

**REPORT ON
APPRENTICESHIP
RELATED AND SUPPLEMENTAL
INSTRUCTION PROGRAMS**

**Fiscal Year
2011-12**

CALIFORNIA DEPARTMENT OF EDUCATION

Submitted by:

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EXECUTIVE SUMMARY

The *Report on Apprenticeship Related and Supplemental Instruction Programs* for FY 2011-12 is a mandated report based on the results of an annual survey and other data collected by the California Department of Education (CDE). The survey is completed by local educational agencies (LEAs) supporting Related and Supplemental Instruction (RSI) programs.

Annual survey administration and report development is the responsibility of the CDE's Career Technical Education Leadership and Instructional Support Office and the Career and College Transition Division staff.

Survey Highlights of 2011-12

RSI hours used in 2011-12 declined for a second consecutive year, an indication of the downturn in the overall California economy.

The 2011-12 budget appropriation was \$15,698,995, approximately a 20 percent reduction from the \$19,576,998 appropriated in the 2007–08 FY.

The CDE supports apprenticeship RSI for approved apprenticeship programs through LEAs. The CDE RSI funding is appropriated annually in the Budget Act. Administration of the apprenticeship program within the CDE is not funded by apprenticeship appropriation dollars, and no funding provided for apprenticeship is used by the CDE to administer the apprenticeship program.

2011-12 FISCAL YEAR REPORT ON APPRENTICESHIP RELATED AND SUPPLEMENTAL INSTRUCTION PROGRAMS

Introduction

The Shelley-Maloney Apprenticeship Labor Standards Act of 1939 generated a number of *Labor Code* sections for the state of California that guide apprenticeship activities. The respective roles and responsibilities in apprenticeship of the California Apprenticeship Council, Division of Apprenticeship Standards, the California Department of Education, the California Community College Chancellor's Office, and local schools and colleges are included in sections 3070 through 3097 of the *Labor Code*, Title 8 of the *California Code of Regulations*, Chapter 2, and in Article 8, Sections 8150-8156 of the *California Education Code*.

The Report on Apprenticeship Related and Supplemental Instruction Programs for 2011-12 is a mandated report based on the results of an annual survey and other relevant data collected by the CDE. (See Appendix A, Statutory Requirement for the Report). The survey is completed by LEAs supporting apprenticeship RSI programs.

The report includes a survey completed by 37 LEAs, which was slightly revised for the 2011-12 fiscal year. Annual survey administration and report development are the responsibilities of the CDE, the College and Career Division, and the Career Technical Education Leadership and Instructional Support Office staff.

CDE Supported Programs

The number of CDE supported, registered apprentices was documented in the annual RSI survey. Registered apprentices supported by CDE-RSI dollars in 2011-12 were reported at 21,751.

2011-12 APPRENTICESHIP RSI BUDGET

The CDE supports apprenticeship RSI for approved apprenticeship programs through Regional Occupational Centers and Programs (ROCPs) and adult education schools. LEAs fund apprenticeship RSI under an allocation process set annually by the CDE. Allocations are determined by an analysis of RSI course hours used over time and expected future needs.

Apprenticeship RSI funds administered by the CDE are appropriated in the annual Budget Act. Apprenticeship, labor, and education codes establish program funding parameters.

The Budget Act of 2011-12, item number 6110-103-0001, set CDE-RSI funding at \$15,694,001, at \$5.04 per hour, compared to the previous years funding level of \$15,692,600. This rate allows LEAs to be reimbursed up to 3,113,889 hours of RSI classroom instruction in the 2011-12 fiscal year.

FY 2011-12 RSI SURVEY FEATURES AND RESULTS

The 2011-12 CDE apprenticeship RSI survey was distributed to LEAs in June 2012. The annual apportionment for 2011-12 RSI hours will be certified by the CDE Fiscal Division in February 2013.

Programs

More than 200 apprenticeship programs offer career training in areas such as construction, sheet metal, and firefighting, through ROCPs and Adult Education Schools.

Program Benefits

Program sponsors reported more than 2,978,785 total hours of apprenticeship RSI, at a cost of \$14,637,253 throughout California in FY 2011-12.

