

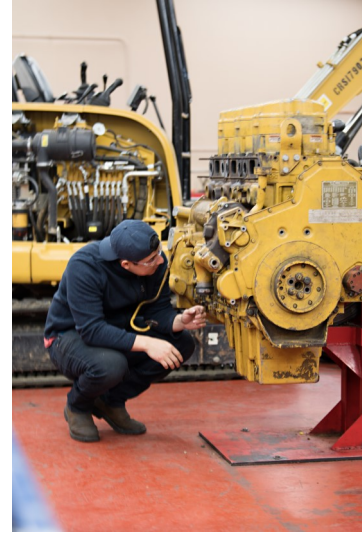
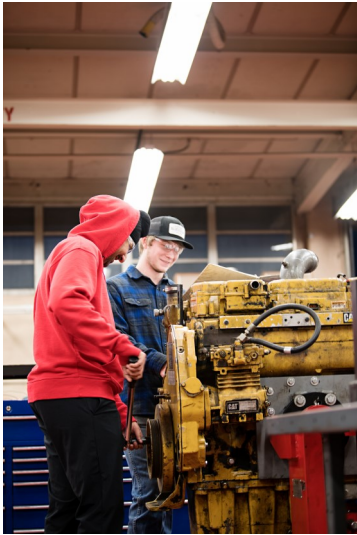
AGRICULTURE AND SPECIALTY EQUIPMENT REPAIR TECHNICIAN

A S E R T



APPRENTICESHIP Handbook





The A-SERT Apprenticeship is an industry led training program dedicated to providing high quality technicians through industry driven instruction, structured on the job training and focused recruitment activities.

This is a guide to developing skilled workers and administering the Department of Labor's approved apprenticeship program; A-SERT





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The Agriculture and Specialty Repair Technician (A-SERT), registered by the United States Department of Labor and administered by the A-SERT Committee comprised of repair industry professionals, is an employer driven model that combines on-the-job training with related classroom instruction that increases an employee's skill level and wages. Apprenticeship programs are a proven solution for businesses to recruit, train, and retain skilled workers across a wide range of industries.

The A-SERT program is an "earn and learn" model that allows an apprentice to earn wages through on-the-job training as well as earn pay increases as he or she reaches benchmarks within the program.

Benefits for Business

- Advantage in Attracting and Retaining Employees
- Attain Highly Skilled Employees
- Reduced Turnover
- Higher Productivity

Benefits for Workers

- Increased Skills
- Higher Wages
- National Credentials
- College Certificates



WHAT IS AN APPRENTICESHIP?

Apprenticeship is a nationally recognized training and education program, in which an individual completes a combination of on-the-job training, classroom instruction, and professional development to earn a Certificate of Completion in Apprenticeship, awarded by the U.S. Department of Labor. The certificate is commonly referred to as a journey worker credential. The apprentice is extended the privilege of earning income as an employee while he or she learns a skilled craft. The apprentice works with a mentor for 5,000 hours or more where knowledge is acquired by the apprentice. Apprenticeships are a partnership between the employer who offers on-the-job training, the apprentice who works for the employer, Modesto Junior College for classes and the A-SERT Committee. Apprenticeship programs have been used by many industries for attracting and training employees for decades. There has been a resurgence in the importance of these types of programs.

WHAT IS A-SERT?

The A-SERT apprenticeship program focuses on the basic skill needed for a technician to be successful in the equipment repair industry. The program requires 5,000 hours of on-the-job training, which are divided into 11 job tasks with required training hours in each category. The apprentice must reach an acceptable competency level in each of the outlined tasks before advancement. The program also requires 990 hours of classroom instruction.

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Partners in the Apprenticeship Process

BUSINESS/EMPLOYER PARTNER

Hires new employees or selects current employees to be apprentices

Provides on-the-job training component

Identifies an experienced mentor to work with each apprentice

Pays progressively higher wages as skills increase

Provides related in-house training as needed

Enrolls participants and invests in required classroom

Tracks hours and competencies

Promotes the program in the local community

The A-SERT Apprenticeship Committee

Administers the program and files all necessary paperwork with the US DOL Office of Apprenticeship

Works with businesses to set up their programs

Works with business partners to monitor and track progress of apprentice candidates

Markets the program to companies, school systems, and the public

Oversees the related instruction

Works with government associations and companies interested in creating and administering industry apprenticeship programs

DEPARTMENT OF LABOR/OFFICE OF APPRENTICESHIP

Provides necessary enrollment forms

Helps program sponsor and participating businesses

Tracks program completion

Issues certifications

Business Involvement: Employers are the foundation of the Apprenticeship Program

Structured On-The-Job Training: Apprentices in the A_SERT program are required to complete a total of 5,000 hours in eleven different task areas

Related Instruction: The A-SERT Apprenticeship Program requires the completion of Modesto Junior College's Basic and Advanced Heavy Equipment Repair Technician Certificates for a total of 32 College units.

