



Partnership of Education, Business, Community, Government

Consortium Members:

Cedarburg, Grafton, Port Washington Northern Ozaukee & Random
Lake High Schools and Ozaukee Economic Development

Youth Apprenticeship Handbook



General Description

Wisconsin's Youth Apprenticeships integrate school-based and work-based learning to provide students in their junior and senior years with academic and occupational skills leading to both a high school diploma and a Certificate of Occupational Proficiency in a specific industry. They are based in part on successful program designs in European countries that have used youth apprenticeship for many years to prepare youth for employment in occupations that do not require four-year college degrees. They also incorporate many elements of Wisconsin's registered apprenticeship program which was established in 1911 as the first statewide apprenticeship system in the country.

The one and two-year apprenticeships prepare students who plan to enter the workforce directly from high school; who want to enter a registered apprenticeship; who plan to enroll in a technical college or a university in an occupationally related degree program.

Each student works in partnership with an employer-identified mentor, specialized classroom instructor and high school apprenticeship coordinator to receive the best skills and knowledge possible. The apprenticeship requires that students work a minimum of 900 hours within the two-year program and 450 hours in the one-year program. Students are encouraged to work full-time during the summer before senior year; if work is available. Upon successful completion of the apprenticeship, students are awarded a Certificate of Occupational Proficiency from the Wisconsin Department of Workforce Development. Graduates may be eligible to receive advanced standing or transcribed credit at a local technical college or credit toward the admission requirements for the University of Wisconsin system (in selected programs).

BENEFITS TO STUDENTS

Students have the opportunity to:

- See first-hand the connection between education and real- life work;
- Strengthen academic skills;
- Experience a potential career in the workplace;
- Earn wages while learning from skilled professionals;
- Increase career options and future employability;
- Earn a youth apprentice competency certificate;
- Apply the experience toward a high school diploma;
- Earn technical college credit or advanced standing;
- Enter the workforce directly with employability skills.

MENTOR RELATIONSHIP

Each youth apprentice will be assigned to work with one or more trained mentors. The mentor's role will be to:

- Plan the sequence of work skills to be learned in cooperation with classroom instruction;
- Regularly evaluate the progress of the student's workplace learning;
- Show the student how work tasks are done and explain why they are important (at times, this may be done by skilled trainers rather than the mentor);
- Help determine how to solve problems which may interfere with work or school;
- Meet with the student and the high school apprenticeship coordinator at least once during each grading period;
- Provide the student with a copy of the quarterly evaluation;
- Communicate regularly with the high school apprenticeship coordinator and the Workforce 2020 Coordinator.

The mentor will be a coach, a supporter, a teacher, and a listener. This program is very rigorous with challenging expectations. Mentors will help students meet these expectations.

EMPLOYEE STATUS

Although students are considered regular employees of the Youth Apprentice sponsor, they have a position that is different from many other employees. Rate of pay has been determined by the employer to be appropriate for a youth apprentice who is receiving training in many departments and will be nonproductive part of the time. The work and training schedule, trainers, mentor (s), work clothes and job entry requirements (drug screening, physical, etc.) will be determined by the employer. If there are any difficulties with the job training or ability to perform the job, students should speak to the mentor, high school apprenticeship coordinator, or parents.

STUDENT RESPONSIBILITIES

Success in the youth apprenticeship depends on the individual student. Students must regard employment within their apprenticeship as their primary responsibility. Secondary employment may be considered provided the employer and parents are in agreement and total hours do not exceed maximum outlined in the *Wisconsin Employment of Minors Guide*. (See attached.)

In addition, students will be expected to:

- Maintain 95% attendance at work and at school;
- Maintain a "C" average or better in all high school and youth apprenticeship work;
- Successfully complete all youth apprenticeship work and classroom requirements;
- Maintain regular communication with their mentors, parents, instructors and high school apprentice coordinators;
- Share written evaluation with parents/guardians;
- Complete all high school requirements necessary for graduation.

PARENT/GUARDIAN RESPONSIBILITIES

Students who choose to participate in a youth apprenticeship will be involved in a rigorous curriculum and will be given more work-related responsibilities than the average junior or senior. It is imperative that the student receives support from his or her parents/guardians. Parents/guardians are expected to:

- Ensure that their child has reliable transportation to work and classes;
- Monitor that hours worked are within State guidelines for minors (see Wisconsin Employment of Minors Guide);
- Discuss quarterly evaluation with student;
- Notify the high school apprenticeship coordinator in a timely manner if any concerns exist.

SCHOOL DISTRICT RESPONSIBILITIES

Each participating school district agrees to provide at least one high school faculty member as the high school apprenticeship coordinator, who will:

- Support the apprentice in meeting requirements;
- Participate in at least quarterly progress reviews scheduled with mentors and apprentices;
- Ensure that the school provides necessary academic and technical instruction and/or contracts with a technical school or other facility to provide this instruction;
- Monitor the academic progress of the apprentice to ensure that high school graduation requirements are met.