Instructional Costs

Instructional costs (direct) for CDE funded RSI hours were \$12,429,730 for CDE funded apprentices in FY 2011-12. This number indicates the funding that was used for instructional rather than administrative costs.

Non-Instructional Costs

Non-instructional costs (indirect) for 2011-12 were \$2,207,523 for CDE funded apprentices FY 2011-12. Non-instructional (indirect) expenditures are individually negotiated by LEAs and program sponsors.

2011-12 Survey Results

In June 2012, the survey was e-mailed by the CDE to each director or coordinator of RSI programs at an Adult Education School or ROCP that participated in this program during the 2011-12 FY. The email contained the report form, instructions, and a statement of certification.

The 2011-12 survey was revised again by the CDE staff to attempt to reduce confusion and simplify the data collection process. The survey is sent out as an Excel spreadsheet document to reduce mailing and printing costs. Once again, there was significant turnover in the LEA ranks with regards to the person responsible for completing the survey, resulting in the need for increased technical support for the field.

LEAs completing the 2011-12 survey were instructed to report all RSI hours generated through their attendance procedures. An analysis of previous surveys supported the finding that many LEAs were actually underreporting RSI hours– they were limiting their total hours to only hours supported under their RSI funding level, therefore not accurately showing the funding gap. It appears that in the 2011-12 FY, most of the LEAs are now reporting their attendance as requested, giving the CDE staff and the Apprenticeship community as a whole a much more clear picture of the number of RSI hours being used.

The following information illustrates the survey findings, as required in the Statutory Requirements for the Report (Appendix A).

Statutory Reporting Requirements Summary:

California Department of Education

Administrative Funding: \$0
 Administrative Costs: Approximately \$75,000 to \$100,000

County Offices of Education and School District Summary

	County Offices	School Districts	Totals
Number	9	29	38
Apprentices	4244	17,497	21,751
	-		
Instructional Expenditures	\$ 2,831,104	\$ 9,598,625	\$ 12,429,730
Non-Instructional Expenditures	\$ 552,026	\$ 1,655,496	\$ 2,207,522
Total CDE Funding	\$ 3,425,788	\$ 12,199,188	\$ 15,694,001
2011-12 Projected RSI Hours	742,600	2,116,072	2,858,672
2012-13 Projected RSI Hours	780,600	2,200,644	2,981,244

CONCLUSIONS

CDE Apprenticeship Administration

Administration of the apprenticeship program within the CDE is not funded by apprenticeship appropriation dollars. Work is conducted through a part-time assignment of one Education Programs Consultant (EPC), and is financially supported by federal Carl Perkins dollars. The workload involved to properly supervise, maintain, and develop apprenticeship programs in California is growing and requires a full-time education consultant, support staff, and management support with appropriate funding.

Annual Survey

The annual survey, in the past, captured data by requiring the LEAs to complete a three-part form, with instructions included and some information pre-populated. Feedback from the LEAs indicated that there was confusion regarding how to properly complete the survey in many areas. The 2011-12 survey remained the same as the previous year, consolidating collection of the most pertinent data into one page. However, an additional Annual Review Form was added to the Annual Survey for 2011-

12, in order to collect more specific information from LEAs and the programs that they oversee. This form will enable the CDE to more effectively monitor changes, improvements and improve communication between the CDE and the apprenticeship programs.

Due to significant turnover in the field, there remains confusion with regards to the survey process and data collection. One method that was last utilized in September 2008 was to provide access to the CDE monitor and other experts at four Road Shows held throughout the state. These gatherings gave LEAs and program sponsors the opportunity to ask questions, meet with the CDE and DAS representatives, and discuss the survey and other issues.

The cost of the Road Show to the CDE is moderate, generally to provide travel funds for one consultant. LEAs donate their time and resources to provide a facility and sometimes lunch and snacks. The importance of meeting with field representatives is growing, as more emphasis is placed on accurate data collection through the annual survey, as well as to improve the overall program.

Even with the current budget climate, CDE staff will attempt to have at least one Road Show in Southern California and one in Northern California during the spring of 2013, in order to prepare the LEAs and Sponsors for the next survey, arriving in June 2013.

