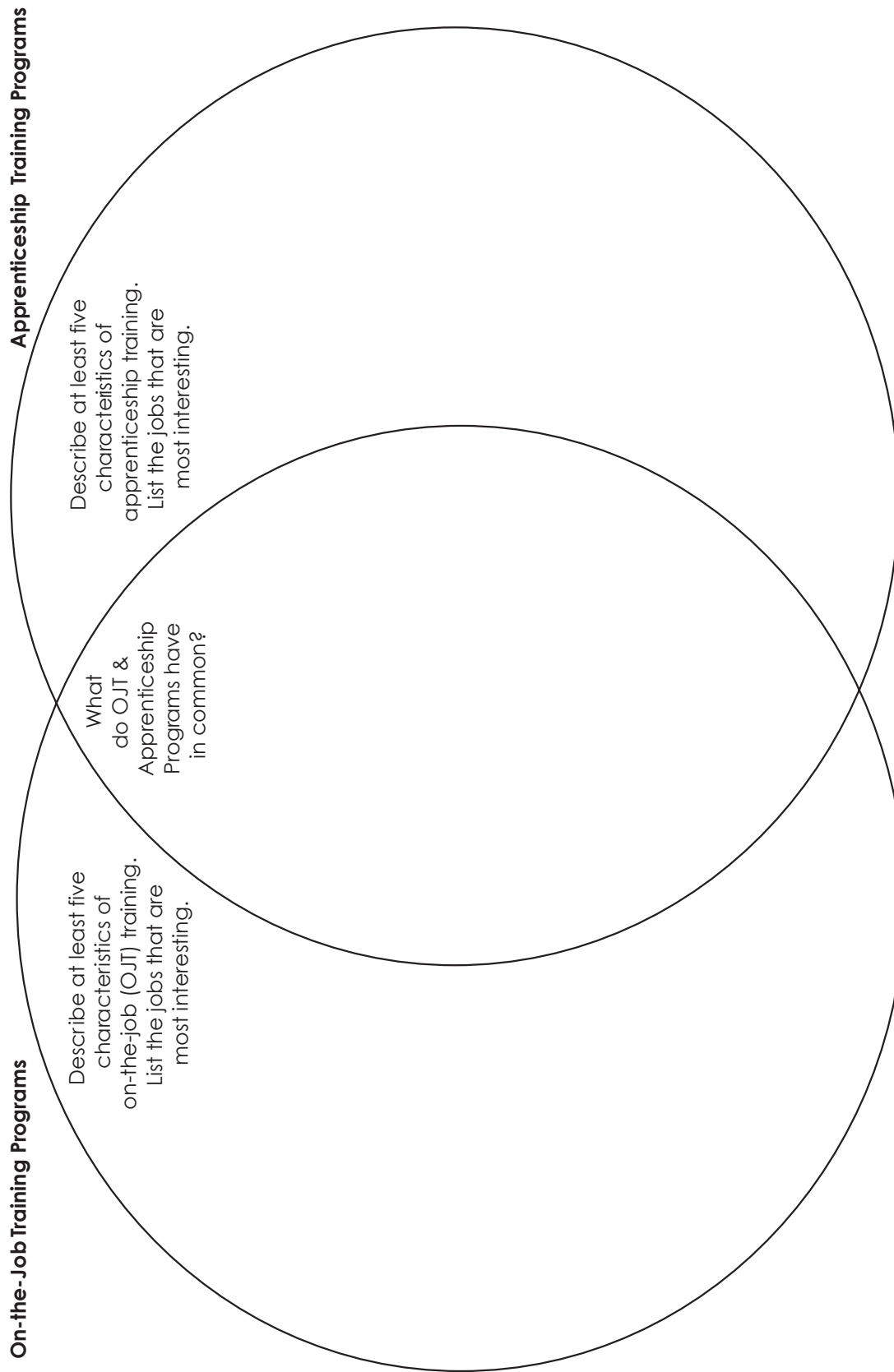


Study Guide



What did you find out from this comparison?

On-the-Job Training

Education & Training

In today's world, job training and ongoing education are needed to get and keep a job. Most employers require a high school diploma from the workers they hire. Job opportunities are very limited for people without a high school diploma. Education and training do not guarantee success but education and training will give you more career opportunities.

What Is On-the-Job Training?

There are many ways to get training and skills for the job you want. Learning while you work is one way. This is called on-the-job training because you learn while you are working. Once you start the job, your boss or co-workers will show you what to do. You learn first from watching and listening as they work. First, they show you how to do a task, then you try it. As you try each new task, they tell you how you are doing. This also is called hands-on training because you are learning as you do the job.

Length and Type of On-the-Job Training

On-the-job training can last from a few days to three years. In some cases, a company may offer on-site training. This is hands-on training with formal classroom training. Some companies send employees to junior or community colleges. Some may use vocational

training schools for formal training in a classroom using books and handouts.

On-the-Job Training Wages

The pay will sometimes be low while you are in training. This is called a training wage. As you learn the job your pay will increase. The faster you learn, the faster you will get a raise. It is important to work hard to learn the skills for your job. This will make you a valuable worker. Not only will this increase your pay, but you also will have more responsibility. You also will have a chance to move up in the company.

