

FY 15 QTR 4 ADV. MFG.

**PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
NEW PROGRAM INFORMATION**

Program #: PA013-15-8439

SPONSOR INFORMATION

ATR: Steve Myers

Organization: BOQUET TOOL & DIE COMPANY
Address: 143 SHAWLEY LANE
City, State, Zip Code: LATROBE, PA 15650

PROGRAM INFORMATION

Registration Date: October 8, 2015
EIN: [REDACTED]
Program Type: Individual Non-Joint
Bargaining Agency: None
National Affiliation: NONE
Number of Employers: 1
Size of Workforce: 2
Waiver: No
NAICS Code: 332710
NAICS Category: Machine Shop
Prisoner Indicator: No

PROGRAM SPONSOR CONTACT INFORMATION

Name: SKIP SHAWLEY
Phone: (724) 539-8250 Ext. Cell:
Fax: (724) 539-9361
E-Mail: BOUQUETTOOLANDDIE@WPA.NET

NEW PROGRAM --- Legal Working Age --- Regular PATC Ratio

Occupation Information

First Occupation:	Type	Term (Hours)	Journey Wage	Journey Workers	Number of Apprentice Registrations
TOOL & DIE MAKER (0586)	Time	8,000	\$16.00	1	1
Term (hours)	2,000	2,000	2,000	2,000	
Percentage	75.0 %	81.2 %	87.5 %	93.7 %	% %
RTI Provider Name: CENTRAL WESTMORELAND CAREER & TECH CENTER			Method: Vocational Education		Length of Instruction: 576
Contact: Amy Kent			Phone: (412) 258-6624		

Second Occupation:	Type	Term (Hours)	Journey Wage	Journey Workers	Number of Apprentice Registrations
()	Time				
Term (hours)					
Percentage	%	%	%	%	% %
RTI Provider Name:			Method: Vocational Education		Length of Instruction:
Contact:			Phone:		

STANDARDS OF APPRENTICESHIP

BOQUET TOOL & DIE COMPANY

(EMPLOYER)

143 SHAWLEY LANE

(ADDRESS)

LATROBE, PA 15650



Registered With

Pennsylvania Apprenticeship and Training Council

Bureau of Apprenticeship and Training

United States Department of Labor Cooperating

1. DEFINITIONS

"Employer means" BOQUET TOOL & DIE COMPANY
who is subscribing to and has signed these Standards of Apprenticeship.

"Council" means the Pennsylvania Apprenticeship and Training Council of the Department of Labor and Industry, Harrisburg, Pennsylvania.

"Apprenticeship Agreement" means an Agreement signed by the Employer and the Apprentice. The signature of a parent or guardian is required if the Apprentice is a minor.

"Apprentice" means an employee of the establishment who is engaged in learning a recognized apprenticeable trade; as defined in Title 34, Labor and Industry, Chapter 83, Welfare of Apprentices, Par. 83.2.

"Bureau" means the Bureau of Apprenticeship and Training of the United States Department of Labor.

2. POLICY

On and after the date these Standards of Apprenticeship are duly executed, it shall be the policy of the Employer that all Apprentices employed in the trades covered herein shall be governed by the terms of these Standards of Apprenticeship.

3. TERM OF APPRENTICESHIP

Apprentices will be given practical training, under supervision for the period set forth under "Work Training Schedule" of the designated apprenticeable trade. The first 1000 hours of apprenticeship will be a period of probation, during which time either party to the Apprenticeship Agreement may terminate the Agreement by notifying the other. However, notification of such cancellations, separations, or releases will be forwarded to the Council.

4. APPRENTICESHIP AGREEMENT

The Apprentices will be placed under a written Apprenticeship Agreement, executed in triplicate, and registered with the Council. After registration of this Agreement, the Employer and the Apprentice will each receive one copy and one copy will be retained by the Council.

5. QUALIFICATIONS FOR APPRENTICESHIP

Apprentices shall be of legal working age.

6. EQUAL OPPORTUNITY PLEDGE

"The recruitment, selection, employment and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30," and Title 34, Labor and Industry, Chapter 81, Equal Opportunity in Apprenticeship Programs.

If and when more than four apprentices are to be employed at one time, affirmative action plans which include selection procedures will be developed in accordance with regulations.

7. CREDIT FOR PREVIOUS EXPERIENCE

An applicant for apprenticeship may be allowed credit on the term of apprenticeship for that portion of his/her experience, whether with the Employer or elsewhere, which is equivalent to any he/she would receive under these Standards of Apprenticeship. Previous experience, with commensurate wages, will be granted only after the record of the applicant has been checked and approved by the Committee. The Council shall be advised of the source and content of such experience.

