

***Apprenticeship Program***  
***Self - Assessment Review***  
***and***  
***Program Improvement Plan***

These forms are provided to assist apprenticeship programs to comply with:

**California Code of Regulations Title 8, Article 4, Section 212.3 \***

**Apprenticeship Program Self-Evaluation and Monitoring**

**Section 212.3.b The Self-Assessment Review**

**and**

**Section 212.3.c The Program Improvement Plan.**

These forms can be used as is, or as a guideline to produce your own documents that contain the required information.


\* A copy of the Regulation is available on the internet at [www.dir.ca.gov/t8/213\\_3.htm](http://www.dir.ca.gov/t8/213_3.htm) or from your local DAS Office.

Most responses apply to our (3) apprenticeship programs: Construction Craft Laborer, Laborer Landscape & Irrigation Fitter and Laborer Cement Mason.

Department of Industrial Relations

Division of Apprenticeship Standards

**Apprenticeship Program Self - Assessment Review**

PROGRAM NAME Laborers Training and Apprenticeship Program		
PROGRAM ADDRESS 1385 W. Sierra Madre Avenue, Azusa, CA 91702		OCCUPATION(S) Laborer Landscape & Irrigation Fitter
DATE OF THIS REVIEW 02/06/15	PERIOD OF THIS REVIEW 01/01/14 - 12/31/14	
DATE OF LAST SELF - ASSESSMENT REVIEW 01/25/12	DATE OF MOST RECENT PROGRAM IMPROVEMENT PLAN 01/2012	
PERSON(S) PREPARING THIS REVIEW Scott Gordon, Executive Director		
LOCATION(S) OF RELATED SUPPLEMENTAL INSTRUCTION 1385 W. Sierra Madre Avenue, Azusa, CA 91702 and various mobile locations		
NAME AND ADDRESS OF LOCAL EDUCATION AGENCY Hacienda/La Puente Adult Education, 1518 E. Puente Avenue, West Covina, CA 91791		
DAS CONSULTANT(S) FOR PROGRAM Paul Marshall		
During the period covered by this review, the number of new apprentices indentured is:		46
During the period covered by this review, the number of apprentices who graduated is:		14
During the period covered by this review, the number of apprentices who terminated is:		28
At the end of the period covered by this review, the number of active apprentices is:		72
<b>Program Sponsor</b>		
<b><i>I certify that the Self-Assessment Review was conducted in good faith, and I declare under penalty of perjury that the information contained herein is true and correct to the best of my knowledge and belief.</i></b>		
ACCEPTED AND APPROVED BY - NAME AND TITLE Scott Gordon, Executive Director	SIGNATURE 	DATE 02/06/15

**Apprenticeship Program Self - Assessment Review**

<b>I. Curriculum and Instruction</b>			<b>II. Supervision and Management</b>		
<p>A. OUR OBJECTIVE To ensure that apprentices receive quality training that is current, relevant to industry standards and regulations.</p>			<p>A. OUR OBJECTIVE Provide the necessary oversight that will allow us to check that the proper procedures and requirements are being adhered to.</p>		
B. REVIEW QUESTIONS		YES	NO	B. REVIEW QUESTIONS	
1. Was course material reviewed during this period?		X		1. Is the performance of the Instructors being monitored?	
2. Does the curriculum currently cover all work processes?		X		2. Is there a procedure to monitor OJT hours and related Instruction hours?	
3. Does the curriculum relate to appropriate Industry standards?		X		3. Has the Committee reviewed the performance of the apprenticeship coordinator(s)?	
4. Does the program curriculum need to be updated?			X	4. Does the program and staff have adequate record keeping procedures?	
5. Has the program curriculum been updated?		X		5. Is there a responsible party for record keeping?	
6. Are the instructors complying with the lesson plans?		X		6. During this period, have you conducted an employer orientation workshop?	
7. Were the Instructors lesson plans reviewed during this period?		X		7. Did the DAS audit your program during this period?	
8. Do the curricula text and hand-outs need modification or update?			X	8. Has the DAS recommended any changes in your program?	
9. Was there instructor training on curriculum?		X			
<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: We have area auditors to help ensure that instructors are adhering to the course outline. This is an area, which we are working to improve. All course curriculum is reviewed annually and instructors are able to submit revisions as needed.</p>			<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: The Joint Apprenticeship Committee reviews all monthly subcommittee meeting minutes, goes over apprentice progress. Our subcommittees are comprised of employer reps., who understand the requirements of the program. Also, our LEA and DAS representatives attend monthly subcommittees. The DAS has asked that we file hard copies of all work process sheets.</p>		

