

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



REQUEST FOR REVISION OF STANDARDS

rec'd 3.11.2022 eml
Rec'd 3.2.2022 EML
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

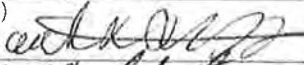
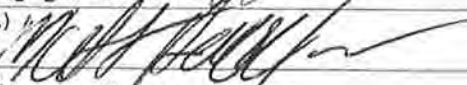
Teri Gardner 3-11-22

From: PCA WALLULA APPRENTICESHIP PROGRAM #127
(NAME OF PROGRAM STANDARDS)

Teri Gardner 3-2-22

Please update our Standards of Apprenticeship to reflect the following changes.
Additions shall be underlined.
Deletions shall be ~~struck through~~.
See attached.

Authorized signatures

(chr.) 	Approved by: Washington State Apprenticeship & Training Council
(sec.) 	Secretary of WSATC:
date: 2-21-2022	date:

attach additional sheets if necessary

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II. Minimum Qualifications:

Testing: Pass PSI Mechanical Aptitude Test 15 Dot Test Battery, which consist of 5 PSI aptitude tests focused on Mechanical Principles, Numerical Ability, Space Visualization, Visual Speed, and Vocabulary.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures

1. ~~Application for both in-plant and out of plant applicants are available at www.packagingcorp.com/employment when positions become available. Applications are to be completed and submitted online.~~
Apprenticeship Applications are available at specific intervals for both in-plant and out of plant applicants. As positions become available find applications at www.packagingcorp.com/employment. Applications are to be completed and submitted online. An opportunity announcement will be made at least 30 calendar days prior to opening positions for application. Applications will be accepted for at least 30 calendar days.

2. In-Plant Personnel:

- a. ~~In order to consider an Individual for entry into the mechanics package at the intermediate level, he/she shall meet the following requirements.~~

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

C. Additional Information:

4. Apprentices will be given an assessment at the end of each lesson and course. Apprentices must score 70% or higher in order to pass. Completed assessments will be collected by the instructor or the Training Coordinator. This score will contribute to the apprentice's overall grade.

~~6. Apprentices will take an advancement test at the end of the school year. Apprentices must pass the advancement test with a 70% or higher in order to progress to the next school year. All time spent taking advancement tests will count as hours worked (OJT) unless scheduled outside of normal testing hours at the request of the apprentice.~~

6. Apprentices will take a progress assessment test at the middle and end of the school year to ensure they have retained key information based on the current year's curriculum. A score of 70% or higher is considered passing this assessment. Scores below 70% are reviewed with the committee who will determine any additional training needed. This score will not contribute to the apprentice's overall grade.

8. After lessons, courses, or ~~advancement progress~~ assessments are ~~graded~~ scored, apprentices will be given the opportunity to make corrections. Apprentices will receive their answer sheets back notating the missed questions and the RSI sections which need to be reviewed. Corrections made to missed questions can be resubmitted for half credit to improve scores. In order to receive this credit, the corrections must be turned in to the Training Coordinator within one week of the date the lesson, course, or ~~advancement progress~~ assessment was taken.

9. Apprentices who fail a lesson or course assessment, including after attempting to make corrections, will be given an opportunity to retake the assessment. The retake must take place

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within two weeks of the date the lesson or course assessment was taken. If an apprentice fails the second attempt then their best score between both attempts will be kept and contributes to their overall grade. The committee will then review and determine what additional training or assignments are necessary to make up for the lack of curriculum understanding.

9, 10. Apprentices with prior experience and/or training that would like to be exempted from attending a course must provide the Training Coordinator with a written proposal which states the specific course they wish to challenge. The request must detail what experience they have that justifies their request. In order for the Committee to review and consider the request, it must be submitted two (2) weeks prior to the start of the course being challenged.

a. Apprentices will be required to take and pass with a 70% or higher a test related to the course they are wanting to challenge. If the course the apprentices are wanting to challenge requires any hands on skills, those skills will also be tested. The written test and any skills testing must be completed prior to the scheduled start date of the challenged course. If apprentices fail either of the tests they will be required to attend the full course they challenged.

b. Tests related to challenging a course are not eligible for corrections or retakes.

X. ADMINISTRATIVE/DICIPLINARY PROCEDURES:

A. Administrative Procedures:

3. Sponsor Procedures:

C. Rules of Operation:

1) Each apprentice shall be responsible for maintaining a record of the time spent on each work process (OJT) and in related and supplemental instruction (RSI). Each apprentice shall submit his/her hours to the Training Coordinator ~~in person by the last day~~ on the first weekday of each month unless specified otherwise by the Training Coordinator.

~~4) The apprentice shall be tested at each interval of the Apprenticeship program. The test shall be administered and graded by the Committee and the results will be made subject to the review conducted in accordance with b and c above.~~

4) The results of all assessments throughout the apprenticeship program are subject to the reviews conducted in accordance with 2 and 3 above.

B. Disciplinary Procedures:

3. Sponsor Disciplinary Procedures:

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~~a. If an apprentice falls six (6) lessons behind in his/her course work or does not maintain a "B" or better average, he/she will be given an official warning by the Apprenticeship Committee and such apprentice will be given an additional six (6) months in which he/she must then complete the delinquent or substandard lessons while maintaining satisfactory progress on current lessons. Failure to complete such substandard or delinquent lessons will subject the apprentice to discharge from the program.~~

a. Apprentices who fail to maintain a satisfactory grade average will be given an official warning by the apprenticeship committee and given thirty (30) days to improve their grade. If unable to improve their grade to satisfactory or higher by the end of the thirty (30) days, then the apprentice will be subject to the disciplinary actions outlined in section d below. A satisfactory grade is one that is 80% (B-) or higher.

~~c. Failure by apprentices to turn in their hours by the last day of each month, without prior arrangements being made with the Training Coordinator, will subject them to the following disciplinary actions:~~

c. Disciplinary actions for noncompliance, that do not meet the criteria of a and b above, will follow the process outlined below:

(1) First offence apprentices will be given a verbal warning.

(2) Second offence apprentices will be given a written warning.

(3) Third offence apprentices will be called to appear before the Committee and face disciplinary action up to and including suspension or termination of the apprenticeship agreement.