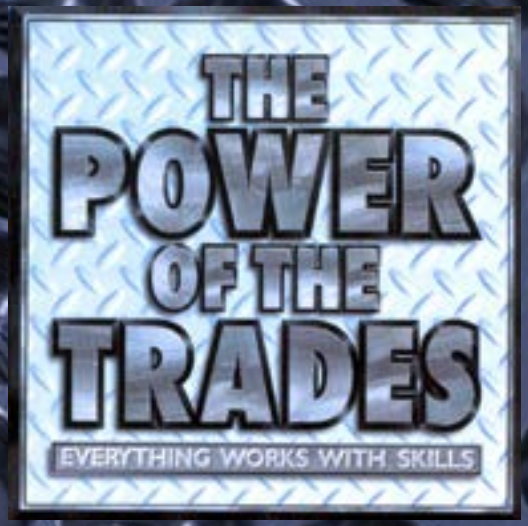
Apprentice Candidates
UAW-Ford Joint Apprentice Program Guide



See your Plant Joint Apprenticeship Committee Representative about Apprentice Opportunities

The Difference

SEE IT.
BE IT.

2024 National Joint Apprentice Program

REVISED: 07/17/2024

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UAW-Ford Joint Apprentice Program: A Unique Opportunity and Tradition

The very fact that you're in possession of this Joint Apprenticeship Program Guide makes you a special kind of person. It means you have the ambition to add to your skills, knowledge and earning power through the UAW-Ford Joint Apprenticeship Program.

Apprenticeship programs were supported and inspired by Henry Ford himself with the Henry Ford Apprentice School in 1923. In 1941, a Model Apprenticeship Clause was adopted by the UAW-CIO and Ford to develop and oversee Joint Apprentice Programs in the skilled trades.
You have the opportunity to add your own chapter to that proud tradition.

Skilled Tradespersons Are in Demand

Trained journeypersons are essential to the success of the UAW and Ford Motor Company. As vehicle and manufacturing processes become more complex, skilled workers will be needed throughout the Company. The future is always brighter for Joint Apprenticeship Program participants.

Earn Progressively More as You Learn

You're paid for your work as an apprentice, starting at no less than your present hourly rate. As your hours of apprentice work and your training progresses, your hourly pay increases accordingly. You're also paid for successfully completed classroom work. You earn and learn your way to a more interesting and higher-paying job. In addition to increased job security, trained journeypersons can expect to earn considerably more than workers without training in the Skilled Trades.

Joint Apprentice Training:

Varied and Very Interesting

There are nine different Joint Apprenticeship Programs that may be available to you as an employee. You may already have identified a specific Skilled Trade that interests you or you might have an interest in several. Job descriptions for each program, along with typically required classroom subjects, can be found in this pocket guide.

Industrial Readiness Certificate Program (IRCP) is the Key

All full-time seniority Ford Motor Company employees in non-apprentice classifications interested in earning a position on the facility's Apprentice Eligibility List must successfully complete the Industrial Readiness Certificate Program (IRCP). This program consists of three standardized, non-accredited courses completed through the local Related Training Instruction provider or the online provider. Successful completion consists of a Pass/Fail basis - 75% and higher is passing. Employee Tuition Assistance Program (ETAP) benefits will apply.

After successful completion of the three courses, you will submit your transcript to your local JAC Rep. for review and processing. At that time, you will also complete and sign the "Skilled Trades Preference Selection" form, choosing three trade preferences available at your facility. Your JAC Rep. can help you learn more about the individual trades so that you can make an informed decision.

Your JAC Rep. will then forward your transcript, Skilled Trades Preference Selection form, and your mailing address to the National Joint Apprenticeship Committee (NJAC) for review and approval. Once approved, the NJAC will notify you directly that you are being added to your location's current year Apprentice Eligibility List based on your seniority and consistent with established processes.

Once You've Made the Waitlist…

Candidates will be ranked in seniority order for the specific window year in which certification was completed. (The annual window will open January 1st and close at the end of business on December 31st. Submission of the required documents must be completed by January 31st of the following year.) So the order for surveying for apprentice opportunities will start with the earliest established annual list, then proceed to the next earliest annual list, and so on.

