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# **Appendix A**

**CABINETMAKER**

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

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## Appendix A

### WORK PROCESS SCHEDULE Cabinetmaker

**O\*NET-SOC CODE:** 51-7011.00 **RAPIDS CODE:** 0055CB

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 **Cabinetmaker** 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: \$ **22.00** /per hour.

Period	Wage (Hourly)	Description
1	15.50	6 months + hours
2	16.00	6 months + hours
3	16.50	6 months + hours
4	17.00	6 months + hours

#### 5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **1000** 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: None;
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 employer sponsor.
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 public orientation 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: None
  - 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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### Suggested On-the-Job Learning Outline

#### Measure dimensions of completed products or workpieces to verify conformance to specifications.

Competencies	Date Completed	Initial
A. Verify dimensions or check the quality or fit of pieces to ensure adherence to specifications.		

#### Assemble wood products.

Competencies	Date Completed	Initial
A. Produce or assemble components of articles, such as store fixtures, office equipment, cabinets, or high-grade furniture.		
B. Attach parts or subassemblies together to form completed units, using glue, dowels, nails, screws, or clamps.		
C. Reinforce joints with nails or other fasteners to prepare articles for finishing.		

#### Measure materials to mark reference points, cutting lines, or other indicators.

Competencies	Date Completed	Initial
A. Measure and mark dimensions of parts on paper or lumber stock prior to cutting, following blueprints, to ensure a tight fit and quality product.		

#### Operate woodworking equipment.

Competencies	Date Completed	Initial
A. Set up or operate machines, including power saws, jointers, mortisers, tenoners, molders, or shapers, to cut, mold, or shape woodstock or wood substitutes.		

#### Read work orders or other instructions to determine product specifications or materials requirements.

Competencies	Date Completed	Initial
A. Establish the specifications of articles to be constructed or repaired or plan the methods or operations for shaping or assembling parts, based on blueprints, drawings, diagrams, or oral or written instructions.		

#### Review blueprints or other instructions to determine operational methods or sequences.

Competencies	Date Completed	Initial
A. Establish the specifications of articles to be constructed or repaired, or plan the methods or operations for shaping or assembling parts, based on blueprints, drawings, diagrams, or oral or written instructions.		



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Estimate costs of products, services, or materials.		
Competencies	Date Completed	Initial
A. Estimate the amounts, types, or costs of needed materials.		

  

Estimate material requirements for production.		
Competencies	Date Completed	Initial
A. Estimate the amounts, types, or costs of needed materials.		

  

Trim excess material from workpieces.		
Competencies	Date Completed	Initial
A. Trim, sand, or scrape surfaces or joints to prepare articles for finishing.		
B. Cut timber to the right size, and shape and trim parts of joints to ensure a snug fit, using hand tools, such as planes, chisels, or wood files.		

  

Attach decorative or functional accessories to products.		
Competencies	Date Completed	Initial
A. Install hardware, such as hinges, handles, catches, or drawer pulls, using hand tools.		

  

Compare physical characteristics of materials or products to specifications or standards.		
Competencies	Date Completed	Initial
A. Match materials for color, grain, or texture, giving attention to knots or other features of the wood.		

  

Cut industrial materials in preparation for fabrication or processing.		
Competencies	Date Completed	Initial
A. Cut timber to the right size, and shape and trim parts of joints to ensure a snug fit, using hand tools, such as planes, chisels, or wood files.		

  

Shape surfaces or edges of wood workpieces.		
Competencies	Date Completed	Initial
A. Perform final touch-ups with sandpaper or steel wool.		

  

Drill holes in parts, equipment, or materials.		
Competencies	Date Completed	Initial
A. Bore holes for insertion of screws or dowels, by hand or using boring machines.		



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Apply protective or decorative finishes to workpieces or products.		
Competencies	Date Completed	Initial
A. Dip, brush, or spray assembled articles with protective or decorative finishes, such as stain, varnish, paint, or lacquer.		
B. Apply Masonite, formica, or vinyl surfacing materials.		

  

Repair furniture or upholstery.		
Competencies	Date Completed	Initial
A. Repair or alter wooden furniture, cabinetry, fixtures, paneling, or other pieces.		

  

Confer with customers or designers to determine order specifications.		
Competencies	Date Completed	Initial
A. Draw up detailed specifications and discuss projects with customers.		

  

Design furniture.		
Competencies	Date Completed	Initial
A. Design furniture, using computer-aided drawing programs.		

  

Operate computers or computerized equipment.		
Competencies	Date Completed	Initial
A. Design furniture, using computer-aided drawing programs.		

  

Program equipment to perform production tasks.		
Competencies	Date Completed	Initial
A. Program computers to operate machinery.		



## RELATED INSTRUCTION OUTLINE Social and Human Service Assistant

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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:** Corona Norco Unified School District

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

Introduction to Woodworking – 180 Hours

Furniture Design History and Construction – 180 Hours

Advanced Cabinetry Design – 180 Hours

Industrial Wood 3 (for Corona High students) – 180 Hours

Industrial Wood 4 – 180 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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