

Glossary of Terms

RAPIDS: Registered Apprenticeship Partners Information Data System

APPRENTICE: An individual who is employed to learn an apprenticeable occupation and is registered with a sponsor in an approved apprenticeship program.

APPRENTICEABLE OCCUPATION: A skilled trade(s) or craft(s), which has been recognized by the United States Department of Labor, Office of Apprenticeship, Training, Employer, and Labor Services (OATELS).

APPRENTICESHIP PROGRAM: A plan for administering an apprenticeship agreement(s). The plan must contain all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

RELATED TRAINING INSTRUCTION: RTI

APPRENTICESHIP AGREEMENT: A written agreement between sponsor and apprentice that establishes the terms of the apprenticeship and that has been registered with the registration agency.

APPRENTICESHIP COMMITTEE: (1) Joint Apprenticeship and Training Committee, composed equally from management and labor; (2) where no employee association (union) exists, a committee established by the sponsor to administer the sponsor's apprenticeship program.

DEPARTMENT OF LABOR (DOL): The United State Department of Labor serves as the oversight body to the Bureau of Apprenticeship and Training.

EMPLOYER: Any person, plant, firm, facility or organization employing an apprentice, whether or not a party to the apprenticeship agreement with the apprentice.

JOURNEY WORKER: An individual who has sufficient skills and knowledge of a trade, craft or occupation, either through formal apprenticeship or through practical on-the-job experience, to be recognized by a state or federal registration agency and/or an industry as being fully qualified to perform the work of the trade, craft or occupation.

JOINT: Indicates a program that is jointly sponsored by a group of employers and a labor organization with a collective bargaining agreement. It is administered by employer and employee representatives from an apprenticeship and training committee composed equally from management and labor.

NON-JOINT: Indicates a program where there is no labor organization or collective bargaining agreement. It is sponsored by employer association(s) and administered by an apprenticeship committee composed equally from employer and employee representatives.

ON-THE-JOB-TRAINING (OJT): Tasks learned on-the-job in which the apprentice must be proficient before a completion certificate is granted. OJT makes up the majority of an apprenticeship program, approximately two thousand (2000) hours per year.

REGISTERED APPRENTICESHIP PROGRAM: A plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including the requirements for a written apprenticeship agreement between the apprentice and the sponsor.

The program is registered by the Department of Labor, Bureau of Apprenticeship and Training as meeting the standards of the Department of Labor for apprenticeship. All registered apprenticeships are issued a completion certificate.

REGISTRATION AGENCY: The Bureau of Apprenticeship and Training, U. S. Department of Labor. Russell Davis, Michigan State Director, Lansing, MI.

RELATED INSTRUCTION: Classroom and other forms of instruction (theory) to reinforce the on-the-job training. The related instruction can be provided during working hours or during non-working hours. Related instruction equals one hundred eighty (180) per year.

SPONSOR: Any employer, plant, firm, facility association, committee or organization operating an apprenticeship program and in whose name the program is or is to be registered.

STANDARDS: The document that is developed for operating an apprenticeship program and that is registered with the appropriate registration agency.