Hard Work and Long Hours Create a World of New Opportunities

Apprenticeship training begins with three weeks of Core Skills at the Technical Training Center in Lincoln Park, Michigan. That is followed by a minimum of 8,000 hours of supervised work in the plant plus a minimum of 576 hours of classroom training, usually at a local community college. Every step of the way, you will be evaluated for overall performance and technical proficiency by your journeyperson. You will be rotated through several different areas during your plant training to ensure a well-rounded training experience. Finally, graduation day will arrive, typically four years after you begin your journey.

A Structured Learning Environment That Works With You

Eligibility Requirements:

- You must be a full-time seniority Ford Motor Company employee in a non-apprentice classification to apply for apprenticeship training
- You must complete the Industrial Readiness Certificate Program (IRCP) and submit transcript to your JAC Rep.

Classroom Training:

- As an apprentice, tuition is provided for apprenticeship classes at no cost to you
- In certain cases, previous classes taken can be applied to the apprenticeship requirement. Such credit is subject to the approval of the National Joint Apprenticeship Committee.
- When you successfully complete a required class, you will be paid your hourly rate for the hours spent in class
- A minimum of 576 classroom hours will be spent as part of your apprenticeship

Performance Evaluation:

- Your supervisor will assign you to an experienced journeyperson to help you learn the tasks of your trade
- A minimum of 8,000 shop hours will be worked during your apprenticeship
- Your journeyperson will verify your ability to perform the assigned tasks of your trade

- Your supervisor is also responsible for evaluating your performance in such areas as:
  - Technical knowledge
  - Independence
  - Dependability
  - Judgment
  - Workmanship
  - Motivation
  - Cooperation
- Regularly scheduled reviews of your shop and school progress are conducted by the Joint Apprentice Subcommittee at your plant
- Apprentices must consistently achieve satisfactory evaluations and on-the-job task completion to complete the program and receive journeyperson status
- Mid-course and Graduation Assements are conducted at the Techincal Training Center

Wages and Other Allowances:

- Your initial pay will be at least as much as your present hourly rate. Your pay will increase after each 1,000-hour increment of successfully completed shop experience.

Receiving Your Certification of Completion:

- Upon completion of all requirements for your apprenticeship, the UAW-Ford National Joint Apprenticeship Committee and the U. S. Department of Labor will issue you a Certificate of Completion.
- You then apply to the UAW Skilled Trades Department for your UAW Journeyman card.

JOURNEY TO SUCCESS RULES

Objective
To Take The Challenge
Earn the Skills
And Gain…
THE POWER OF THE TRADES

You need to be confident, determined and focused to complete the journey. Seek strength through family support.