Rewards for Skill Gains: Apprentices receive increases in wages as they gain higher level skills

National Occupational Credential: Completion of the program results in a nationally recognized credential as well as 2 transferable college certificates

PROGRAM PURPOSE

The A-SERT Program connects motivated workers with experts in the repair industry, provides comprehensive training to advance skills and qualifications on a national level and builds a trusted workforce of repair professionals.



HOW CAN MY BUSINESS

Participate

IN THE APPRENTICESHIP PROGRAM?

STEP 1. RECRUIT CANDIDATES

Each participating company will recruit candidates to participate in the A-SERT Program™.

Candidates may be new hires or current employees. Candidates must be at least 18 years of age and have a high school diploma or equivalent.

Applicants may be required to pass a physical agility test, fitness test, or screen for the current illegal use of drugs prior to being employed.

Applicants must provide all required documentation along with their application.

STEP 2. ACCEPT CANDIDATES

Companies will screen applicants to make sure they meet the program and company requirements. The process for acceptance may vary from company to company but your company must have a written process in place and you must follow guidelines not to discriminate in the process.

STEP 3. REGISTER YOUR APRENTICE WITH THE DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

The A-SERT program will assist you with completing this process. By registering your apprentice you protect yourself and your apprentice and give your program national recognition

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STEP 4. BEGIN YOUR ON-THE-JOB TRAINING PROGRAM

Use the Workhands program as your guide, keeping in mind that the apprentice must complete the required hours as a minimum and also must show competence in each area. If an employee has received industry training prior to employment with you, you may submit an affidavit validating they have demonstrated specific knowledge and skills required of the program to request an exemption from certain training requirements.

STEP 5. ENSURE APPRENTICES COMPLETE REQUIRED CLASSROOM OR ONLINE TRAINING

Part of the apprenticeship program involves completion of classroom instruction. For an apprentice to complete his/her program he/she must complete with a B or better the courses for the Modesto JC Basic and Advanced Heavy Equipment Repair Technician Certificates.

Apprentices do not have to wait to begin the coursework until after their of on-the-job training has been completed; this study can begin at any time. To register for the 144 hours of skills training, visit mjc.edu, contact the A-SERT program director or Modesto JC School of Agriculture

STEP 6. ASSESS AND CONTINUOUSLY IMPROVE

Each apprentice will be required to submit a monthly activity report via Workhands to the A-SERT Committee office. In addition each apprentice will undergo an evaluation every 6 months to determine progression on the wage scale. This evaluation is to be done by the employer with the apprentices performance in the RSI classes taken into consideration

STEP 7. TRACK PROGRESS

Your company must track the individual progress of each participant in order to document that he or she has met the program requirements for each job task. A-SERT utilizes workhands to assist in this process



STEP 8. CONTINUOUSLY MARKET THE PROGRAM

It is important to regularly market the availability of the apprenticeship program to support a growing workforce need. Local marketing may be accomplished through online job boards, Facebook or other social media platforms, state and local associations, and more. A-SERT will also market the program to the public, including students, veterans, career-changers, and others.

STEP 9. SHARE YOUR SUCCESSES

Have graduation ceremonies, create news releases, and boast about your apprentices as they complete the program. Small successes help breed bigger success. Those who complete the program will be provided with a certificate from the United States Department of Labor, Office of Apprenticeships .



APPRENTICESHIP REQUIREMENTS AND PROGRAM COMPONENTS

RESPONSIBILITIES OF APPRENTICES

Apprentice candidates shall:

Perform in a credible, ethical, and moral manner, realizing that considerable time, resources, and effort will be spent in affording this opportunity to learn a skilled occupation.

Perform diligently and faithfully in the apprenticeship in which the apprentice is registered, and in accordance with the provisions of A-SERT's registered Standards of Apprenticeship.

Complete on-the-job training as described in the work process schedule under the supervision of a qualified journeyworker or mentor.

Provide documentation of on-the-job training through Workhands in partnership with the assigned mentor.

Complete related instruction coursework as described by the A-SERT

Apprenticeship Program. Apprentices are expected to complete courses as they are made available.

