**APPENDIX A-1**

**WORK PROCESS SCHEDULE – COMPETENCY-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, and the specific individual Competencies needed to perform each Job Skill. Ensure each Competency is objective, repeatable, and measurable. For example:

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| **Job Skill:**Record vital statistics or other health information. |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 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. |
| 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. |

Add/remove additional Job Skills and Competencies as needed.

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| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 1.0 |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
| 1.5 |  |  |  |

|  |
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| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 2.0 |  |  |  |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |
| 2.5 |  |  |  |

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| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 3.0 |  |  |  |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |
| 3.4 |  |  |  |
| 3.5 |  |  |  |

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| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 4.0 |  |  |  |
| 4.1 |  |  |  |
| 4.2 |  |  |  |
| 4.3 |  |  |  |
| 4.4 |  |  |  |
| 4.5 |  |  |  |

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| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 5.0 |  |  |  |
| 5.1 |  |  |  |
| 5.2 |  |  |  |
| 5.3 |  |  |  |
| 5.4 |  |  |  |
| 5.5 |  |  |  |

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| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 6.0 |  |  |  |
| 6.1 |  |  |  |
| 6.2 |  |  |  |
| 6.3 |  |  |  |
| 6.4 |  |  |  |
| 6.5 |  |  |  |

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| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 7.0 |  |  |  |
| 7.1 |  |  |  |
| 7.2 |  |  |  |
| 7.3 |  |  |  |
| 7.4 |  |  |  |
| 7.5 |  |  |  |

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| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 8.0 |  |  |  |
| 8.1 |  |  |  |
| 8.2 |  |  |  |
| 8.3 |  |  |  |
| 8.4 |  |  |  |
| 8.5 |  |  |  |

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| --- |
| **Job Skill:**  |
|  | **Competency**  | **Method to Measure Competency** | **Expected Minimum Outcome** |
| 9.0 |  |  |  |
| 9.1 |  |  |  |
| 9.2 |  |  |  |
| 9.3 |  |  |  |
| 9.4 |  |  |  |
| 9.5 |  |  |  |