**Apprenticeship Program Self - Assessment Review**

<b>III. Individual Apprentices Training Plans</b>			<b>IV. Competent and qualified personnel</b>				
<p>A. OUR OBJECTIVE Provide the effective training that will instill the skills necessary to be successful in the construction industry.</p>			<p>A. OUR OBJECTIVE Provide the best services to our customers by ensuring that all staff are qualified through the use of evaluations and process monitoring.</p>				
B. REVIEW QUESTIONS		YES	NO	B. REVIEW QUESTIONS		YES	NO
1. Are any tutorial programs available to supplement the apprentices' classroom training?			X	1. Have the instructors complied with fundamental training course requirements?		X	
2. Does the committee provide Individual apprentice evaluations on a regular basis?		X		2. During this period did the committee evaluate the Instructor(s)?		X	
3. Are apprentice evaluation procedures being followed?		X		3. During this period did the apprentices evaluate the Instructor's performance?		X	
4. Does the committee have written procedures for rotating Individual apprentices to ensure complete work process training?		X		4. Have the evaluations been discussed with the Instructor(s)?		X	
5. Are Individualized study accommodations provided for apprentices?			X	5. Are there any procedures for ongoing instructor and committee staff training?		X	
				6. Have there been apprentice complaints regarding lack of OJT supervision?			X
				7. Is there a method to ensure OJT supervision by competent journeymen?		X	
				8. Have the committee members and the coordinator been updated on changes to state apprenticeship regulations?		X	
				9. Are Instructors familiar with the program's Rules & Regulations?		X	
<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: Our hands-on training is provided to supplement classroom training. All apprentices are able to contact Apprenticeship Coordinators for guidance and are allowed communication with the instructors.</p>			<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: All instructors are evaluated annually. Area auditors perform periodic audits to ensure that the proper procedures are being followed. In addition, instructors participate in annual professional development.</p>				

**Apprenticeship Program Self - Assessment Review**

<b>V. Utilization of Facilities, Equipment and Material</b>			<b>VI. Community, Business and Industry Involvement</b>		
<p>A. OUR OBJECTIVE To provide apprentices with well maintained, safe and clean facilities and up to date material.</p>			<p>A. OUR OBJECTIVE To develop working relationships with organizations that share our goal of providing career opportunities to the community.</p>		
B. REVIEW QUESTIONS		YES	NO	B. REVIEW QUESTIONS	
1. Are the facilities adequate for apprentice training needs?		X		1. Is there community media exposure about the availability of the program?	
2. Is the equipment utilized for classroom training in sufficient supply?		X		2. Does the program utilize guest speakers from the community on current topics?	
3. Is the equipment used on the job site pertinent to the classroom learning experience?		X		3. Does your program utilize Industry or journey level role models as guest speakers?	
4. Is the equipment utilized in the classroom properly maintained?		X			
5. Do all apprentices receive safety training on the equipment utilized in the classroom?		X			
6. Are there any safety problems with the equipment and materials utilized in the classroom?		X			
7. Are the educational course materials in sufficient supply?		X			
8. Are the educational aids and course materials in need of revision?			X		
<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: As mentioned in section I, all curriculum, including course material, is reviewed quarterly, updated annually and as needed. Instructors report equipment that may need attention immediately to their manager.</p>			<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: Annually, former graduates attend our Alumni Dinner, to share their success stories and experiences in the program. At the 2012 graduation ceremony, we had Robbie Hunter, President of the State Building Trades Council, address our guests and graduating class.</p>		

### Apprenticeship Program Self - Assessment Review

<b>VII. Recruitment, Assessment and Placement</b>			<b>VIII. Program Promotion</b>		
<p>A. OUR OBJECTIVE To have recruitment, assessment and placement procedures that allow entrance to qualified candidates.</p>			<p>A. OUR OBJECTIVE To provide our Marketing Manager and Apprenticeship Coordinators with the resources needed to reach out to communities, employers and organizations.</p>		
<p>B. REVIEW QUESTIONS</p>	YES	NO	<p>B. REVIEW QUESTIONS</p>	YES	NO
1. Does the program advertise and make information available in the community about apprenticeship opportunities?	X		1. Does the program have a plan to promote apprenticeship opportunities?	X	
2. Is the program's recruiting in conformance with the program's Cal-Plan requirements?	X		2. Does the committee have a budget for promotional activities and advertising?	X	
3. Did the program receive less than the expected number of applications?		X	3. Did the program participate in any civic functions which enhanced its reputation during this period?	X	
4. Does the program have a sufficient number of subscribing employers to permit consistent on-the-job training for the indentured apprentices?	X		4. Did the program receive any rewards or accolades during this period?		X
5. Does the program have an adequate method for the placement of apprentices for on-the-job training?	X		5. Did the committee engage in any supplemental programs or activities for the promotion of the program?		X
6. Does the program have a system for the placement of graduated apprentices?	X	X	6. Did the committee recognize any outstanding apprentices upon their graduation?	X	
<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:  The apprenticeship program has a partnership with nine local unions that handle job placement for apprentices and those that become journeymen.</p>			<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE:  The Laborers Training &amp; Retraining Trust was awarded Accreditation by an independent agency, International Accreditation Service, Inc., in June 2011. Accreditation helps ensure that we provide quality training and services to our customers.</p>		

