
Appendix A

AVIONICS/ELECTRONICS TECHNICIAN

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE AVIONICS/ELECTRONICS TECHNICIAN

O*NET-SOC CODE: 49-2091.00 **RAPIDS CODE:** 0464CB

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of **Avionics/Electronics Technician** is **Competency Based** supplemented by the minimum required **144** hours of related training instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: **1** Apprentice(s) to **1** Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: **\$33.31**/per hour.

Period	Wage (Hourly)	Description
1	16.00	6 months + hours
2	16.50	6 months + hours
3	17.00	6 months + hours
4	17.50	6 months + hours

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1500** Hours.



6. SELECTION PROCEDURES

Applicants will be selected by individual participating employer sponsors using selection method #4, as outlined in the California Code of Regulations, Title 8, Chapter 2, Part 1, Section 215, Chapter 6, from a pool of eligible created during the established recruiting process in accordance with the State and Federal Equal Opportunity regulations.

1. Minimum age of all applicants shall be 16 years. There is no maximum age;
2. Educational prerequisite for entry: High school diploma or GED/equivalent;
3. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employersponsor.
4. Written Test: Administered by Faculty and/or Program Coordinator
5. Oral Interview: None Required
6. All applicants will be notified in writing of Acceptance or Rejection.
7. If rejected, reasons for rejections will be stated.
8. A pool of applicants will be established and maintained for two years as follows:
 - a. Interested applicants will have an opportunity to attend a publicorientation and enroll in the program's employment preparation course. Completers of the course will be guided through the development of a resume and job application, which will be published to participating employer partners.
9. And applicants will be employed as follows:
 - a. Applicants will follow directives of individual employer partners through job application, interview and pre-screening.
 - b. Applicant's prior work experience and training will be evaluated by the committee at the time of registration, and appropriate credit will be given toward a higher apprenticeship and/or wage bracket. Apprentice applicant must verify, in writing, all past experience/education for consideration of credit.
 - c. Each participating employer sponsor, upon determination of the need to employ and train an apprentice, will register an apprentice after upholding a fair and consistent sourcing, recruiting, and evaluation process;
 - d. Participating employer sponsors will report recruitment and selection data annually to the Program Name Apprenticeship Training Program coordinator/director;
 - e. Minimum age of all applicants shall be 16 years. There is no maximum age;
 - f. Educational prerequisite for entry: High school diploma or GED/equivalent;
 - g. Physical prerequisites: Applicant must have the ability to safely perform the work of the trade/occupation. Physical examination required for entry is at no cost to the applicant and the physical exam will be defined by the individual employer sponsor.
 - h. Drug screening prior to employment, as well as random drug screening throughout the apprenticeship program may be required for selection and/or continued participation/employment;
 - i. General aptitude or other skills test shall be defined by the individual employer sponsor and administered by the employer sponsor or its delegated agent;
 - j. Oral interview is per employer sponsor's individual selection procedures with selection documentation to be on file with the Program Name program director/coordinator.



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Install, inspect, test, adjust, or repair avionics equipment, such as radar, radio, navigation, and missile control systems in aircraft or space vehicles.