PITFALLS

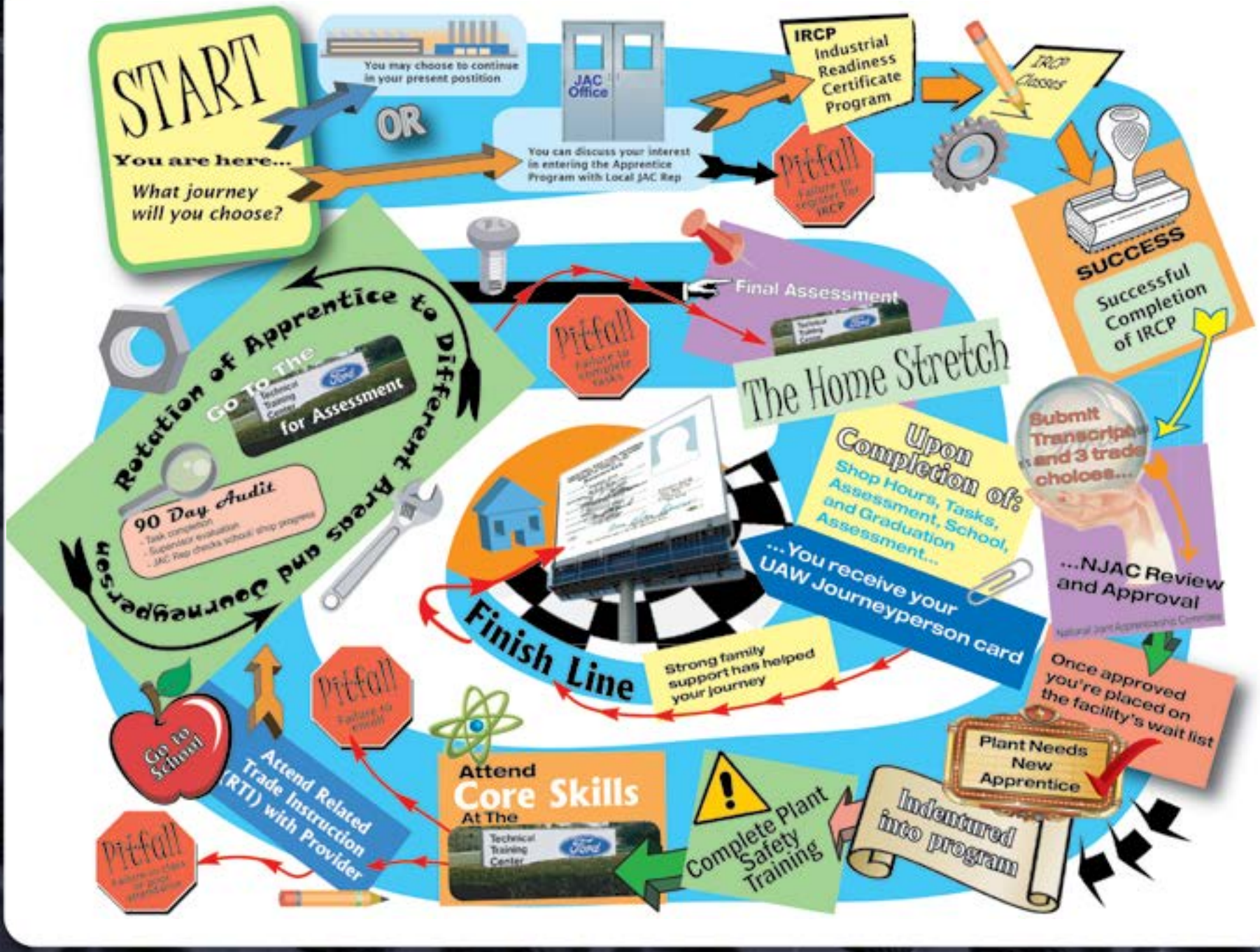
- Unsafe – hurt
- School – failure to enroll
- Poor shop performance
- Tasks incomplete
- Poor performance on work assignments
- Failure to turn in shop cards and evaluations to JAC Rep.

Note
Pitfalls could lead to a counseling session with JAC Rep., probation where pay raises are held up, and/or suspension or removal from program.

Show Initiative
If a supervisor is not giving you enough meaningful work, you need to speak to your JAC Rep. or a journeyperson.

Ask for Help

Remember
You only have about 8,000 hours to complete your journey.


START
You are here...
What journey will you choose?
You may choose to continue in your present position
OR
JAC Office
You can discuss your interest in entering the Apprentice Program with Local JAC Rep
IRCP Industrial Readiness Certificate Program
IRCP Classes
Pitfall
Failure to register for IRCP
SUCCESS
Successful Completion of IRCP
Final Assessment
Pitfall
Failure to complete tasks
The Home Stretch
Submit Transcripts and 3 trade choices...
...NJAC Review and Approval
Once approved you're placed on the facility's wait list
Plant Needs New Apprentice
Indentured into program
Upon Completion of: Shop Hours, Tasks, Assessment, School, and Graduation Assessment...
...You receive your UAW Journeyperson card
Finish Line
Strong family support has helped your journey
Rotation of Apprentice to Different Areas and Journeyperson
Go To The for Assessment
90 Day Audit
- Task completion
- Supervisor evaluation
- JAC Rep checks school/ shop progress
Go To School
Attend Related Trade Instruction (RTI) with Provider
Pitfall
Failure to enroll
Pitfall
Failure to complete RTI
Attend Core Skills At The
Technical Training Center
Complete Plant Safety Training
Pitfall
Failure to complete Core Skills

THE POWER OF THE TRADES

SELECT A TRADE. GAIN THE POWER.

TRADE SELECTIONS

- *Industrial Electrician*
- *Industrial Truck Mechanic*
- *Machine Repair*
- *Metal Model Making* (VOGO Only)
- *Millwright*
- *Plumber-Pipefitter*
- *Tool & Die Maker*
- *Toolmaker & Template Maker*
- *Welder*

Contact your Local JAC Representative to see what trades are available in your plant.