Instructors will require active participation and regular attendance to successfully complete coursework. Apprentices must receive a grade of B or better in all coursework to progress and complete the program. *

Provide documentation of related instruction in the form of a certificate, official transcript, or other evidence.

Communicate changes in the status of employment, lay-off, or the ability to complete related instruction to A-SERT

*not eligible to complete program until proof of graduation



APPLYING FOR APPRENTICESHIP

To enter an apprenticeship, individuals must apply for an A-SERT position with a participating employer. Individuals may apply for the apprenticeship without employment, but will not enter into an apprenticeship agreement until employment has been secured and the employer has registered the apprentice with A-SERT. A-SERT will assist applicants not yet working in the industry by providing access to a list of participating employers and application procedures.

The application process begins by applying for the A-SERT Program.

Applicants must be 18 years of age or older at the time of employment.

A-SERT requires proof of high school graduation or equivalent to approve applications. Applicants should submit their official high school transcripts, GED, or HSED certificate to A-SERT .

During the application process, applicants must indicate whether they are a current employee seeking apprenticeship with their current employer.

Applicants will receive communications from A-SERT acknowledging receipt of their application and instructions on the next steps.



PROGRAM TERMS AND INFORMATION

Journeyworker/Mentors

“Journeyworkers” or “mentors” are crucial to the apprenticeship program, as much of the training occurs on-the-job. The apprentice is assigned a mentor by the employer at the start of the program. All recorded training and formal classroom Instruction requires mentor approval.

The apprentice should notify A-SERT immediately if their assigned mentor changes.

Related Instruction

The A-SERT Program requires completion of 990 hours of related instruction. Upon completion of the related coursework the apprentice will be eligible to receive the California Community College Certificate of Achievement in Basic and Advanced Heavy Equipment Repair at Modesto Junior College.

Reporting On-the-job Learning of Work Processes

A-SERT utilizes the program Workhands for tracking and reporting of work processes. Each entry requires mentor approval. The mentor should review and sign-off on the apprentice’s hours on a regular basis.

Probationary Period

Every applicant selected for apprenticeship will serve a probationary period. The probationary period is 180 calendar days in length. Prior to the end of the probationary period, the apprentice’s progression made in on-the-job learning and related instruction will be reviewed. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

Credit for Prior Learning

Apprentices may be granted credit for prior relevant course experience or college experience

Transfer Policy

A-SERT will assist apprentices transferring between employers by reviewing documentation of work experience and related instruction and deciding regarding credit transfer for instruction and prior experience.

In instances where the employer terminates the apprentice's employment, the apprentice must notify A-SERT immediately and the reasons for termination. The reasons are not recorded by A-SERT. A-SERT will work with the apprentice and refer them to other registered employers within their area.

Cancellation

Cancellation of program participation can occur at any point during the probationary period.

Reinstatement

This occurs when an apprentice who was previously suspended or canceled wishes to continue their apprenticeship, regains access to employment, or regains access to related instruction courses.

Candidacy Suspension

Suspension of apprenticeship is offered as a temporary solution when either of the following

- The apprentice experiences a lay-off or loss of employment
- The apprentice lacks access to related instruction courses
- Until RSI is completed and provided official transcripts for all related Instruction courses.

Extension

An extension occurs when an apprentice, who wishes to complete his or her apprenticeship, requires additional hours to finish their OJT work competencies or related instruction courses.

Examples of situations that call for an extension may include:

The apprentice is not making satisfactory progress toward demonstrating competency and needs additional training time.

The apprentice fails a related instruction course.

Exit Interview of Apprentice

Upon completion of all required on-the-job training and related instruction, A-SERT will review the apprentice's qualifications for completion. At the exit interview, A-SERT will complete the following:

Verify the credential to ensure currency and review the registration date.

Verify 5,000 hours of on-the-job training have been completed with mentor approval.

Verify 990 hours of related instruction have occurred and satisfactory completed.

Students are required to verify that they have at least a grade of B or higher in each course to be able to count that course towards their required apprenticeship related instruction.

If the apprentice successfully meets the above criteria, A-SERT makes a formal recommendation of completion to the U.S. Department of Labor.

Tips for a successful Apprenticeship

Companies that participate in the A-SERT Program can demonstrate to prospective employees how they will invest in their future by providing formalized, on-the-job training. Apprenticeships can offer a competitive, life-changing professional development experiences not available from all employers or in all industries. Here are resources and tips to help you communicate about your investment in the program to make sure you and your key staff understand the A-SERT apprenticeship program and the benefits it provides for the profession

To sell a product effectively, you need to know the product. Make sure you and your key staff members understand how the program works, how long it may take to complete, and how completing the program affects an employee's ability to move up in your organization. Having job descriptions, organizational charts, or career pathway information can be helpful.

