**APPENDIX A-1**

**WORK PROCESS SCHEDULE – HYBRID-BASED**

This attachment is part of the approved Registered Apprenticeship (RA) standards and outlines the on-the-job training that will be provided.

***NOTE: RA Sponsors can use this suggested template or provide their own. If providing the RTI information in a different format, please ensure all the required information is included and properly labeled.***

|  |  |
| --- | --- |
| **Sponsor Name**  |  |
| **Occupation Title** |  |
| **RAPIDS Occupation Code** |  |
| **O\*NET Code** |  |
| **Minimum Term Length**  |  | **Maximum Term Length**  |  |

Identify and describe all the Job Skills to be taught, all the specific individual Competencies needed to perform each Job Skill and assign a range of hours with the total minimum hours equaling the minimum length of the program. Ensure each Competency is objective, repeatable, and measurable. For example:

|  |
| --- |
| **Job Skill:**Record vital statistics or other health information. |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 1.0 | Measure and record food and liquid intake or output, reporting changes to medical or nursing staff. | Provide documented record log for each measurement w/ staff sign off once reported. | Complete and detailed log with maximum of one error. | 30 | 45 |
| 1.1 | Record height or weight of patients. | Have 10 peers observe this competency and sign off on job log.  | 10 complete logs documented for this competency with zero errors. | 5 | 10 |
|  | **Total Hours**  | 35 | 55 |

Add/remove additional Job Skills and Competencies as needed on the pages that follow.

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 1.0 |  |  |  |  |  |
| 1.1 |  |  |  |  |  |
| 1.2 |  |  |  |  |  |
| 1.3 |  |  |  |  |  |
| 1.4 |  |  |  |  |  |
| 1.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 2.0 |  |  |  |  |  |
| 2.1 |  |  |  |  |  |
| 2.2 |  |  |  |  |  |
| 2.3 |  |  |  |  |  |
| 2.4 |  |  |  |  |  |
| 2.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 3.0 |  |  |  |  |  |
| 3.1 |  |  |  |  |  |
| 3.2 |  |  |  |  |  |
| 3.3 |  |  |  |  |  |
| 3.4 |  |  |  |  |  |
| 3.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 4.0 |  |  |  |  |  |
| 4.1 |  |  |  |  |  |
| 4.2 |  |  |  |  |  |
| 4.3 |  |  |  |  |  |
| 4.4 |  |  |  |  |  |
| 4.5 |  |  |  |  |  |
|  | **Total Hours** |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 5.0 |  |  |  |  |  |
| 5.1 |  |  |  |  |  |
| 5.2 |  |  |  |  |  |
| 5.3 |  |  |  |  |  |
| 5.4 |  |  |  |  |  |
| 5.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 6.0 |  |  |  |  |  |
| 6.1 |  |  |  |  |  |
| 6.2 |  |  |  |  |  |
| 6.3 |  |  |  |  |  |
| 6.4 |  |  |  |  |  |
| 6.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 7.0 |  |  |  |  |  |
| 7.1 |  |  |  |  |  |
| 7.2 |  |  |  |  |  |
| 7.3 |  |  |  |  |  |
| 7.4 |  |  |  |  |  |
| 7.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |
| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** | **Hours Range** |
| **Min** | **Max** |
| 8.0 |  |  |  |  |  |
| 8.1 |  |  |  |  |  |
| 8.2 |  |  |  |  |  |
| 8.3 |  |  |  |  |  |
| 8.4 |  |  |  |  |  |
| 8.5 |  |  |  |  |  |
|  | **Total Hours**  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  **Grand Total Hours**  |  |  |