APPENDIX A

Statutory Requirement for the Report

The Budget Act of 2011-12 contains Item 6110-103-0001, Provision 4, which requires a report to be made concerning the related and supplemental instruction funding used by California Department of Education linked apprenticeship programs. This report meets the following requirement of the Budget Act:

The Superintendent of Public Instruction shall report to the Department of Finance and the Legislature not later than February 1, 2013, on the amount of funds expended for and the hours of related and supplemental instruction offered in the apprenticeship program during the 2011-12 fiscal year, with information to be provided by the school district, county office of education, program sponsor, and trade. Expenditure information shall distinguish between direct and indirect costs, including administrative costs funded for the State Department of Education, school districts, and county offices of education. In addition, the report shall identify the hours of related and supplemental instruction proposed for the 2012–13 and 2013–14 fiscal years by the school district, county office of education, program sponsor, and trade. As a condition of receiving funds for the apprenticeship programs, school districts, and county offices of education and regional occupational centers and programs shall report to the Superintendent of Public Instruction the information necessary for the completion of this report.

APPENDIX B

Apprenticeship Agency Information and Background

The funds for apprenticeship related and supplemental instruction are authorized through the California Department of Education (CDE). Apprenticeship programs that wish to use these funds must be certified by the Division of Apprenticeship Standards (DAS), and must be affiliated with a local public education agency. Adult Education Schools and Regional Occupational Centers and Programs (ROCPs) are local educational agencies that contract with a program sponsor associated with the apprenticeable trade to determine the Related and Supplemental Instruction (RSI) delivery system for that apprenticeship program. Any Adult Education School or ROCP may be involved with one or more apprenticeship programs.

California Department of Education

The CDE shares the responsibility for training apprenticeship instructors and school coordinators, developing instructional materials and curricula, coordinating the program among districts, assisting state apprenticeship committees with problems of an educational nature, and giving technical assistance to schools operating apprenticeship classes. The CDE holds the major responsibility of approving all RSI courses and programs for apprenticeship training before ROCP and Adult Education Schools can offer them. The Budget Act of 2011-12 requires a report to be made concerning the RSI funding used by CDE-linked apprenticeship programs.

California Apprenticeship Council

The California Apprenticeship Council was established under the authority of the Shelley-Maloney Apprenticeship Labor Standards Act of 1939. The Council has 17 members; 14 are appointed by the Governor (six represent management, six represent labor, and two represent the public). The remaining three are the State Superintendent of Public Instruction or his or her designee, the Chancellor of the California Community Colleges or his or her designee, and the Director of the Department of Industrial Relations or his or her designee. The Director of Industrial relations is the ex officio Administrator of Apprenticeship.

The California Apprenticeship Council is required by the *Labor Code* to adopt and issue regulations as necessary to carry out the intent of the law. These regulations are published in the *California Code of Regulations*. The California Apprenticeship Council's overall mandate is to assist the Administrator of Apprenticeship in forming policies that effectively implement apprenticeship law.

Division of Apprenticeship Standards

An office within the California Department of Industrial Relations (DIR), the Division of Apprenticeship Standards (DAS) is the staff arm of the Administrator of Apprenticeship. DAS apprenticeship consultants work with employers and employee organizations to 1) establish and approve all new occupational apprenticeship training programs; 2) keep program sponsors abreast of new administrative and legal requirements; and 3) help solve apprenticeship problems. They enforce the *Labor Code* and *California Code of Regulations* sections that relate to apprenticeships. The DAS assists the Administrator of Apprenticeship with appeals, investigations, hearings, and resolutions of complaints brought by apprentices or applicants. The DAS also issues certificates of completion to those who have completed their registered apprenticeship programs when they submit evidence from program sponsors that both the work site and classroom training have been completed.

Local Educational Agencies

The formal educational aspects of an apprenticeship program are the responsibility of the local school and college districts. Secondary school ROCPs and Adult Education Schools, upon agreement with the joint apprenticeship committees or other program sponsors, and upon approval of the program from the appropriate state educational agency, provide the funding for the required classroom RSI.