Industrial Electrician:

Installation, maintenance and troubleshooting of a wide variety of electrical circuits, fixtures and electrically powered machines and equipment. In a single day, responsibilities may vary from programmming a PLC, installation of lighting fixtures and switches to maintaining or repowering electrical components of machinery or computer numerical control (CNC) devices. The installation, repair and servicing of precision instruments that measure heat, electrical, pressure, liquids and chemical systems are all tasks performed by Industrial Electrician journeypersons. The Electrician also works with robotics and automation. Knowledge of electrical math, circuits, electronics, electrical testing and troubleshooting equipment are essential to this tradesperson's work.

Industrial Truck Mechanic:

The repair and maintenance of forklifts and tow trucks utilized to move equipment and materials essential to plant operations is the task performed by this Skilled Tradesperson. Basic math knowledge, proficiency with both manual and power tools and an excellent working knowledge of general vehicle mechanics will be used on the job.

Machine Repair:

The service, maintenance and repair of production machinery and a variety of mechanical equipment are the essential jobs for the Machine Repair journeyperson. Diagnosis of machinery equipment problems is an essential skill that helps ensure continuous plant production operations. Proficiency in blueprint reading, the use of hand and power tools and the ability to test and operate a wide array of production machinery are all skills needed to successfully perform Machine Repair duties.

Metal Model Maker (VOGO only):

Fabricating prototype parts and automobile bodies from sheet metal, steel and iron is the principal responsibility of the Metal Model Maker. This tradesperson also creates the forms and molds used to fabricate prototype parts and performs machining operations on those parts as required. Proficiency with both casting process techniques and machine shop equipment are required skills. Solid math skills, blueprint interpretation experience and the ability to work to close tolerances and exact specifications are essential. Knowledge of casting, diemaking and machining theory, as well as ferrous metals properties, are essential to performing the work in the Metal Model Making trade.

Millwright:

The installation, movement, repair and dismantling of heavy mechanical equipment and systems such as conveyors, hoists, driveshafts and elevators are all tasks of the Millwright. The Millwright must be proficient with a wide variety of hand and power tools, as well as devices such as cranes, hoists, jacks, skids, block and tackle and more. Proficiency in subjects ranging from shop math and blueprint reading, as well as a working knowledge of the basic principles of physics are important to the accomplished Millwright.

Plumber-Pipefitter:

Layout, construction and installation of piping systems that carry water, oil, gas, steam or air for industrial uses are core tasks of the Plumber-Pipefitter. Troubleshooting and maintenance of these systems are also primary responsibilities of this Tradesperson. Additional work assignments may be related to the installation and repair of plumbing fixtures. Basic math skills, the ability to read blueprints and other diagrams, understanding of hydraulics and pneumatics and knowledge of the principles of chemistry are especially important to this Tradesperson.

Tool & Diemaker:

Tool and Diemakers build and repair both the cutting and fastening devices (tools) that perform machining operations and the metal forms (dies) used to stamp and forge metal parts. hey must be proficient with hand and bench tools, possess solid math skills and blueprint reading ability and be familiar with the properties of a wide variety of metals. A skilled Tool and Diemaker must also work to exacting specifications and within very close tolerances.

Toolmaker & Template Maker:

Building, modifying and repairing tools, fixtures and gauges employed in machining, forming and inspecting metal parts are the essential tasks of the Toolmaker. Toolmakers use machines such as lathes, mills and grinders, as well as precision measuring instruments. A broad knowledge of shop practices, the qualities of metals and alloys and other classroom-acquired knowledge, such as mathematics, blueprint reading and layout are essential to successful performance in this Skilled Trade.

Welder:

Working with gas and electrical heat to fuse metals together or separate them are the principal tasks of a Welder. They perform their work on components and projects as varied as manufacturing equipment and machinery, buildings and other structures, pipelines and conveyor systems. Welders must master oxygen and acetylene welding as well as electrical arc welding. Working knowledge of shop math, blueprint reading, ferrous metals, chemistry and thermodynamics are essential to the successful accomplishment of the Welder’s tasks.