

Associated General Contractors of South Dakota

# BUILDING THE CONSTRUCTION INDUSTRY WORKFORCE THROUGH REGISTERED APPRENTICESHIPS



AGC is Proud to Partner with StartTodaySD

StartTodaySD.com

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## INSIDE THIS BOOKLET YOU WILL LEARN:

What is a Registered Apprenticeship?

How an Apprenticeship Program Can Help YOUR Business Grow It's Workforce

How to Become a Registered Apprentice & Earn While You Learn

All the Info You Need to Become an Apprentice or How to Sponsor One



First visit our website @ [www.buildsouthdakota.com](http://www.buildsouthdakota.com)

or

Contact one of our local AGC offices:

### AGC of South Dakota

Highway Heavy Utility Chapter  
300 East Capitol Avenue, Suite 1  
Pierre, SD 57501  
Toll Free: 1-800-242-6373  
Phone: 605-224-8689  
Fax: 605-224-9915

### AGC of South Dakota

Building Chapter  
2307 W 57th Street, Suite 101  
Sioux Falls SD 57108-5049  
Phone: 605.336.9338  
Fax: 605-336.6719

# APPRENTICESHIP 101

While recognizing the need for skilled craft workers in the construction industry, the AGC of South Dakota established three registered apprenticeships. The purpose of the AGC of South Dakota registered apprenticeships is to increase the number of skilled workers in the Construction Industry through formal apprenticeship training.

## Objectives of the apprenticeships are:

- Develop skilled workers through related instruction and formal On-The-Job Training.
- Train workers who will remain a part of the state's construction workforce.
- Provide opportunities for the training and upgrading of minorities, females, disadvantaged individuals and assist contractors in meeting their affirmative action plans.

The AGC of South Dakota Apprenticeship program is approved by the US-Department of Labor-Office of Apprenticeship.

## What is Apprenticeship?

Apprenticeship is an arrangement that includes a paid-work component and an educational or instructional component, whereas an individual obtains workplace-relevant knowledge and skills.

## What is Registered Apprenticeship?

Registered apprenticeships are high-quality work-based learning and post-secondary earn-and-learn models. The apprenticeships meet national standards for registration with the U.S. Department of Labor

## How is registered apprenticeship different from other types of work-based training models?

- Participants who are newly hired (or already employed) earn wages from employers during training.
- Programs must meet national standards for registration with the U.S. Department of Labor (or federally-recognized Apprenticeship Agencies).
- Programs provide on-the-job learning and job-related technical instruction.
- On-the-job learning is conducted in the work setting under the direction of one or



more of the employer's personnel.

- Training results in an industry-recognized certification.

## Who oversees or "runs" the registered apprenticeship system?

The U.S. Department of Labor's Office of Apprenticeship, works in conjunction with Associations/ Businesses that sponsor apprentices and follows their monitoring assurances.

## How long are registered apprenticeship programs?

The length of an apprenticeship program can vary depending on the employer, complexity of the occupation, and the type of program. Registered apprenticeship programs typically range from one year to four years.

## What Education / Training is included?

During the program, the apprentice receives both structured, On-The-Job Training (OJT) and job-related education. For each year of the apprenticeship, the apprentice will normally receive 2,000 hours of On-The-Job Training and a recommended minimum of 144 hours of related classroom instruction

## How does an apprenticeship program benefit the sponsor (employer, labor-management organization, or industry association)?

Apprenticeship sponsors develop highly skilled employees. Once established, apprenticeship programs also reduce turnover rates, increase productivity, lower the cost of recruitment, and increase safety in the workplace/job site.

## Is an apprenticeship a Job?

Yes, apprentices start working from day one with incremental wage increases as they become more proficient. The average starting wage for an apprentice is determined by the employer.

# Benefits of a Registered Apprenticeship FOR THE EMPLOYER

Skilled trade's employers realize a number of benefits from implementing apprenticeship programs. Through apprenticeship, you will get:

Customized training that results in highly skilled employees trained to industry/employer specification	Increased productivity and knowledge transfer due to on-the-job learning from an assigned mentor combined with related technical instruction	Enhanced retention - 87 percent of program complete in 2011 were still employed nine months after completing their apprenticeship	Emphasis on safety training that may reduce workers' compensation costs
A stable and predictable pipeline for development of qualified workers - for every dollar spent on an apprenticeship, employers get approximately \$1.47 Return on Investment	A systematic approach to training to ensure employees are trained and certified to produce at the highest skill levels required for that occupation	The ability to conduct a ready assessment of progress in terms of continuous improvement	A proven training model that allows employers to set the benchmark and the structure that can determine the return on investment in training dollars

**Funding and Potential Tax Credits:** The training cost may be offset through workforce training assistance. Learn more about Eligible Providers and the Work Opportunity Tax Credit (WOTC) by contacting your local SD Department of Labor and Regulation job service office or [www.StartTodaySD.com](http://www.StartTodaySD.com)

**AGC of South Dakota is Here to Help:** AGC of SD has been involved with Registered Apprenticeships specifically Carpentry since 2000. With over 18 years of experience in this area we can help you get started in one of the three apprenticeships discussed in this booklet. We strive to be there from sign-up to graduation to help with all your apprenticeship needs.