### Apprenticeship Program Self - Assessment Review

<b>IX. Program Accountability</b>			<b>X. Safety and Drug-free Environmental Training</b>				
<p>A. OUR OBJECTIVE Our objective is to ensure that all State and program requirements, school policies and operating procedures are being adhered to.</p>			<p>A. OUR OBJECTIVE</p>				
<p>B. REVIEW QUESTIONS</p>		YES	NO	<p>B. REVIEW QUESTIONS</p>		YES	NO
1. Is the program's record keeping done on a timely basis?		X		1. Is safety incorporated into course materials?		X	
2. Are all mandated reports being submitted to the required state and federal agencies on a timely basis?		X		2. Do apprentices receive safety training during their related and supplemental instruction?		X	
3. Are the program's funding sources adequate to meet anticipated financial needs?		X		3. Does the program require CPR and first aid training as part of the classroom education?		X	
4. Does the program have a mechanism to ensure that apprentice training meets employer needs?		X		4. Does the program have a substance abuse policy?		X	
5. Do subscribing employers regularly evaluate performance of existing apprentices?		X		5. Are the apprentices given substance abuse education during their classroom training?			X
6. Does the program have apprentice completion and apprentice graduation goals?		X		6. Are apprentices given drug tests by the program?		X	
7. Does the program's completion rate meet the program's expectations?		X		7. Does the program provide an Employee Assistance Program (EAP) counselor for apprentices?			X
8. Are apprentice training ratios being adhered to?		X					
9. Does the program have an annual budget for training ? If yes, attach a copy.		X					
<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: Employers have the ability to document and submit any concerns pertaining to apprentices. Our apprenticeship coordinators and the local union representatives maintain good communication regarding any and all issues pertaining to apprentices.</p>			<p>C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: Our school's Code of Safe Practices is reviewed and covered in every course, which explains our drug policy. Our drug policy is also covered in our VOICE Orientation course, which introduces all new apprentices to our rules, and program expectations.</p>				

**Apprenticeship Program Self - Assessment Review**

<b>XI. training in the recognition of sexual harassment and illegal discrimination</b>		
A. OUR OBJECTIVE To provide a safe and professional learning and working environment that allows apprentices to successfully complete the program and grow in their careers.		
B. REVIEW QUESTIONS		
	YES	NO
1. Is recognition of sexual harassment incorporated into course materials?	X	
2. Is recognition of illegal discrimination incorporated into course materials?		X
3. Do apprentices receive recognition of sexual harassment training during their related and supplemental instruction?	X	
4. Do apprentices receive recognition of illegal discrimination training during their related and supplemental instruction?		X
5. Does the program have a sexual harassment abuse policy?	X	
6. Does the program have a illegal discrimination policy?	X	
C. FROM THE ABOVE QUESTIONS, THE AREAS FOR IMPROVEMENT ARE: As mentioned in previous self-assessments, we have included a sexual harassment and discrimination policy to our Employee and handbook and Code of Safe Practices(COSP). Our COSP are reviewed in all classes and signed off by all class participants.		



**PROGRAM IMPROVEMENT PLAN**

				Page	of	Pages
ORDER OF PRIORITY FOR CORRECTION (1,2,3,ETC.)	DEFICIENCY (INDICATE CATEGORY NUMBER FROM SELF-ASSESSMENT REVIEW)	IMPROVEMENT NEEDED, PLANNED ACTION: RESOURCES REQUIRED	TIMELINE FOR COMPLETION (FROM - TO)	PERSONNEL RESPONSIBLE	DATE COMPLETED	
1.	Update Curriculum	Curriculum updates and revisions are and will continue to be an ongoing process, as instructors are given the opportunity to submit revisions on a quarterly basis.	on-going	Curriculum Manager & Instructor Staff	on-going	
2.	Area-Auditors/ Training Evaluations	We have established a new job description for Area Auditors. Area auditors will be assisting us with performing periodic Training evaluations. The key is to ensure instructors are following the best classroom practices, using the curriculum effectively and as outlined.	on-going	Field Superintendent	on-going	