Jobs that Offer On-the-Job Training

The list starting on the next page shows some of the many jobs that offer on-the-job training. Each job description includes where you work and some of the job tasks.



On-the-Job Training

Page 2

- Airline baggage worker: work indoors or outdoors at an airport to sort, load and unload freight and luggage.
- Assembler : work indoors to put parts together to make cars, TV sets, airplanes and other products.
- Office clerk: work in an office to type, sort mail and answer phones.
- Construction laborer : work outdoors to load and unload equipment, put up and take down scaffolding and carry materials.
- Building custodian: work indoors using chemicals to keep commercial buildings clean.
- Forestry technician: work outdoors to help take care of natural forests by keeping records of trees to plant or cut down.
- Highway maintenance worker: work outdoors to keep highways and roads in safe condition by repairing potholes and painting lines.
- Housekeeper: work indoors to clean homes or hotel rooms by vacuuming, dusting, cleaning bathrooms and washing windows, floors and walls.
- Mover: work indoors and outdoors to load, transport and unload household items, and office equipment.
- Nursery worker: work outside to care for plants and trees and help customers choose and buy plants.
- Printshop worker: work inside using photocopy machines to make copies for customers.
- Retail store clerk: work indoors to sell goods to customers by helping with selection and handling money and receipts.
- Shipping and receiving clerk: work indoors and outdoors to pack and unpack goods and keep track of company shipping.
- Stadium worker : work inside or outside in sports complexes, racetracks, and ball parks, to sell tickets, and maintain the facility.
- Teachers aide: work indoors to help classroom teachers with supplies, keep records, and help students.
- Telephone operator: work in an office to help people make phone calls and run a switchboard.



Apprenticeship Training Programs

What Is Apprenticeship Training?

Another way to learn on the job is by working as an apprentice. An apprentice is a person who works with a skilled worker. As an apprentice, you watch as the skilled worker does the job, then you do the job. This person tells you what you did right and what you need to change. This is called hands-on training because you learn by watching and doing.

Trade Occupations

There are apprentice programs for over 400 occupations. The most popular are in the trades. A trade is an occupation that requires manual or mechanical skill. In trade occupations, you use your hands and tools to build, put together, repair or make things.

Apprenticeship Wages

Even though you are paid a lower wage as an apprentice, there are several advantages. First, hands-on training is a great way to learn job skills. Second, apprenticeships pay while you learn. It takes several years as an apprentice to learn a job. Once you are experienced, you can take a test to become a skilled worker or a journeyman. Journeymen are highly paid and respected.

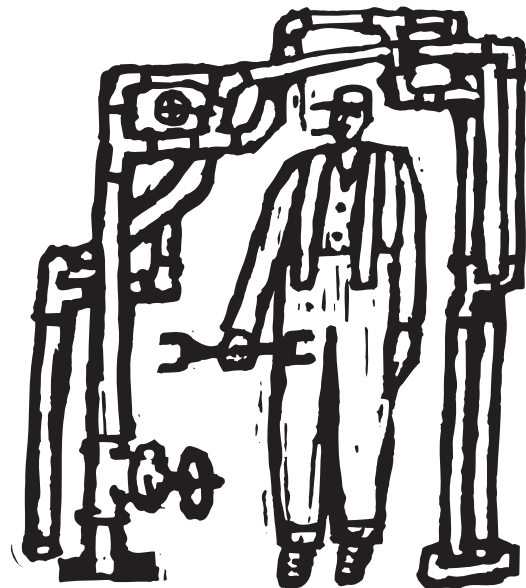
Apprenticeship Requirements

Completing an apprenticeship program usually takes from four to six years. Most apprenticeship programs are registered

through the state or federal government. Apprentices who finish their program receive certificates from the Department of Labor. These certificates are valuable when looking for a job.

Examples of Apprenticeship Positions

It is important to know which jobs require apprenticeship training. The list on the next page shows just a few examples of the many occupations that offer apprenticeships. These vary by location. Each job description includes where you do the work and the tasks that are required.



Apprenticeship Training Program

Page 2

- Carpenter: work indoors and outdoors using hand and power tools to build homes and other buildings.
- Drywall installer: work indoors to cut and install sheetrock and build the inner walls of buildings.
- Electrician: work indoors and outdoors to install wiring, electrical fixtures, and make electrical repairs.
- Floor covering installer: work indoors to lay carpet, linoleum and tile on floors, walls and countertops.
- Iron worker: work outdoors on high scaffolding to construct the iron foundation structure for large buildings.
- Machinist: work indoors to run a machine that cuts and makes parts for products usually made of metal.
- Painter: work inside or outside of buildings to apply paint, varnish or other finishes.
- Plumber: work indoors and outdoors to install and repair water and sewer pipes.
- Printing press operator: work indoors to help make books, magazines newspapers and other printed material.
- Sheet metal worker: work outdoors and indoors to cut and install sheet metal using power tools.
- Tool and die maker: work indoors as a skilled machinist to make and repair cutting devices for machine tools.
- Information Technology equipment installation and maintenance: work indoors and outdoors to install and maintain IT equipment.