On-the-Job Learning Outline Competencies

Safety Process & Quality Assurance	Date Completed	Initial
A. Identifies and utilizes appropriate PPE for work assignments across all areas.		
B. Demonstrates situational awareness while performing duties and tasks.		
C. Performs tasks and utilizes equipment in a safe manner following company policies and procedures.		
D. Maintains a clean work environment and consistently demonstrates FOD awareness.		
E. Works in compliance to OSHA, DCMA and other applicable agency regulations.		
F. Identifies and utilizes appropriate points of contact within the organization.		
G. Attends and completes required meetings and training assignments.		
H. Performs and completes tasks in compliance with quality assurance standards.		
Timekeeping & Task Reporting	Date Completed	Initial
A. Utilizes assigned timekeeping software & programs.		
B. Adheres to timekeeping policies and practices.		
C. Utilizes and records correct charge numbers and work orders.		
D. Reports Apprenticeship training hours in accordance with guidelines.		
E. Writes accurate daily reports and submits in a timely manner following established guidelines.		
F. Completes assigned tasks in a timely manner and reliably follows other's instructions.		
G. Demonstrates initiative in training progression and willingly asks questions about things not fully understood.		
Platforms & Software	Date Completed	Initial
A. Loads & verifies Air and Ground Control Vehicle software.		
B. Practices cybersecurity protocols.		
C. Accesses, controls, & configures software in compliance with company & customer policies, procedures & Federal regulations.		
D. Demonstrates contextual awareness of systems & software to overall operational processes & procedures.		
E. Follows import and export compliance policies.		
F. Adheres to DoD, CCI & COMSEC technology and information policies and practices.		
G. Reports cyber compliance concerns, threats, and issues to appropriate personnel in a timely manner.		



Technical Publications	Date Completed	Initial
A. Identifies, locates, reads, interprets, & utilizes appropriate publications, blueprints, drawings, & schematics for tasks.		
B. Follows company & customer specific platform modification instructions.		
C. Submits change requests for technical publications following established guidelines.		
D. Adheres to customer and platform specific technical documentation guideline		
E. Involves appropriate personnel to address discrepancies and issues.		
Tool Control & Utilization	Date Completed	Initial
A. Demonstrates tool and item control and applicable inventory practices.		
B. Maintains and stores tools following company policies and procedures.		
C. Identifies and utilizes tools in a safe and proper manner.		
D. Adheres to missing tool and item procedures and policies.		
E. Performs pre- and post-use inspections.		
Maintenance & Operational Procedures	Date Completed	Initial
A. Identifies and accurately uses equipment and components.		
B. Reviews and accurately documents work in equipment records and log books.		
C. Installs, removes, & replaces components.		
D. Uses appropriate fault management and escalation techniques.		
E. Repairs, maintains, & upgrades equipment & systems following guidelines.		
F. Conducts inspections & operational checks following guidelines.		
G. Performs inspections, maintenance, and repairs following Return to Use guidelines.		
H. Demonstrates appropriate troubleshooting techniques.		
Computer Knowledge	Date Completed	Initial
A. Uses correct data transmission interface equipment with PC applications		
B. Uses computer applications to perform trend analysis		
C. Identifies and utilizes Windows and Linux OS and appropriate office suite software applications for tasks		
D. Accesses Internet and Intranet to perform assigned tasks		
E. Installs, upgrades, and maintains PC equipment		
F. Locates, identifies, and utilizes correct folders & networks		



RELATED INSTRUCTION OUTLINE AVIONICS/ELECTRONICS TECHNICIAN

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Through consultation with the Apprenticeship Committee and the indenturing employer, apprentices will select an applicable program of study/course track and complete a minimum of 144 hours of related instruction per year of apprenticeship. Courses will be approved by the Apprenticeship Committee and made available to applicable apprentices by approved education providers/institutions. Apprentices will enroll in, and complete, the required coursework that satisfies the minimum requirements of the program. Prior applicable education and training will be credited towards completion of related education requirements and apprentices will be offered tracks advancing their technical aptitude in the profession.

Source: Victor Valley College

The following related training outline identifies the courses that are currently identified as suggested course work for this occupation:

D.C. Circuit Theory and Analysis – 96 hours

A.C. Circuit Theory and Analysis – 96 hours

Principles of Digital Logic and Circuits – 96 hours

Introduction to UNIX – 96 hours

Microprocessor Principles – 96 hours



Appendix A = Work Process Schedule and Related Instruction Outline by LAUNCH Apprenticeship Network, Department of Labor (DOL) – Apprenticeship Building America (ABA) Grant, FoundationCCC is licensed under CC BY 4.0.

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