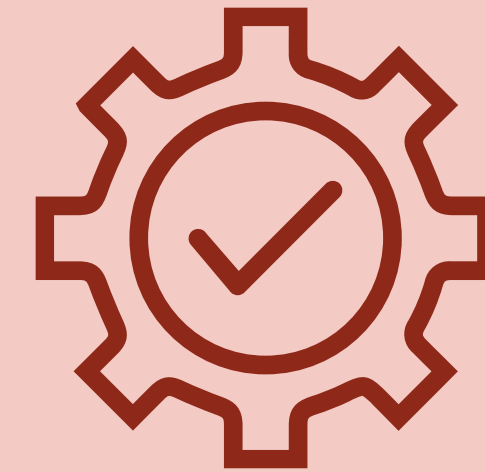
Individual Apprentice Meetings



Examine previously completed academic credits.



Discuss goals, course infrastructure, connectivity requirements, and necessary support structures.



Review administrative procedures and documents, such as Apprenticeship Agreements and Voluntary Disability Disclosure Forms.

UAA Courses

Class Combination A			
75247	Introduction to Early Childhood	Tuesday	5:30 – 6:45 p.m.
75980	Child Development and Learning	Thursday	5:30 – 6:45 p.m.

Class Combination B			
75985	Introduction to Early Childhood	Tuesday	4:00 – 5:15 p.m.
74658	Child Development and Learning	Tuesday	5:30 – 6:45 p.m.

Class Combination C			
75985	Introduction to Early Childhood	Tuesday	4:00 – 5:15 p.m.
75980	Child Development and Learning	Thursday	5:30 – 6:45 p.m.

- Send your requested course combination to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org.
 - **Due by:** August 23, 2024
- ASCF will email updates on course books.

Apprentice Next Steps

Next Steps	Due Dates
Send your requested UAA course combination to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org .	August 23, 2024
Review, sign, and email the Apprenticeship Orientation Form and Voluntary Disability Disclosure Form to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org .	August 30, 2024
Complete the Anti-Harassment training <ul style="list-style-type: none"> • Link: Promoting an Anti-Harassment Environment for Apprentices • Send your certificate of completion to Cheryl Anderson at Cheryl@ArcticSlopeCommunity.org. 	August 30, 2024
Regularly check your email for apprenticeship program updates.	Ongoing



Thank You

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