
Appendix A

MANUFACTURING PRODUCTION TECHNICIAN

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE MANUFACTURING PRODUCTION 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 Production 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. 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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On-the-Job Learning Outline

Skills & Work Processes		
Competencies	Date Completed	Initial
A. Build prototypes from rough sketches or plans		
B. Design basic circuitry and draft sketches for clarification of details and design documentation using engineers' directions, using drafting instruments and computer aided design equipment		
C. Read blueprints, wiring diagrams, schematic drawings, and engineering instructions for assembling electronics units, applying knowledge of electronic theory and components		
D. Assemble electrical and electronic systems and prototypes according to engineering data and knowledge of electrical principles, using hand tools and measuring instruments		
E. Install and maintain electrical control systems and solid-state equipment		
F. Assemble, test, and maintain circuitry or electronic components according to engineering instructions, technical manuals, and knowledge of electronics, using hand and power tools		
G. Identify and resolve equipment malfunctions, working with manufacturers and field representatives as necessary to procure replacement parts		
H. Test electronics units, using standards test equipment, analyze results to evaluate performance and determine need for adjustment		
I. Analyze and interpret test information to resolve design-related problems		
J. Modify electrical prototypes, parts, assemblies, and systems to correct functional deviations		
K. Maintain working knowledge of state-of-the-art tools, software, etc., through reading and/or attending conferences, workshops or other training		
L. Provide support and education, working with operators to identify needs, determine sources of problems and to provide information on function of processes		
M. Evaluate engineering proposals, shop drawing and design comments for sound electrical engineering practice and conformance with established safety and design criteria, and recommend approval or disapproval		
N. Provide technical assistance and resolution when electrical or engineering problems are encountered		
O. Review existing electrical engineering criteria to identify necessary revisions, deletions or amendments to outdated material		
P. Maintain system logs and manuals to document testing and operation of equipment		
Q. Procure parts and maintain inventory and related documentation		
R. Provide user applications and engineering support and recommendations for new and existing equipment with regard to installation, upgrades and enhancement.		
S. Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and soldering iron		



RELATED INSTRUCTION OUTLINE MANUFACTURING PRODUCTION 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: Norco College

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

Suggested Related Instruction Outline

- AC Electronics – 108 hours
- Electronic Devices & Circuits – 90 hours
- MultiSim CAD and PCB Design/Fab – 90 hours
- DC Electronics – 90 hours
- Digital Techniques – 108 hours
- Technical Communications – 54 hours
- Programmable Logic Controllers – 90 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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