Industry

In its major role in program sponsorship, industry plays an important part in helping develop the apprenticeship program standards. Program standards contain procedures for fair and equal selection, employment, and training of apprentices. They also address work site conditions, such as a graduated wage schedule to be paid during the term of apprenticeship, evidence of the availability of facilities and equipment, skilled workers to serve as trainers, and schedules of work processes through which the apprentice is rotated for training. Lastly, there is adequate supervision of all work processes sufficient to train the apprentice. Employers also hold a responsibility to ensure that industry standards are integrated into RSI content. Employers monitor and update this curriculum/workplace linkage, identify changes necessary to keep the program current, and provide information on growth and projections of training needs in the industry.

Apprenticeship Program Sponsors

An apprenticeship program sponsor is described in the *California Code of Regulations* as a joint apprenticeship committee, a unilateral labor or management committee, or an individual employer. In developing program standards the joint apprenticeship committees work with the employers and employees on many issues including establishing working conditions for apprentices, determining the number of apprentices to be employed in the trade under the apprenticeship agreement, and establishing

selection procedures. The DAS approves all apprenticeship agreements prepared by sponsors. The sponsor selects apprentices according to procedures set forth in the written standards, enters into an apprentice agreement that registers the apprentice with the DAS, oversees the apprentice's on-the-job training and attendance at related classes, periodically reviews the apprentice's progress before recommending advancement to the next pay level, and recommends awarding a completion certificate when the apprentice has completed the entire program of on-the-job training and RSI.

Upon completion of the apprenticeship program and certification of such by the program sponsor, the apprentice is awarded a Certificate of Completion of Apprenticeship by the DAS. The certificate signifies that the individual has been thoroughly trained in all aspects of the occupation, and has met all requirements, including demonstration of mastery of the skills and knowledge required in the occupation to the satisfaction of the sponsor. The sponsor will attest to the RSI after consulting with the appropriate school authorities regarding the completion of educational requirements, and curriculum standards of related and supplemental subjects. The certificate is recognized by industry as a valid indicator that the holder has received high-quality, standardized, and consistent training, and is prepared to serve as a journey person.

STATEMENT OF CERTIFICATION

The 2011-12 Annual Survey of Apprenticeship Related and Supplemental Instruction (RSI) [Survey Completed before August 15, 2012]

Name of Reporting Agency _____

Certification: I hereby certify that; to the best of my knowledge the data reported on the attached survey form(s) is true and accurate.

Signature of Person Making the Certification Date

Print Name Title

E-mail Address Telephone Number

Contact Person Completing Survey Form If Different From Certification Person

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-mail Address _____

Deadline: August 15, 2012, is the deadline for one **copy** of the completed **survey**, along with the completed **Statement of Certification**, to be received by the California Department of Education. Send to John Dunn:

BY E-MAIL:

OR

BY U.S. MAIL:

[John Dunn](#)

Note: Certification form
with original signature
must be returned by U.S. mail.

John Dunn
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814

Apprenticeship Sponsor Annual Review 2011-12

Sponsor Information			
Sponsor Name		Primary Contact	
Mailing Address		Training Site (if different)	
Telephone Number	Fax Number	E-mail Address	
Local Educational Agency (LEA)		LEA Contact Name/Phone Number	
DAS Consultant Name/Phone Number		Program DAS #	
RSI Hours Allocated in 2011/12 Fiscal Year		Apprentices Enrolled from July 1, 2011 to June 30, 2012	
RSI Hours Reported/Paid in 2011/12 Fiscal Year (both)		Apprentices currently on waiting list as of July 1, 2012	
Instructor Information (Attach additional sheets if needed)			
Name	Class Location	Course(s) taught	CTE Credential? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Class Location	Course(s) taught	CTE Credential? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Class Location	Course(s) taught	CTE Credential? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name	Class Location	Course(s) taught	CTE Credential? <input type="checkbox"/> Yes <input type="checkbox"/> No
Curriculum Information (Attach additional sheets if needed)			
Textbooks (Publisher/Date Published)			
Training Locations (Attach additional sheets if needed)			
Class Location	Last Site Visit	Notes/Crafts Trained at this Site	
Class Location	Last Site Visit	Notes/Crafts Trained at this Site	
Class Location	Last Site Visit	Notes/Crafts Trained at this Site	
Class Location	Last Site Visit	Notes/Crafts Trained at this Site	
Committee Meetings Attended by LEA			
Date			
Date			