8. RESPONSIBILITIES OF THE APPRENTICE

Each Apprentice employed under this Program is expected to apply himself/herself with diligence and care to the various tasks assigned to him/her; to protect the property and interests of the Employer in a proper manner; to respect and to obey the rules of the Employer, realizing that much time, money and effort is expended in affording him/her the opportunity to become a skilled craftsman.

9. SUPERVISION OF APPRENTICES

The Employer will designate a qualified person with the authority to supervise the training of apprentices. The supervisor will arrange the training under this Program, and keep a simplified but practical report on the shop progress and classroom activities. He/she will be further authorized to adjust any differences with the Apprentices which may arise from time to time, subject however to the Employer's approval.

10. WORK TRAINING SCHEDULE

Each Apprentice will be given work experience in the major basic trade elements as set forth in the schedule for the designate trade which is attached to these Standards of Apprenticeship, and made a part hereof. The Apprentice shall be trained in safety practices related to operations performed.

11. SAFETY AND HEALTH TRAINING

The Employer shall instruct the Apprentice in safe and healthful work practices and shall insure that the Apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal Standards.

12. RELATED INSTRUCTION

The Apprentice shall attend classes of theoretical instruction related to his/her trade for a minimum of 144 hours per year for each year of his/her apprenticeship. Where classes are not available through the local school, other trade, industrial or correspondence courses of equal value may be substituted. Time spent at related trade studies is not to be considered hours of work, nor is the Employer required to pay wages for time spent at related studies, except if required during regular working hours.

Related instructions are to be conducted at

CENTRAL WESTMORELAND CAREER & TECHNICAL CENTER

240 ARONA ROAD

NEW STANTON, PA 15672

13. PERIODIC REVIEW OF PROGRESS

The progress of the Apprentice shall be subject to review by the Employer. Failure to make satisfactory progress by the Apprentice may result in suspension or cancellation of the Apprenticeship Agreement.

14. HOURS OF WORK

Hours of work for Apprentices shall be the same as for Journeyperson's designated trade; except that no apprentice shall be required to work such hours as would interfere with his or her required related studies.

15. NUMBER OF APPRENTICES

The following ratio will be adhered to:

1 – 4 Journeypersons	:	1 Apprentice
5 – 9 Journeypersons	:	2 Apprentices
10-14 Journeypersons	:	3 Apprentices

For each additional unit of five journeypersons regularly employed, one additional apprentice may be employed

16. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion of training in both practical and related phases, the Employer shall request from the Council a Certificate of Completion. The letter from the Employer will certify where and when related training was obtained and that the Apprentice(s) has demonstrated competency in all phases of the trade.

17. INTERPRETATION

If a difference of opinion should arise in the interpretation of these Standards of Apprenticeship which cannot be adjusted satisfactorily by the Committee, either party to the Apprenticeship Agreement may consult with the Council for clarification.

18. MODIFICATION

These Standards of Apprenticeship may be modified jointly by the Employer upon approval by the Council. Modification shall not alter effective Apprenticeship Agreements without the consent of all parties concerned. The Council shall be notified of all such modifications.

19. COMPLIANCE

The sponsors of these Standards of Apprenticeship certify that they are in full compliance with all applicable Federal, State, and Local laws and regulations.

20. PROCESSING OF ALL PAPERS PERTINENT TO STANDARDS

All materials pertinent to these Standards of Apprenticeship shall be forwarded to the Council through the local office of the Bureau of Apprenticeship and Training, United States Department of Labor.

21. DISTRIBUTION OF OFFICIALLY SIGNED STANDARDS OF APPRENTICESHIP

The following parties shall receive a copy of the officially signed and properly executed Standards of Apprenticeship:

- 1 - The Employer
- 2 - The Council
- 3 - The Bureau of Apprenticeship and Training

22. APPRENTICE WAGE SCALE – TOOL & DIE MAKER

This employer is covered by the Fair Labor Standards Act; therefore, overtime will be paid at the required rates. The minimum wages to be paid apprentices will be the following rates:

Level	Hours	Rate	% of	Journeyman's	Rate
1st	2000 Hours	75.00	%	"	"
2nd	2000 Hours	81.25	%	"	"
3rd	2000 Hours	87.50	%	"	"
4th	2000 Hours	93.75	%	"	"

Journeyman's Rate as of (Date) 07-31-2015 is \$16.00 per hour

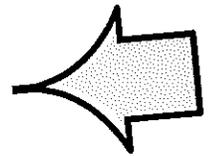
APPROVED:

BOQUET TOOL & DIE COMPANY

(Signature)

Date 7/30/15 [Signature]

REGISTERED WITH PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL



Chairman

Secretary

Date _____

8 DATE

NTMA Apprentice Related Training Program Outline

For Machinists, Mold Makers, Tool and Die Makers, Carbide Performers, Press Technicians and Grinders, Tool and Die Designers, CNC Programmers, CNC Operators and CNC Machinist.

