



— WISCONSIN —
APPRENTICESHIP
— SINCE 1911 —

State Apprenticeship Standards
for
Sheet Metal

Revised April 2023

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Foreword

The State Committees are a very important part of the structure that advises the Bureau on the administration of the apprenticeship program and on communicating with all the partners in the apprenticeship program. They have been an integral part of Wisconsin apprenticeship since shortly after its inception. Just as the Advisory Council reviews and recommends overarching apprenticeship policy, the State Committees recommend policy relating to their trade(s). (*Wisconsin Apprenticeship Manual, Chapter 2.3*)

These standards are consistent with the Wisconsin Apprenticeship Law, Wis. Stats. Chapter 106, Wis. Admin. Code DWD Chapter 295, Wis. Admin. Code DWD 296 and the Wisconsin Apprenticeship Manual.

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Final Section Alignment

Section One: Policies established in the *Wisconsin Apprenticeship Manual*

- I. Membership of a State Committee (*Chapter 2.5*)
- II. State Committee Operations (*Chapter 2.6*)
- III. Program Standards (*Chapter 5*)
- IV. Exhibit A (*Chapter 6.2*)

Section Two: Policies established by BAS and the State Committee

- V. Organizations that Nominate Members
- VI. Minimum Qualifications of Applicants
- VII. Minimum Qualifications of Employers
- VIII. Approved Exhibit A
- IX. Requirements for Supervision
- X. Requirements for Completion
- XI. Requirements Unique to the Occupation(s)

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Section One:

Policies established in the Wisconsin Apprenticeship Manual

I. Membership of a State Committee (*Manual, 2.5*)

A. The membership of a State Committee is comprised of no less than four and no more than 20 members, consisting of an equal number of members representing employer and employee interests. Membership of a State Committee must represent all occupations overseen by that committee, all types of employers active in training apprentices, and a variety of geographic areas of the state. The Bureau may designate consultants to serve as non-voting members, including technical college representatives, apprenticeship coordinators, training instructors, and other interested parties.

B. Employer Members

Employer members will be nominated by professional organizations involved in the training of apprentices in the affiliated occupations. Such organizations must be actively training apprentices, or have done so within the last two years, to nominate a member. This requirement is waived for organizations involved in the development of a new apprenticeship occupation. Where no professional organization exists, the Bureau may identify and appoint members.

In a construction State Committee, the percentages of employer members representing union employers and non-union employers must approximate the percentages of union and non-union apprentices in the occupation(s) statewide. For example, a 10-member State Committee with 60 percent union and 40 percent non-union apprentices would have six union members and four non-union members.

C. Employee Members

Employee members are nominated to the Bureau by employee organizations and sponsor in-house apprenticeship committees. In cases where a sponsor has no in-house apprenticeship committee, nominees will be solicited from employers or professional organizations.

D. Terms

State Committee members will serve terms of three years and may be nominated for additional terms. Memberships will be staggered to maintain continuity. Vacancies may be filled, or members changed during an active term, at the request of the nominating entity.

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The Bureau may remove a person from membership on a State Committee for one or more of the following reasons:

- 1) Failure to attend at least 75 percent of the committee meetings during the membership term, unless excused by the Bureau for good cause;
- 2) Failure to meet the membership requirements outlined in this section, unless a documented exception is granted by the Bureau; and/or
- 3) Violation of any state apprenticeship statute, rule or standard.

II. State Committee Operations (*Manual, 2.6*)

A. Meetings

State Committees meet at least twice per year, or more frequently if requested by the Bureau, in conformity with the Wisconsin Open Meeting Law. The committee will elect two co-chairs: one employer member and one employee member. A quorum exists when at least two employer and two employee members are present. Official meeting minutes will be prepared and catalogued by the Bureau.

B. Duties

State Committees are designed to arrive at recommendations based on consensus, meaning that the recommendations they make to the Bureau should reflect the interests of the collective group, rather than a simple majority. Reaching consensus does not assume that every member will be in complete agreement, but that a compromise has been reached.

Primary State Committee functions are to:

- i. Advise the Bureau and educators, such as the Wisconsin Technical College System (WTCS) and private training centers, on curriculum content and delivery of related instruction concerning the State Committee's apprenticeship programs.
- ii. Make recommendations for revisions to the state minimum standards to the State Committee's affiliated occupations every five years, or more frequently as needed.