Involve your HR department

Your HR department is a great place to start: they are recruiting for your organization anyway, and they should be leading the pack on recruiting apprentices.

Be prepared to talk compensation.

Interested parties may want to know how their compensation will grow as their mastery of tasks and responsibilities increases through the apprenticeship program. Have a scale to show them.



Encourage area colleagues and your state or local industry associations to be involved

By involving regional peers and your local and state organizations, you can make a concerted effort in improving the profession and attracting apprentices. The more members involved, the more we attract new faces to our profession by “competing” against other industries that have an established presence with apprenticeships.

Attend local community job fairs

There are always job fairs or career fairs going on in the community. Many are sponsored by Chambers of Commerce or other business organizations. Additionally, many non-profits, such as Goodwill, provide career fairs and career centers. Make sure you work with them to promote the program, as some non-profits that are career focused may help you recruit apprentices.

Be in constant contact with your local high school agriculture and automotive programs

Local school programs are a great place to start. Not everyone goes to college and the apprenticeship program is basically an educational program with on the job training that is developing a career path for the participants.



Your local high school agriculture, automotive, or STEM programs should be your best friend. Let student advisors know about the A-SERT Program. Work with other area repair professionals to encourage schools to provide exposure about the industry to students, using apprenticeship opportunities as a hook.

Educate school system vocational-technical directors about the apprenticeship model

Every organization has leaders, and leaders set the tone for the organization. School systems have directors of Career and Technical Education. They need to be aware of the apprenticeship program and the benefits that it can afford their graduates.

Be in constant contact with local FFA, 4-H, or Scouting programs

Youth organizations are a great place to recruit. FFA chapters, 4-H groups, Scouting programs, and others always need guest speakers for their meetings. You or your staff should be attending such meetings. Starting as young as Middle School is okay, or even younger with Scouting groups.

Participate in career day events at local middle schools and high schools

All schools and school systems have career day events. Get yourself in front of all the students. Have exciting things so they can get involved at your booth and become interested – Have an active display, not a passive display.

Take part in college fairs

High schools often host college fairs, where colleges have booths recruiting students to their campuses. You will often see the military at these fairs as well; offering an alternative to college. Consider a booth there as well as an additional alternative to college, one that also provides a paid job and educational training.

Educate local middle school and high school counselors about the apprenticeship model

School counselors often have a great influence over the choices and career paths chosen by our youth. Educating them on the profession and the apprenticeship program is essential as a method to get the word out. Have an event at your office/shop and invite them out or arrange to speak to them at a teacher work day event.

Recruit from athletic programs

Students participating in athletic programs are already used to being outdoors and are accustomed to sweating and hard work. Attend and be involved with sports booster clubs, place signage at athletic fields, and speak to athletic associations.

Use social media

Use social media to get the word out about opportunities in your apprenticeship program. Young people are glued to their social media apps, so don't miss out on the opportunity that exists on Facebook, Twitter, Instagram, and more. Make sure you use photos in your posts, as they attract more attention. Include links to your company website or A-SERT's

Always invite others to visit your company

Never pass up an opportunity to show off. No one tells your story better than you do.

It's an investment

Remember that growing your staff and the profession is an investment. It will take both time and money. Use some of your recruiting budget or your marketing budget to help. Your employees are your biggest investment.

Keep in mind, participating and developing as many of these recruiting activities is essential to your success. Information on the apprenticeship program should be a constant in your recruiting. The continued success of our profession depends on all of us promoting the benefits of repair profession.

AGRICULTURE AND SPECIALTY EQUIPMENT REPAIR TECHNICIAN





Two Diesel Technician Certificates in One Semester Each

Fall Semester

Basic Heavy Equipment Technician

- AGM 289 – Principles of Power Mechanics and Small Engines
- AGM 241 – Diesel Engine Principles
- AGM 210 – Agriculture Welding
- AGM 280 – Mobile Hydraulics
- AGM 243 – Heavy Machinery Electrical Systems
- AGM 216 – Ag Occupational Safety

Total Units 18

Spring Semester

Advanced Heavy Equipment Technician

- AGM 221 – Equipment Diagnosis & Repair
- AGM 215 – Machinery Management
- AGM 242 – Diesel Engine Overhaul
- AGM 240 – Truck/Tractor Power Trains
- AGM 245 – Diesel Engine Fuel Systems