First Year Apprentices

Mathematics (Gen. Math.)	36 Hrs.
Blueprint Reading	36 Hrs.
Technology of Machine Tools	<u>72 Hrs.</u>

Total 144 Hrs.

** Optional Assignments (3 Projects or 2 NIMS Credentials)**

Second Year Apprentices

Mathematics (Algebra)	36 Hrs.
Blueprint Reading/ Mechanical Drawing (Intro. To Geometric Dimensioning & Tolerancing)	36 Hrs.
Technology of Machine Tools	<u>72 Hrs.</u>

Total 144 Hrs.

** Optional Assignments (3 Projects or 2 NIMS Credentials)**

Third Year Apprentices

Mathematics (Trigonometry & Geometry)	36 Hrs.
Technology of Machine Tools (Metallurgy, CNC, & Job Planning)	90 Hrs.
Overview of Geometric Dimensioning and Tolerancing	<u>18 Hrs.</u>

Total 144 Hrs.

** Optional Assignments (2 Projects or 2 NIMS Credentials)**

Fourth Year Apprentices

Jigs & Fixtures	56 Hrs.
Basic Die Design	16 Hrs.
CNC Programming	48 Hrs.
Integrated Systems Technology	24 Hrs.
▪Welding/Brazing	8 Hrs.
▪Hydraulics/Pneumatic	8 Hrs.
▪Programmable Logical Controllers	<u>8 Hrs.</u>

Total 144 Hrs.

** Optional Assignments (2 NIMS Credentials) **

BOQUET TOOL AND DIE CO.

TOOL AND DIE MAKER

	<u>HOURS</u>
A. <u>TOOL CRIB</u>	250
1. Learn various types of tools & cutters	
2. Proper handling of tools	
3. Learn mixing various types of coolants	
4. Lubrication and maintenance of tool room Machinery	
5. Learn relative drill and tap sizes	
6. Use of cutoff saw and various types of work	
7. Types of drills and sharpening	
B. <u>LATHE</u>	1800
1. Speed lathe	
Small lot production machining	
Small hole drilling	
2. Engine lathe	
Thread chasing	
Radius forming	
Taper turning	
Tool post grinding	
C. <u>MILLING MACHINES</u>	1850
1. Universal	
Learn proper methods of securing work	
2. Vertical	
Small hold drilling	
Learn use of boring & Facing head	
Use of rotary table indexing	
Learn cavity type milling	
3. Horizontal	
D. <u>GRINDER</u>	1000
1. Surface	
Selection of wheels	
Proper use of dressing tools, angle, radius, straight	
Form grinding	
2. Tool and Cutter	
Various setups for sharpening and mills and cutters	
3. External	
4. Internal	
E. <u>HEAT TREATING</u>	200
1. Oil hardening	
2. Water hardening	
3. Air hardening	

Continued -

TOOL AND DIE MAKER

CONTINUED -

	<u>HOURS</u>
F. <u>BENCH WORK</u>	1300
1. Lay out	
2. Fitting	
3. Inspection	
4. Handwork	
Polishing - Finishing	
Filing - Finishing	
Grinding - Finishing	
G. <u>DRAFTING</u>	500
1. Sketching	
2. Lettering	
3. Formal drawing	
H. <u>EDM OPERATION</u>	1100
Ram EDM	
Wire EDM	
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TOTAL	8000 HOURS

GGG/kv

**REGISTRATION AGENCY
PENNSYLVANIA APPRENTICESHIP AND TRAINING COUNCIL
APPRENTICESHIP AGREEMENT
BETWEEN APPRENTICE AND SPONSOR**

<p><i>This AGREEMENT may be terminated by either of the parties, citing cause(s) with notification to the registration agency, in compliance with Title 34, Part IV, Chapter 83.</i></p>	<p>PRIVACY ACT STATEMENT <i>The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice.</i> <small>Privacy Act of 1974 - P.L. 93-579</small></p>
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1. AGREEMENT BETWEEN APPRENTICE AND:- ("X" one) a. <input checked="" type="checkbox"/> Employer b. <input type="checkbox"/> Joint Committee c. <input type="checkbox"/> Non-Joint Committee	2. PROGRAM NUMBER <p align="center" style="font-size: 1.2em;">PA 013158437</p>	3. NAME OF APPRENTICESHIP STANDARDS (Name & Address of Sponsor) <p align="center">BOQUET TOOL & DIE COMPANY 143 SHAWLEY LANE LABROBE, PA 15650</p>
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The program sponsor and apprentice agree to the terms of the apprenticeship standards as incorporated as part of this agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Section 30.3, Title 29, Code of Federal Regulation, Part 30.