## So, you're Interested in Putting an Employee into one of AGC of South Dakotas' Apprenticeships. Now What?

First visit our website @ [www.buildsouthdakota.com](http://www.buildsouthdakota.com)

or

Contact one of our local AGC offices:

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### General Requirements & Helpful Information for your Business

- The business needs to be a member of the AGC of SD.
- Agree to follow the AGC of SD Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into our Registered Apprenticeship Program.
- Apprentices shall be paid a progressively increasing wage for each hour spent on the job during their apprenticeship. Wage should be based on the acquisition of increased skill, competence, satisfactory progress, and the required classroom instruction. Wage increases are scheduled semi-annually and are based on the current journey worker hourly wage as determined by the employer.
- Provide On-the-Job Training opportunities that coincide with classroom instruction whenever possible.
- Assure that apprentices work under the supervision of qualified journey workers or equivalent, at all times.
- Ensure that apprentices participate in ALL training requirements.
- Employers will be responsible for selection of their own apprentices in accordance with EEO regulations concerning selection and affirmative action.

Contact AGC of South Dakota Today to Get Started on Building your Workforce!



## Benefits of a Registered Apprenticeship

# FOR THE WORKER

### As an Apprentice, you will:

- Receive related instruction to supplement On-The-Job Training.
- EARN WHILE YOU LEARN!
- Receive formal On-The-Job Training from a qualified worker.
- Get incremental wage increases as skills improve.
- Acquire skills needed to compete in the labor market.
- Receive post-secondary training without the debt.
- Earn opportunities for college credit and future degrees.

## FUN FACTS:

There are over 545,000 apprentices nationwide in more than 1,000 occupations

Nearly 9/10 apprentices are employed after completing their apprenticeship. Average starting salary: \$60K+/year

Workers who complete apprenticeship programs earn \$300,000 more over a career than their peers who don't

Apprentices earn while they learn, reducing their need to take on debt

## I'm ready to EARN while I LEARN! How do I get started?

### FIRST / Meet the Following Basic Qualifications:

- Age – Shall be at least 18 years of age.
- Physical – Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers.
- Skills – Shall possess the skills essential for performing the duties and proficiency of the trade.
- Education – Shall possess sufficient educational knowledge to satisfactorily complete the On-The-Job Training and related technical instruction. Applicants selected for an apprenticeship that **does not** possess a high school diploma or GED, shall be required to complete high school or obtain a GED prior to completion of the apprenticeship.



### NEXT / Pick Your Career:

- **Commercial Carpentry** – Classroom Curriculum on Page 8
- **Heavy Equipment Operator** – Classroom Curriculum on Page 8
- **Concrete Finisher** – Classroom Curriculum on Page 9



### LAST / Be Employed by a Contractor of AGC of South Dakota:

- To join one of the AGC specific Apprenticeships you must be employed by a member of AGC of SD.
- If you are currently employed and not sure if your employer is a member of AGC just ask them.
- If you are looking for work and interested in these Apprenticeships call AGC of SD and we can connect you to members that participate in these apprenticeships.
- If you are employed by an AGC member that is not involved with our Apprenticeship programs ask them to contact AGC of SD for more information!
- Check out [www.buildsouthdakota.com](http://www.buildsouthdakota.com) for more information

# AGC APPRENTICESHIP CLASSROOM CURRICULUM

## Commercial Carpentry

### Level I / 144 Hours

Construction Math  
Orientation to the Trade  
Wood Building Materials, Fasteners, & Adhesives  
Hand & Power Tools  
Floor Systems  
Wall and Ceiling Framing  
Roof Framing  
Windows & Exterior Doors

### Level II / 144 Hours

Reading Plans and Elevations  
Site Layout One: Measurement and Leveling  
Introduction to Concrete & Reinforcing Materials  
Foundations and Flat work  
Concrete Forms  
Reinforcing Concrete  
Handling and Placing Concrete  
Manufactured Forms

### Level III / 144 Hours

Exterior Finishing  
Roofing Applications  
Thermal and Moisture Protection  
Stairs  
Framing with Metal Studs  
Drywall One: Installation  
Drywall Two: Finishing  
Interior Finish One: Doors  
Interior Finish Two: Suspended Ceilings  
Interior Finish Three: Window, Door, Floor & Ceiling Trim  
Interior Four: Cabinet Installation

