

FED. SUPPLY CLASS

INDUSTRY RECOGNIZED APPRENTICESHIP PROGRAM, INTERNSHIP PROGRAM

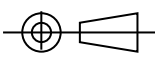
STANDARD PRACTICE



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1. INTRODUCTION

1.1 Scope

This standard was created by the Aerospace Industries Association as an industry standard to be applied to any individual participating in Internship Programs to develop their skills and experiences in an aerospace and defense application. NAS9932, *Industry Recognized Apprenticeship Program, Overview*, provides background and context of the program.

1.2 Purpose

The purpose of NAS9932-2 is to provide industry with a standardized practice to implement and manage a nationally recognized and portable certification for Internship Programs.

1.3 Consistency

The process outlined in this standard offers a harmonized acceptance across the A&D industry of the criteria used to ensure portability of Internship Programs.

2. DEFINITIONS

2.1 Acronyms

The acronyms used in this standard are:

- A&D – Aerospace and Defense
- AIA – Aerospace Industries Association
- DOL – Department of Labor
- IRAP – Industry Recognized Apprenticeship Program

2.2 Terms

Mentor: A person who supports an individual IRAP participant during his/her work-based learning experience, providing guidance on company culture, specific position functions, and workplace policies and procedures. In many cases, mentors help develop learning objectives for the IRAP participant and assist in measuring his/her progress and proficiency.

Supervisor: A person responsible for directing or managing individual workers.

Intern: An employed individual participating in a work-based learning program to develop experience, skills, and knowledge of working in an A&D environment, while also pursuing a higher education degree.

Internship: A temporary paid position that provides work-based learning for an individual also pursuing an academic degree.

IRAP candidate: An individual who is in the process of meeting the requirements of an IRAP Certification.

Host Company: The Company employing the intern.

Tour: A period of time assigned to a specific work engagement.

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3. INTERNSHIP PROGRAM IRAP MODEL DEFINITION

3.1 Aerospace and Defense IRAP Internship Program

A program available to paid non-full-time employees working in specific technical disciplines to learn and develop job-specific competency within the A&D industry. The certification criteria for this IRAP indicates that an individual completed internships relevant to a specific area of study, including:

- Engineering & Computer Science
- Business management & finance
- Supply chain management
- Other technical or business focus at an A&D company.

Critical Skills:

- o presentation skills
- o written and verbal communication skills
- o leadership skills
- o critical thinking
- o problem solving
- o project management

4. INTERNSHIP PROGRAM IRAP PROCESS

4.1 Program process

The commonly accepted process for meeting the requirements for Aerospace and Defense industry recognition of IRAP Internship Program includes self-attestation and validation from relevant authorities who affirm the candidate has completed necessary minimum requirements to meet and obtained the basic competencies. It is the responsibility of the IRAP candidate to manage the process of attestation.

4.2 Acceptance Requirements

The IRAP Candidate must complete the following minimum requirements for IRAP Internship Program to be eligible to receive a certificate of completion.

- A. Criteria: The certification criteria require self-attestation regarding the relevance of the internship pursuant to the candidate's degree, and confirmation by the company providing the internship that the candidate has completed:
- 1) A minimum of five months combined total internship duration, with
 - 2) A minimum of 2 internships at one or more A&D companies, and
 - 3) Has taken a competency assessment within the technology or business discipline through a recognized competency assessment tool and has reached an acceptable competency level (if competency assessment is part of company policy for internships).

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