4. NAME OF APPRENTICE (Last, First, Middle) <p align="center" style="font-size: 1.2em;">Patrick, Nicholas, John</p>	5. DATE OF BIRTH (Mo., Day, Year) <div style="background-color: black; width: 100px; height: 20px; margin: 5px;"></div>	6. SEX ("X" one) a. <input checked="" type="checkbox"/> Male b. <input type="checkbox"/> Female
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7. SOCIAL SECURITY NO. <div style="background-color: black; width: 100%; height: 20px; margin: 5px;"></div>	8. APPRENTICE'S ADDRESS (No., Street, City, County, State, ZIP Code) <div style="background-color: black; width: 100%; height: 20px; margin: 5px;"></div>
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9a. RACE ("X" one or more) a. <input type="checkbox"/> Am. Indian or Alaskan Nat. b. <input type="checkbox"/> Asian c. <input type="checkbox"/> Black or African American d. <input type="checkbox"/> Native Hawaiian or other Pacific Islander e. <input checked="" type="checkbox"/> White	9b. ETHNIC GROUP ("X" one) a. <input type="checkbox"/> Hispanic or Latino b. <input type="checkbox"/> Not Hispanic or Latino	10. VETERAN STATUS ("X" one) a. <input checked="" type="checkbox"/> Non-Veteran b. <input type="checkbox"/> Veteran	11. HIGHEST EDUCATION LEVEL ("X" one) a. <input type="checkbox"/> 8th grade or less b. <input type="checkbox"/> 9th to 12th grade c. <input type="checkbox"/> GED d. <input checked="" type="checkbox"/> High School or greater
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12. CAREER LINKAGE OR DIRECT ENTRY ("X" one)

None
 Adult
 Youth
 HUD/STEP-UP
 School-to-Registered-Apprenticeship
 Incumbent Worker
 Job Corps
 Dislocated Worker
 Direct Entry: _____

13. SIGNATURE OF APPRENTICE 	DATE <p align="center" style="font-size: 1.2em;">7-30-15</p>	14. SIGNATURE OF PARENT/GUARDIAN (if minor) 	DATE
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15a. TRADE <p align="center" style="font-size: 1.2em;">TOOL & DIE MAKER</p>	15b. RAIS Code <p align="center" style="font-size: 1.2em;">0586</p>	16. TERM (Hours, Months, Years) <p align="center" style="font-size: 1.2em;">8,000 Hours</p>	17. PROBATIONARY PERIOD (Hours, Months, Years) <p align="center" style="font-size: 1.2em;">1,000 Hours</p>
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18. CREDIT FOR PREVIOUS EXPERIENCE (Hrs., Mos., Yrs.) <p align="center" style="font-size: 1.2em;">0</p>	19. TERM REMAINING (Hrs., Mos., Yrs.) <p align="center" style="font-size: 1.2em;">8000</p>	20. DATE APPRENTICESHIP BEGINS (Indenture Date) <p align="center" style="font-size: 1.2em;">10-8-15</p>	21. RELATED INSTRUCTION TRAINING (No. Hrs. per Yr.) <p align="center" style="font-size: 1.2em;">144 hours per year</p>
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22. RELATED INSTRUCTION SOURCE WESTMORELAND CAREER & TECHNICAL CENTER 240 ARONA ROAD NEW STANTON, PA 15672	23. APPRENTICE WAGES FOR RELATED INSTRUCTION TRAINING ("X" one) a. <input type="checkbox"/> will be paid b. <input checked="" type="checkbox"/> will not be paid	24. PRESENT JOURNEYMAN'S HOURLY WAGE RATE <p align="center" style="font-size: 1.2em;">\$16.00</p>
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25. APPRENTICE WAGES: The apprentice schedule of pay shall be listed for each advancement period. The work processes listed in the standards (item 3 above) are a part of this agreement.

PERIOD	TERM (Mo./Yr.)	%	DOLLAR AMOUNT (in dollars & cents)	PERIOD	TERM (Mo./Yr.)	%	DOLLAR AMOUNT (in dollars & cents)
a.	b.	c.	d.	a.	b.	c.	d.
1	2000 Hours	75.00%	\$12.00	6		%	\$0.00
2	2000 Hours	81.25%	\$13.00	7		%	\$0.00
3	2000 Hours	87.50%	\$14.00	8		%	\$0.00
4	2000 Hours	93.75%	\$15.00	9		%	\$0.00
5		%	\$0.00	10		%	\$0.00

26. SIGNATURE OF SPONSOR REPRESENTATIVE a.	DATE SIGNED <p align="center" style="font-size: 1.2em;">7/30/15</p>	27.
SIGNATURE OF SPONSOR REPRESENTATIVE b.	DATE SIGNED	28. SIGNATURE (Director, Pennsylvania Apprenticeship & Training Council)
		DATE REGISTERED <p align="center" style="font-size: 1.2em;">10-8-15</p>