These minimum standards include:

- a. The provisions of the Exhibit A, with the exclusion of compensation;
- b. Minimum qualifications for apprentices, such as entrance scores;
- c. Minimum qualifications for apprentice sponsors; and
- d. Employer requirements to serve as an apprentice trainer.

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- iii. Advise the Bureau on policies and procedures pertaining to the administration of each apprenticeship occupation associated with the State Committee, including matters related to:
 - a. Apprentice reviews;
 - b. Apprentice selection processes;
 - c. Assessing and awarding credit for previous experience and education;
 - d. Local apprenticeship committee operations and meeting frequency;
 - e. Apprentice layoff and transfer policies and procedures;
 - f. The formation and dissolution of local apprenticeship committees;
 - g. Outreach and expansion strategies.

III. Program Standards (*Manual, Chapter 5*)

A. Term of Apprenticeship

The sponsor must indicate, for each occupation, the basis for tracking apprentice progress: competency, time, or a hybrid. Regardless of the tracking method, an apprenticeship must entail at least one year of work experience and related instruction.

Competency-Based

The occupation must be approved for administration as a competency-based apprenticeship by U.S. DOL. If not, the sponsor must consult the Bureau to determine if it is suitable as a competency-based occupation. The program standards must detail:

- a. The on-the-job learning component of the apprenticeship program;
- b. The required competencies to be mastered during the apprenticeship;
- c. How demonstration of the competencies will be determined, including written and hands-on evaluations that occur in a controlled setting that permit accurate and verifiable results;
- d. The related instruction, which must comply with the apprenticeship statute, regulations, and rules.

Time-Based

The traditional method of apprenticeship delivery, consisting of at least 2,000 hours of on-the-job learning. This approach monitors an apprentice's progress through tasks described in a work process schedule for the occupation.

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Hybrid

Measures skill attainment through a combination of a specified minimum number of hours of on-the-job learning and successful demonstration of competencies as described in Exhibit A to the apprenticeship contract.

B. Work Processes

Standards must contain a schedule of work processes associated with the apprenticeship occupation.⁴¹ The work processes are an outline of supervised work experience that the apprentice will receive through on-the-job learning.

C. Related Instruction

The provision for organized related and supplemental instruction relevant to the occupation must be outlined in the standards and include a minimum of 144 hours of paid related instruction per year for the first two years of the program. Programs which are longer than two years must have at least 400 hours of paid related instruction during the term of the apprenticeship. Instruction may be delivered through the classroom, occupational or industry courses, electronic media, or other instruction approved by the Bureau. Instructors must meet educational and occupational requirements established by the Bureau and WTCS.

D. Numeric Ratio Description

Program standards must identify a numeric ratio of apprentices to journeymen that is consistent with proper supervision, training, safety, and continuity of employment. The ratio language shall be specific as to its application to the job site, workforce, department, or plant—with the employer's workforce being the preferred manner of expressing the ratio for Wisconsin registered apprenticeship programs. The ratio shall not exceed one journeyman per apprentice, except where a collective bargaining agreement applies, then the ratio prescribed in the agreement may be used.

E. Probationary Period

The length of the probationary period for the apprentice, in relation to the full apprenticeship term, must be designated in the program standards. The probationary period cannot exceed 25 percent of the length of the program, or one year, whichever is shorter.

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IV. Exhibit A (*Manual, 6.1*)

A. The apprenticeship contract details the stipulations of the apprenticeship training program and incorporates the program standards by reference. The contract must be agreed to and signed by the sponsor, the director of the Bureau (on behalf of the Department), and the apprentice (or in the case of a minor, the parent or guardian). The contents of each apprentice contract are not valid unless approved by the Bureau. The Bureau generates each contract. The contract face template, created by the Bureau, is in accordance with Wis. Admin. Code Ch. 295.07 (*Manual, Chapter 6, first paragraph*).

B. Each apprenticeship contract will include a document designated as "Exhibit A." An Exhibit A is developed for each occupation associated with a program sponsor and included in the program standards. The Bureau approves the content of the Exhibit A through its authority to set local and state apprenticeship standards.⁷⁰ The Exhibit A contains a synopsis of the following requirements of the apprenticeship, as approved by the Bureau, and in accordance with the program standards and Wis. Admin. Code Ch. 295.07.