EMPLOYER RESPONSIBILITIES

The employer will provide an opportunity for the student to learn and apply skills in the workplace. The employer will:

- Interview and hire the student for two years for a Level 2 program and one year for a Level 1 program, including the summer between junior and senior year, when possible;
- Provide an average of 10-15 hours of work per week during the school year. (More hours may be worked at the discretion of the student, employer and parents, as outlined in the *Employment of Minors Guide*. However, a maximum of 20 hours per week during the school year is recommended.);
- Provide worker's compensation and the wage agreed upon by Workforce 2020 and the employer;
- Provide on-the-job training in the competencies set by the State;
- Communicate at least once per grading period with the apprentice, instructor, high school apprenticeship coordinator, and Workforce 2020 Coordinator;
- Provide the student with a mentor and skilled trainers;
- Regularly evaluate the student's progress;
- Abide by all child labor law regulations.

SAFETY AND CHILD LABOR LAWS

Students must have a signed Youth Apprenticeship Education/ Training Agreement on file with the employer, high school, and Workforce 2020. Workforce 2020 also requires that students obtain a work permit.

If students injure themselves on the job, even slightly, they must immediately report it to their supervisors, trainers, and/or mentors.

SAFETY AND CHILD LABOR LAWS, cont'd.

Auto Technician and Manufacturing Apprentices:

The type of work and tools and machinery used will be determined by the sponsoring employer and will abide by the Child Labor Laws, OSHA, and the company's insurance carrier.

The potential for injury is higher for Auto Technician and Manufacturing Apprentices. Students will be given comprehensive safety instructions both on the job and in the classroom. **Students must follow these instructions carefully and consistently.**

CONFIDENTIALITY

Students will be working in an environment that requires strict confidentiality in certain areas. The supervisor/mentor will inform students as to what must be kept confidential and will expect students to maintain confidentiality. Students must not share any of this information with family or friends. If there are any questions regarding what is or is not confidential, the mentor should be consulted.

Violations of confidentiality may result in the immediate termination of the apprenticeship.

GRADES

The grade received for the classroom will be based on both the classroom and worksite competencies. A *Pass* or *Fail* grade will be given at the end of the 9-week quarter and a letter grade at semester's end.

The grade received for the work-based learning will be a combination of the competencies achieved and work habits. These evaluations will be completed every nine (9) weeks by the mentors/trainers.

PERFORMANCE CHECKLISTS

Students will be expected to achieve the same competencies in the classroom and at the worksite. They will be evaluated by both the instructor and the worksite mentor/trainer. These competencies have been determined by standards set by State industries. The employer may require apprentices to successfully perform competencies many times to determine when students are able to perform them without assistance.

ACADEMIC CREDIT

Students will receive academic credit for both the classroom instruction and the work-based learning. The amount of credit received at the high school will be determined by each school district.

Technical college advanced standing credits will vary according to the apprenticeship. Contact your high school guidance counselor or the high school apprenticeship coordinator for more information.

EXITING THE APPRENTICESHIP

Full involvement and communication by students, parents/guardians, employers/mentors and high school apprenticeship coordinators can usually prevent a major problem. The apprenticeship is intended to be a one year commitment for a Level 1 program and a two year commitment for a Level 2 program. Release from the commitment may be requested if the following cannot be resolved:

Student Related

- A serious health problem;
- Attitude not conducive to work environment;
- Maintaining less than 95% attendance at work and/or school;
- Maintaining less than "C" average in all course work;
- Breach of confidentiality or other company policy;
- Unsatisfactory apprenticeship performance as determined by the employer;
- Unsafe behavior at the worksite.

EXITING THE APPRENTICESHIP, cont'd.

Business Related

- Employer lay-offs.

PROCEDURE FOR PROBLEM RESOLUTION

Employers will provide terms and conditions of employment. All of the companies agree to comply with the Wisconsin non-discrimination laws and regulations.

For all work-related concerns, students should follow the procedure described in the employee handbook or company policy book.

For other concerns, follow this procedure:

- First, talk to the mentor and/or supervisor at the worksite. Then, contact your high school instructor or high school apprenticeship coordinator to try to resolve the matter in an informal way.
- If the problem is not resolved, students have the right to file a written description with the Workforce 2020 Coordinator within 10 school days after the incident occurred.
- If the problem cannot be resolved in this way, the complainant will be notified in writing of a hearing date and time with the appropriate Youth Apprenticeship Steering Committee.
- Within 30 school days of the hearing, the Youth Apprenticeship Steering Committee will issue a written decision regarding the complaint.
- Complaints regarding discrimination should be filed directly with the Equal Rights Division in the Department of Workforce Development within 300 days of the incident. (Go to dwd.wisconsin.gov/er or phone 608-266-6860 for more information.)

TRANSPORTATION

Transportation to work and to classes is the responsibility of the student and/or parent.

ATTENDANCE/SCHOOL POLICY

When an illness or emergency keeps students from attending work or class, they must call the school attendance office **and their work supervisor**. For preplanned absences, students must bring a note from a parent/guardian (at least two days before the absence) to school and the employer. For both situations, students need to make arrangements to make up the missed work.

If students are absent from school, they are not allowed to go to work. Excessive absences may be grounds for dismissal.

Students are responsible for informing their employers about scheduled school vacations (i.e. days off for Teachers' Convention, Winter Break, Spring Break, etc.), in addition to days called off by school administration. Students may be allowed to work more hours during these time.

SNOW DAYS AND OTHER CANCELLED SCHOOL DAYS

Listen to a radio or TV station that lists cancellations for school during inclement weather.

If the student's school has been cancelled due to inclement weather, students are NOT required to drive to work. Students must call their immediate supervisors to inform them of the cancellation.

If students still desire to drive to work, they must have approval from a parent/guardian.

DIRECTORY OF CONTACT PERSONS

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