

GLOSSARY OF TERMS

Apprentice: An individual approved by an apprenticeship committee and registered with the Oregon State Apprenticeship and Training Council (Council) at the Bureau of Labor and Industries (BOLI) to learn a skilled trade under approved industry standards.

Apprenticeship and Training Division (ATD): A division of the Bureau of Labor and Industries that serves as staff to the Oregon State Apprenticeship and Training Council and provides technical assistance to apprenticeship committees, works with industry to develop new programs, registers new apprentices and ensures compliance with state and federal regulations and policies. ATD also issues nationally recognized journey worker certificates to individuals who successfully complete an apprenticeship program.

Apprenticeship Committees: Made up of employer and employee representatives of the industry, the committees operate individual apprenticeship programs. They decide how apprentices are selected, what apprentices learn in the program, how apprentices progress through the program, apprentice wage rates and the supervision ratios. Committees must treat equally situated individuals fairly in approving advancements, disciplining apprentices and in approving an apprentice's completion of the program based on program standards and committee policies. In doing this, committees must follow state and federal regulations and policies for operating a program. Other names for Apprenticeship committees are Joint Apprenticeship and Training Committees (JATC), Trades Apprenticeship and Training Committees (TATC), and Joint or Trade Apprenticeship.

Apprenticeship Preparation Programs: Formal training that is recommended for individuals who need to improve their basic skills before applying to an apprenticeship program. Sometimes called pre-apprenticeship, these Programs may be operated by government supported agencies or by community based organizations. If proposed by a local apprenticeship committee and approved by the Oregon State Apprenticeship and Training Council, a person who completes a program in some circumstances may be granted direct entry into an apprenticeship program.

Assessment and Screening: Generally, the process of determining whether one's circumstances or expectations conform to those relevant to entry into an apprenticeship program; a system for preliminary appraisal and selection of personnel as to their suitability for particular apprenticeship opportunities. For purposes of the Workforce Alliance, assessment and screening will be performed by One-Stop centers and WorkSource partners that will conduct interviews, physical skills assessments and drug screening of potential applicants and evaluate other job readiness requirements.

Closed shop: A business or industrial establishment whose employees are required to be union members or to agree to join the union within a specified time after being hired. Employers who are signatory to a collective bargaining agreement are often referred to as "closed shops" as employment with these contractors is limited to individuals who are willing to join a union or are already members of a union. See also "open shop".

Community Based Organizations: a private, locally initiated, community-based organization that—
(A) is a nonprofit organization and

- (B)** is operated by a consortium of service providers, consisting of representatives of 2 or more of the following categories of persons:
- (i)** Residents of the community.
 - (ii)** Business and civic leaders actively involved in providing employment and business development opportunities in the community.
 - (iii)** Educators.
 - (iv)** Religious organizations.
 - (v)** Law enforcement agencies.
 - (vi)** Public housing agencies.
 - (vii)** Other public agencies.
 - (viii)** Other interested parties.

For apprenticeship purposes, these organizations generally assist in the recruitment and placement of apprenticeship applicants and provide barrier reduction services to the same. These organizations provide direct services to potential applicants and apprentices, such as operating apprenticeship preparation programs.

Direct Entry: An exception to an apprenticeship committee's approved selection method that allows an individual to apply for and be evaluated by the apprenticeship committee for selection beyond the opportunities provided in the selection method.

Dispatch: The process whereby an apprenticeship committee sends a registered apprentice to an employer to commence work under the apprenticeship agreement.

Employer: any person employing the services of an apprentice, regardless of whether such person is a party to an apprenticeship agreement with that apprentice. If the apprentice is properly registered, the employer is also referred to as a "training agent" and must abide by the terms and conditions of the apprenticeship program standards.

Entry Point: organization or agency that is willing to meet minimum standards outlined by Screening and Assessment.

iMatchSkills: an online matching tool that is available 24-7. Using the job seeker's skills as well as educational and occupational backgrounds, this computerized system has been developed to match Employers with qualified job seekers and qualified job seekers with job listings that are a good fit based on their skills, knowledge and experience.

Joint Apprenticeship and Training Committees (JATC): See Apprenticeship Committees.

Journey Worker: A craft or trade worker deemed truly proficient, with the ability to work independently, using standard methods and techniques and able to complete assignments that are typical of the occupational field. Journey workers can use a variety of interrelated skills to independently complete work that conforms to industry standards. The work may require proof of competence, as deemed by an employer or training or certification. An individual who has successfully completed an apprenticeship program and can demonstrate a high level of competency in an occupation is considered to have reached journey-level status. Journey workers receive a journey card and certificate that is nationally recognized and respected by industry employers.

ODOT On-the-Job Training: Alternative strategy to apprenticeship available on federal-aid highway projects for contractors to meet their contractual training and affirmative action opportunities. ODOT OJT may lead workers into the apprenticeship system and eventually result in journey level status and a career in highway construction. OJT programs must be approved by ODOT on federal aid projects.

On-the-Job Training (OJT): The majority of the apprenticeship training occurs on-the-job. OJT is supervised hands-on work experience with an employer registered with the committee to provide the training. Apprentices are paid for their OJT hours.

Open shop: An open shop is one that does not restrict its employees to union members. See “closed shop”.

Orientation: General introductory instruction concerning the trades industry, apprenticeship opportunities, and expectations of participants.

Out-of-Work List: Construction industry employment is periodic. When an apprentice is laid off at the completion of a job or due to a lack of work, they sign the "out-of-work" list at their apprenticeship committee. When their committee gets a call for another apprentice they will dispatch individuals from the list to go to work.

Owner: The entity that holds title to a property upon which work is being performed or who has issued a contract for work to be done on the property.

Ranked Pool of Eligibles: Applicants who have met the minimum qualifications for an apprenticeship program and have been evaluated pursuant to published criteria established by an apprenticeship committee are ranked based upon their score in the evaluation. This ranked list then becomes the pool of individuals drawn upon by the apprenticeship committee for the selection of new apprentices.

Referral source: Agencies or contact points that have enough information on these workforce efforts and understand which agencies they can refer individuals who aspire to construction related positions.

[Regional] Alliance Workforce Pool: Job seekers that have shown a keen interest in the construction trades industry, have had initial interviews, work readiness screening, educational and physical assessments, have met or exceeded standard minimum requirements, and have been approved to compete for ODOT OTIA III bridge program job openings.

Service organizations/partners: Public agencies, community based organizations, and apprenticeship preparation programs that have agreed to serve as referral, outreach, recruitment, and/or support service providers to ODOT OTIA III bridge program.

Sponsor: The sponsor of an apprenticeship program plans, administers, and pays for the program; any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Term may also be used with respect to “direct entry”, when an apprenticeship committee permits an applicants qualifying under an exception to its selection method into its program as long as a “sponsor” agrees to immediately employ the individual.

Standards: The written agreement among Council, the committees and the apprentices that contains all of the terms and conditions for the qualifications, employment and training of apprentices in a

ODOT Region I Alliance
Regional Pool Mechanics Workgroup
December 29, 2005

specific occupational objective. Every committee must train its apprentices according to the standards that have been approved by Council.

Trades Apprenticeship and Training Committees (TATC): See Apprenticeship Committees.

WorkSource Oregon: a network of public and private partners working together for businesses and workers to:

- Ensure businesses have a ready supply of trained workers whose skills and talents are aligned with the expectations and needs of business and industry;
- Connect businesses with the resources they need to grow their workforce and their business; and
- Provide the resources to help Oregon's unemployed and underemployed get connected with the employers that are right for them, find the jobs they're looking for and get trained for jobs they want.