### Level IV / 144 Hours

Site Layout Two: Angular Measurement  
Advanced Roof Systems  
Advanced Floor systems  
Advanced Wall Systems  
Advanced Stair Systems  
Introduction to Light Equipment  
Welding  
Metal Buildings  
Introductory Skills for the Crew Leader

## Concrete Finisher

### Level I / 144 Hours

Introduction to Concrete Construction and Finishing  
Safety Requirements  
Properties of Concrete  
Tools and Equipment  
Preparing for Placement  
Placing Concrete  
Finishing, Part One  
Curing and Protecting Concrete  
Introduction to Troubleshooting

### Level II / 144 Hours

Properties of Concrete, Part Two  
Estimating: Concrete Quantities  
Forming  
Site Concrete  
Architectural Finishes  
Industrial Floors  
Super flat Floors  
Surface Treatments  
Quality Control  
Making Repairs

## Heavy Equipment Operator

### Level I / 144 Hours

Orientation to the Trade  
Heavy Equipment Safety  
Identification of Heavy Equipment  
Basic Operational Techniques  
Utility Tractors  
Introduction to Earth Moving  
Grades

### Level II / 144 Hours

Rough Terrain Forklifts  
On-Road Dump Trucks  
Excavation Math  
Interpretation Civil Drawings  
Site Work  
Soils  
Skid Steers  
Loaders  
Scrapers

### Level III / 144 Hours

Finishing and Grading  
Compaction Equipment  
Backhoes  
Off Road Dump Trucks  
Dozers  
Excavators  
Motor Graders





# Frequently Asked Questions for Employers & Workers

## ***How much am I required to pay an apprentice?***

You must at least pay minimum wage and have wage increases accordingly.

## ***Can I charge an apprentice to take part in the program?***

Yes

## ***Why choose AGC of SD Apprenticeships program over others?***

- AGC of SD programs are regulated by the Federal Office of Apprenticeship & OA Requires this:
- Registering apprenticeship programs meet federal and state standards.
- Protecting the safety and welfare of apprentices.
- Issuing nationally recognized and portable Certificates of Completion to apprentices.
- Promoting the development of new programs through marketing and technical assistance.
- Assuring all programs provide high-quality training.
- Assuring all programs produce skilled, competent workers.

## ***How many Registered Apprentices can I have at one time?***

This is based on the allowable ratio of fully trained mentors (current employees) to apprentices the occupation allows.

## ***How long does it take to complete a Registered Apprenticeship Program?***

This is based on the occupation, but anywhere from one to four years with the majority taking three years.

## ***How much will I make while in a Registered Apprenticeship Program?***

Each employer determines how much to pay their employees. During a Registered Apprenticeship Program, each employee will receive at least one wage increase.

## ***Does it cost me anything to be a Registered Apprentice?***

The Registered Apprenticeship sponsor determines if there is a cost for an apprentice. An apprentice may be asked to pay for tools, books, a portion of the related instruction, etc. If you are in need of assistance for such costs, you can contact your local SD Department of Labor and Regulation job service office to learn more about workforce training assistance.

## ***How long is the classroom instruction?***

The structured learning is at least 144 hours per year. Each Registered Apprenticeship sponsor structures this learning component differently.

# SCHEDULE & COST FOR AGC APPRENTICESHIPS

## WEST RIVER

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CLASSES ESTIMATED COST: **AGC** - \$750 + \$115 (Book) per year  
**CIC** - \$1000 + \$150 (Book) per year

### HEAVY EQUIPMENT OPERATOR

**Orientation Day** - Dec 3 @ 9AM - 3PM  
**Jump Start Week** will be Dec 10 – 14 @ 9AM - 3PM  
**Classes** will then run @ 6PM – 9PM  
Tuesdays & Thursdays (Dec 18 - Mar 28)

### CONCRETE FINISHER

**Orientation Day** - Feb 1 @ 8AM - Noon  
**Classes** will then run on @ 8AM – Noon  
Monday, Wednesday and Friday (Feb 4 - Mar 29)

## EAST RIVER

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CLASSES ESTIMATED COST: **AGC** - \$750 + \$115 (Book) per year  
**CIC** - \$1000 + \$150 (Book) per year

### HEAVY EQUIPMENT OPERATOR

**Orientation Day** – Dec 3 @ 7AM - Noon  
**Jump start week** will be Dec. 10 – 14 @ 7AM - 4PM  
**Classes** will then run @ 7AM – Noon  
Mondays (Dec 17, Jan 7 - Apr 1)

### CONCRETE FINISHER

**Orientation Day** – Feb 11 @ 8AM - Noon  
**Classes** will run from 8AM - Noon  
Monday, Wednesday and Friday (Feb 13 - Mar 29)  
Mondays (April 1- May 13)