Total Units 15



Get the Scoop on Ag Mech Certificates

Contact: Todd Conrado - email: conradot@mjc.edu - (209) 575-6200
MJC Agriculture Department - 435 College Ave., Modesto, CA 95350



435 College Avenue • Modesto, CA 95350 mjc.edu

Todd Conrado
Power Mechanics Instructor
Agriculture & Environmental Sciences Division

email: conradot@mjc.edu
Office: (209) 575-6214
FAX: (209) 575-6199



The A-SERT Apprenticeship is an industry led training program dedicated to providing high quality technicians through industry driven instruction, structured on the job training and focused recruitment activities.

Fee Schedule

Annual per apprentice charges (also see the cost breakdown document);

Affiliate Members - \$10,000 Per apprentice per year

Non-Affiliate Members - \$12,000 Per apprentice per year

The A-SERT committee understands some organizations only have the need for an occasional apprentice. This allows non-affiliate organizations to participate in the program when the need arises.

Affiliate Fee - \$1,000 per year

Being an affiliate of the A-SERT Apprenticeship your organization will be included in all recruitment materials and activities of the A-SERT organization, your organization will participate in the apprentice application and selection process if necessary and your organization will be placed on the list of organizations actively looking for apprentices.



Benefits of Apprentice fees

Annual Apprentice Fee

- Registration into Federal Apprenticeship Program
- Management of apprenticeship responsibilities and deadlines
- Completion and filing of all paperwork
- Oversite of reviews and disciplinary actions
- Workhands Subscription
- Recruitment / Advertising
- Uniform Patches
- Apprentice Specialty Tool Set
- Misc. office and organization costs
- Student tuition
- Parking Permits
- Books
- Class Material Fees

Other costs to Employer Sponsors

- Uniforms
- Wages
- Basic tool set



Benefits of Affiliate fees

Your company name / Logo included in all advertising, promotional and recruitment materials

Booth Displays

State FFA Convention

California Ag Teachers Association State Conference

Flyers

Tri-Folds

Posters

Recruitment at the following (at minimum)

7 Area high schools

Modesto JC Career Expo

MJC – Employer/Apprentice Pre-View

Participation in apprentice selection process

Access to the A-SERT Committee and input in the organization and apprenticeship program

Application for Company Enrollment

Company Name: _____

City: _____ State: _____ Zip Code: _____

Program Contact Person: _____

Email: _____

Phone Number: _____

Company Website: _____

Company Owner/CEO Name: _____

Month/Year of Company's Founding: _____

(DOL requires companies with apprentices to be in business at least six months)

Anticipated Number of Apprentices Per Year: _____

We, agree to abide by all the procedures and requirements as outlined in the Apprenticeship Guide and provided forth by the nationally registered A-SERT. We agree to carry out the intent and purpose of said standards of the program and to abide by the rules and decisions of the program sponsor. We have received a copy of the standards and do hereby request authorization to train apprentices under these standards. The on-the-job apprentice is hereby guaranteed assignment to a skilled and competent mentor or "journeyworker" and is guaranteed that the tasks assigned to the apprentice will be rotated to ensure required training in all phases of work. Further, we agree that as our apprentices progress through their on-the-job training and classroom-style instruction, their compensation will increase.

Please submit the completed application to:

A-SERT
P.O. Box 3762
Modesto, CA 95352

INDIVIDUAL ENROLLMENT FORM

Congratulations on being selected to participate in the A-SERT Apprenticeship to advance your career as a repair professional. We look forward to seeing your progression through the program.

Name: _____ Date of Application: _____
Home Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____

EMPLOYER INFORMATION

Company Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address: _____
Program Contact Person: _____

PREFERRED METHOD OF CONTACT Home Work

REQUIRED DOCUMENTATION

When returning this registration form, please provide:

DOL Apprentice Agreement

Proof of completion of high school, GED or equivalent, or enrollment in high school* (e.g. – copy of official transcript)

*(*not eligible to complete program until proof of graduation)*

Copy of drivers license, government issued ID card, or birth certificate (must be at least 18 years of age)

Proof of eligibility to work in U.S. if not U.S. citizen

Name of employer provided mentor and contact information:

My mentor for the apprenticeship program will be: ___ His/her email address is: _ His/ her phone number is: _____

Please submit the completed application to:

A-SERT
P.O. Box 3762
Modesto, CA 95352