
Appendix A

Manufacturing Engineering Technician

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE Manufacturing Engineering Technician

O*NET-SOC CODE: 17-3026.00 **RAPIDS CODE:** 2031CB

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 **Manufacturing Engineering 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: **\$28.95**/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	18.00	6 months + hours
6	18.50	6 months + hours
7	19.00	6 months + hours
8	19.50	6 months + hours

5. PROBATIONARY PERIOD

Applicants selected for apprenticeship will serve a probationary period of **2000** 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 throughjob 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 performthe 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.



WORK PROCESS SCHEDULE

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On-the-Job Learning Outline

Skills & Work Processes		
Competencies	Date Completed	Initial
A. Design new equipment or materials or recommend revision to methods of operation, material handling, equipment layout, or other changes to increase production or improve standards.		
B. Test selected products at specified stages in the production process for performance characteristics or adherence to specifications.		
C. Compile and evaluate statistical data to determine and maintain quality and reliability of products.		
D. Study time, motion, methods, or speed involved in maintenance, production, or other operations to establish standard production rate or improve efficiency.		
E. Interpret engineering drawings, schematic diagrams, or formulas for management or engineering staff.		
F. Read worker logs, product processing sheets, or specification sheets to verify that records adhere to quality assurance specifications.		
G. Verify that equipment is being operated and maintained according to quality assurance standards by observing worker performance.		
H. Evaluate data and write reports to validate or indicate deviations from existing standards.		
I. Recommend modifications to existing quality or production standards to achieve optimum quality within limits of equipment capability.		
J. Aid in planning work assignments in accordance with worker performance, machine capacity, production schedules, or anticipated delays.		
K. Operate industrial hygiene equipment in manufacturing environments to reduce exposure to environmental contaminants.		
L. Prepare charts, graphs, or diagrams to illustrate workflow, routing, floor layouts, material handling, or machine utilization.		
M. Evaluate industrial operations for compliance with permits or regulations related to the generation, storage, treatment, transportation, or disposal of hazardous materials or waste.		
N. Apply statistical quality control procedures to production test data.		
O. Order and purchase manufacturing equipment for production operations.		



RELATED INSTRUCTION OUTLINE Manufacturing Engineering Technician

O*NET-SOC CODE: 17-3026.00 RAPIDS CODE: 2031CB

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: Norco College

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

- LEAN Manufacturing
- 5S Operations
- Analytical or scientific software
- Computer aided design CAD software
- Computer aided manufacturing CAM software
- Data base user interface and query software
- Enterprise resource planning ERP software
- Graphics or photo imaging software
- Industrial control software
- Office suite software
- Presentation software
- Project management software
- Spreadsheet software



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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