



State Apprenticeship Standards for the **Machine Tool Trades**

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Prepared by the
Bureau of Apprenticeship Standards
and the
State Machine Tool Apprenticeship Advisory Committee



- F. The Bureau may remove a person from membership on a committee for one or more of the following reasons:
 - 1) Failure to attend at least 75% of the committee meetings over the term of the appointment, unless excused by the Bureau for good cause.
 - 2) Failure to meet the membership requirements under paragraph III D unless an exception is granted under III D as noted above.
 - 3) Violation of any state apprenticeship statute, rule or standard.
- G. Vacancies may be filled, or representatives changed in term, at the request of the appropriate employee organization, local committee or employer.

IV. DUTIES OF THE STATE COMMITTEE

- A. Recommend/advise on policy and/or program changes in the trade.
- B. Formulate minimum state standards (and review them every five years) for the trade and make recommendations on changes to the Bureau including:
 - 1) the period of training
 - 2) minimum work process requirements
 - 3) related instruction
 - 4) probation
 - 5) employer requirements to serve as a trainer
 - 6) journey level worker/apprentice ratios
 - 7) apprentice reviews
- C. Recommend curriculum, related instruction and delivery service requirements for the trade to the Bureau and the Wisconsin Technical College System
- D. Assume statewide leadership for the purpose of improving conditions and expanding the number of employers using apprentices in the trade.
- E. Prepare a policy for the trade on proficiency assessment/testing (for work experience and course work) to be utilized by local committees in determining apprenticeship credit for previous experience/education.
- F. Assist in the formation and promotion of local committees where they do not exist.
- G. Review and monitor local committee operations (including biennial reports) and activity levels and recommend changes in operations where appropriate, including AA/EEO.
- H. Assist local committees to work out their programmatic and administrative problems.

- I. The committee will follow these operational guidelines:
 - 1) Meet at least a minimum of two times a year.
 - 2) Elect working officers of the Committee, i.e., a chair and/or co-chairs. Committees will hold an election of officers annually. When an employer representative is elected chair, an employee representative shall be elected co-chair and vice versa.
 - 3) Conduct meetings in conformity with the open meeting law of Wisconsin.
 - 4) A meeting quorum exists when at least two employer and two employee representatives are present.
 - 5) Official meeting minutes will be prepared by the Bureau of Apprenticeship Standards.
 - 6) Committee recommendations will be made by consensus.

V. PERSONNEL OF LOCAL (IN-PLANT) COMMITTEES

- A. The purpose of an in-plant committee is to oversee the training of apprentices and ensure that the conditions of the Apprentice Contract are being satisfied by all parties. Every apprentice will have access to and be responsible to an in-plant committee.
- B. Each in-plant committee will have a minimum of four voting members; two employer representatives and two from the skilled workforce. If members are added to a committee, they must have equal employer and employee representation.
- C. An exception may be made to this requirement for employers who have less than five apprentices.
- D. Multi-trade in-plant committees will be authorized provided that at least one member of the committee is a member of the apprentice's trade that is being reviewed.
- E. Where a firm has a bargaining agreement that establishes an in-plant committee, the sponsor will follow the terms of that agreement, providing that the terms of the agreement are not in conflict with state statutes or apprenticeship rules.
- F. All local committee rosters shall be submitted to the Bureau.
- G. Employer members must be:
 - 1) Nominated by other employer members
 - 2) Involved in the training or supervision of skilled workers within the last five years.