**APPENDIX A-1**

**WORK PROCESS SCHEDULE – TIME-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** |  |
| **Term Length of RA Program** |  |

Identify and describe all the Job Skills to be taught, all of the Job Tasks included within each Job Skill, and the number of hours for each. The total for all hours should equal to the length of the program. For example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:**Record vital statistics or other health information. | | | |
|  | **Job Task** | | **Hours** |
| 1.0 | Measure and record food and liquid intake or output, reporting changes to medical or nursing staff. | | 40 |
| 1.1 | Record height or weight of patients. | | 10 |
|  | | **Total Hours** | 50 |

Add/remove additional Job Skills and Job Tasks as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 1.0 |  | |  |
| 1.1 |  | |  |
| 1.2 |  | |  |
| 1.3 |  | |  |
| 1.4 |  | |  |
| 1.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 2.0 |  | |  |
| 2.1 |  | |  |
| 2.2 |  | |  |
| 2.3 |  | |  |
| 2.4 |  | |  |
| 2.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 3.0 |  | |  |
| 3.1 |  | |  |
| 3.2 |  | |  |
| 3.3 |  | |  |
| 3.4 |  | |  |
| 3.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 4.0 |  | |  |
| 4.1 |  | |  |
| 4.2 |  | |  |
| 4.3 |  | |  |
| 4.4 |  | |  |
| 4.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 5.0 |  | |  |
| 5.1 |  | |  |
| 5.2 |  | |  |
| 5.3 |  | |  |
| 5.4 |  | |  |
| 5.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 6.0 |  | |  |
| 6.1 |  | |  |
| 6.2 |  | |  |
| 6.3 |  | |  |
| 6.4 |  | |  |
| 6.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 7.0 |  | |  |
| 7.1 |  | |  |
| 7.2 |  | |  |
| 7.3 |  | |  |
| 7.4 |  | |  |
| 7.5 |  | |  |
|  | | **Total Hours** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Skill:** | | | |
|  | **Job Task** | | **Hours** |
| 8.0 |  | |  |
| 8.1 |  | |  |
| 8.2 |  | |  |
| 8.3 |  | |  |
| 8.4 |  | |  |
| 8.5 |  | |  |
|  | | **Total Hours** |  |

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