C. Term of apprenticeship

The term may be based on competency, time, or a hybrid of the two. If time-based, then the number of hours, months or years necessary to complete the apprenticeship program are stated. If competency based, the Exhibit A includes a description of the skills to be attained and any on-the-job learning component. A hybrid program will state the number of hours to be spent by the apprentice on the job along with a description of the skills to be attained.

D. Probationary period

The period and stipulations of the probationary period, which can either be expressed in hours or months.

E. School attendance

The number of hours of paid related instruction and the related instruction provider.

F. Work process schedule

The basic job tasks of the apprenticeship program. For a time-based program, the approximate time the apprentice will spend on each work process. For a competency-based program, a description of the skill sets to be attained. A hybrid program will contain a combination of both. The schedule must be comprehensive

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enough to reflect the intent to train the apprentice in all primary job tasks of the related occupation. The schedule need not be followed in the sequence outlined in the Exhibit A.74

G. Minimum compensation to be paid

The graduated wage scale, including the skilled wage rate, to be paid to the apprentice.

H. Credit provisions

A description of any advanced standing work or education credit awarded to an apprentice and the wage commensurate with that advanced standing.

I. Special provisions

The special provisions describe additional stipulations or requirements of the apprenticeship program not contained elsewhere in the apprentice contract. For example, this section may detail additional unpaid instructional hours that the apprentice is required to take on their own time, required industry or employer certifications, or training courses mandated by the Bureau.

Section Two: Policies Established by BAS and the State Committee

1. Organizations that Nominate Members to the State Committee

A. Employer representative names will include nominees submitted to the Bureau of Apprenticeship Standards by the Sheet Metal and Air Conditioning Contractors Association of Wisconsin, Inc. and Associated Builders & Contractors of Wisconsin.

B. Employee representative names will include nominees submitted to BAS by the Sheet Metal Workers International Association, Local 18.

2. Minimum Qualifications for Applicants

A. All applicants must satisfy the minimum qualifications, including those eligible for direct entry or direct interview.

B. The Bureau affirms that both U.S. citizens and eligible non-citizens, who are authorized to work in the U.S., can participate in a registered apprenticeship so long as they meet the qualifications and requirements for enrollment into a particular program and are not required by law, regulation, or government contract to be a U.S. citizen (*Office of Apprenticeship Bulletin No 2023- 42, January 5, 2023*).

C. It is recommended that all applicants shall not be less than 17 years of age.

D. Applicants must furnish proof of age.

E. Applicants must be a high school graduate or completed a GED or high school equivalency.

F. Applicants must furnish a record of schooling and grades obtained.

G. Applicants must meet the following scores and required norms on the Accuplacer or ACT:

Accuplacer Classic	Accuplacer Next Gen	ACT
Arithmetic: 66	Arithmetic: 250	Math: 16
Elementary Algebra: 33	QAS: 235	
Reading: 66	Reading: 244	Reading: 15

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3. Minimum Qualifications of Employers

A. Must be financially reliable

B. Must be able to furnish the equivalent diversified training of a five-year apprenticeship

C. If an employer has less than one year of experience as a Sheet Metal Contractor, only one apprentice will be assigned to the employer.

D. Must be qualified by performing a diversified type of work or by membership in an association who members do a diversified type of work to properly teach all phases of the industry.

E. Must employ a fully skilled journey worker full time or must be fully skilled and regularly work at the trade in order to properly instruct the apprentice in the skills of the trade and to adequately ensure the safety of the apprentice.

F. Must have employed at least one (1) journey worker for a period of six months.

G. The employer who has only one journey worker should furnish sufficient proof that the employer has enough work so that the hiring of an apprentice will not displace the journey worker. Apprentices may only be employed when employment conditions warrant.

4. Schedule of Work Processes

See the approved Exhibit A.

5. Requirements for Supervision

A. Apprentices shall work under the direct supervision of a journeyworker on all work normally performed by such journeyworkers.

B. Fifth-year apprentice can work alone on jobs for which they are trained and competent.

6. Requirements for Completion

7. Requirements Unique to the Occupation(s)