
Apprenticeship Program Management Policy & Workflow

1.0 Policy Objective & Scope

The objective of this policy is to establish a standardized workflow for managing apprenticeship programs within the cabinet and millwork manufacturing facility. This policy ensures that all apprentices receive consistent, high-quality training, mentorship, and evaluation in compliance with provincial apprenticeship regulations and organizational standards.

This policy applies to all full-time and part-time apprentices enrolled in cabinetmaker, millworker, or related trade programs, as well as to all supervisors, mentors, and managers involved in the training and evaluation process. It covers the entire lifecycle of an apprentice from registration through to certification and program completion.

2.0 Roles & Responsibilities

- **Human Resources Manager:** Oversees the apprenticeship program, ensures compliance with provincial regulations, and maintains all apprentice records.
- **Engineering Manager:** Reviews and approves training plans related to technical drawing interpretation and CNC programming.
- **Production Supervisor:** Assigns apprentices to appropriate workstations, monitors daily progress, and provides on-the-job coaching.
- **Journeyman Mentor:** Provides direct mentorship, demonstrates advanced techniques, and completes monthly skill assessments.
- **Apprentice:** Actively participates in all training activities, maintains a personal logbook, and completes assigned tasks to the required standard.
- **Safety Officer:** Ensures all training activities comply with workplace safety standards and conducts safety orientations for new apprentices.

3.0 Core Rules & Guidelines

- All apprentices must be registered with the provincial apprenticeship authority within 30 days of hire.
- A formal training plan must be developed and approved by the Engineering Manager and HR Manager within the first 60 days of the apprenticeship.
- Monthly skill assessments must be completed by the Journeyman Mentor and reviewed with the apprentice.
- Apprentices must maintain a personal logbook documenting daily tasks, hours worked, and skills practiced.
- Any change in mentor assignment must be documented and approved by the Production Supervisor.
- Verbal approvals for training plan modifications are not permitted; all changes must be submitted in writing via the ShopDocs portal.
- Apprentices must complete a minimum of 80% of scheduled training hours per quarter to remain in good standing.

4.0 Step-by-Step Workflow

1. HR Manager initiates the apprenticeship program by registering the new hire with the provincial apprenticeship authority and obtaining the apprentice registration number.
2. HR Manager, in collaboration with the Engineering Manager and Production Supervisor, develops a customized training plan outlining key competencies, milestones, and timelines.
3. The training plan is submitted via the ShopDocs portal for formal approval by the Engineering Manager and HR Manager.
4. Safety Officer conducts a mandatory workplace safety orientation with the apprentice, covering machine operation, PPE requirements, and emergency procedures.
5. Production Supervisor assigns a qualified Journeyperson Mentor to the apprentice and documents the assignment in the apprentice's file.
6. Journeyperson Mentor begins on-the-job training, demonstrating techniques and supervising the apprentice's work on actual production tasks.
7. Apprentice maintains a daily logbook of hours, tasks, and skills practiced, which is reviewed weekly by the Mentor.
8. Journeyperson Mentor completes a monthly skill assessment using the standardized evaluation form and uploads it to the ShopDocs system.
9. Production Supervisor conducts a quarterly progress review with the apprentice and Mentor, discussing achievements, challenges, and adjustments to the training plan.
10. HR Manager reviews quarterly progress reports and ensures all documentation is filed in the apprentice's master record.
11. Upon completion of all required hours and competencies, HR Manager submits the final certification paperwork to the provincial authority.
12. Engineering Manager and Production Supervisor conduct a final sign-off meeting with the apprentice, confirming readiness for journeyperson status.

5.0 Documentation & Compliance

- All apprenticeship records, including registration documents, training plans, monthly assessments, and logbooks, must be stored in the HR digital filing system and accessible via ShopDocs.
- Monthly skill assessments and quarterly progress reports must be uploaded to the apprentice's ShopDocs folder within five business days of completion.
- HR Manager is responsible for conducting a semi-annual audit of all active apprenticeship files to ensure completeness and compliance with provincial regulations.
- Any non-compliance identified during audits must be documented and corrected within 30 days, with a corrective action plan filed in the apprentice's record.
- Retention of apprenticeship records must follow provincial guidelines, typically a minimum of five years after program completion.

Regulatory Disclaimer: This document is a generic policy and workflow template. The end-user assumes all liability for validating all procedures, roles, and administrative guidelines against actual organizational structures before formal implementation.