

Program Operations Manual

Investing in
Wisconsin's
Future



Wisconsin Youth Apprenticeship Program
Department of Workforce Development

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Wisconsin Youth Apprenticeship Program Operations Manual December, 2008

Table of Contents

Chapter 1	General Program Design	1-1
	A. Program Design	1-1
	B. Youth Apprenticeship Occupations	1-2
Chapter 2	Program Applications	2-1
Chapter 3	Student Enrollment	3-1
	A. Recruiting Youth Apprentices	3-1
	B. Student Eligibility	3-1
	C. Hiring Youth Apprentices	3-2
	D. Registration Procedures	3-3
	Education/Training Agreement	3-3
	Student Registration Form	3-3
	New Worksites	3-3
	E. Enrollment Period	3-3
	F. Student Performance and Evaluation	3-4
	G. Student Termination Procedures	3-4
	H. Certification Procedures	3-5
	Documentation Requirements	3-5
	Deadline for Submission	3-5
	Early Graduation and Extensions	3-5
	Procedures for Issuing Certificates of Occupational Proficiency	3-5
Chapter 4	School-Based Learning (Related Instruction) Requirements	4-1
	A. Responsibilities of Local School District Partners	4-1
	B. Youth Apprenticeship Statewide Curriculum Guidelines	4-1
	C. Ordering YA Curriculum	4-2
	D. Curriculum Maps and Student Schedules	4-2
	E. Student Schedules	4-3
	F. Instructor Qualifications	4-3
	G. Secondary and Post-Secondary Credit for Youth Apprentices	4-3
	H. Student Grading Procedures	4-4

Chapter 5	Work-Based Learning Requirements	5-1
A.	Scheduling Work Hours	5-1
B.	Summer Work Hours	5-2
C.	Employer Responsibilities	5-2
D.	Mentor Qualifications & Responsibilities	5-3
E.	Child Labor Laws	5-4
F.	Work Permits	5-5
G.	Wages	5-5
H.	Worker's Compensation	5-5
I.	Unemployment Compensation	5-5
J.	Liability	5-6
K.	Worker Displacement	5-6
L.	Collective Bargaining Agreements	5-6
M.	Layoffs/Strikes	5-7
Chapter 6	Program Administration	6-1
A.	Role of Department of Workforce Development	6-1
B.	Local Oversight	6-1
C.	Youth Apprenticeship Coordinator	6-2
D.	School Based Coordinator	6-2
E.	Program Funding	6-2
F.	Record Retention	6-3
G.	Grievance Policy and Procedures	6-3
H.	Program Monitoring	6-3
I.	Program Reporting	6-4
J.	Program Evaluation	6-4

APPENDICES

Appendix I	Education Training Agreement
Appendix II	Youth Apprentice Student Registration Form
Appendix III	Youth Apprentice Termination Form
Appendix IV	Youth Apprenticeship and Child Labor
Appendix V	Local Youth Apprenticeship Coordinator Responsibilities
Appendix VI	School Based Coordinator Responsibilities

Chapter 1 General Program Design

Wisconsin's nationally recognized Youth Apprenticeship Program provides high school youth with academic and occupational skills leading to both a high school diploma and a State Skill Certificate in a specific industry. It is based in part on successful program designs in European countries that have used youth apprenticeship for many years to prepare youth for high skill careers. It also incorporates many elements of Wisconsin's registered apprenticeship program, which was established in 1911 as the first statewide apprenticeship system in the country.

The Youth Apprenticeship Program provides all students with specific occupational skills, as well as valuable employability skills, interpersonal skills, and a general knowledge of the world of work. Students who successfully complete the program have the option of entering the workforce directly after high school, applying for a registered apprenticeship position, enrolling in a technical college, or a four-year university.

A. Program Design

Youth Apprenticeship integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries. Local programs provide training based on a statewide youth apprenticeship curriculum guidelines, endorsed by business and industry. Students are instructed by qualified teachers and skilled worksite mentors. Students are simultaneously enrolled in academic classes to meet high school graduation requirements, in a youth apprenticeship related instruction class, and are employed by a participating employer under the supervision of a skilled mentor.

Key elements of the youth apprenticeship program are:

- Industry-developed skill standards
- Exposure to multiple aspects of the industry
- Skilled mentors assigned to train the students
- Paid on-the-job work experience
- Related classroom instruction
- Curriculum guidelines for all programs
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

The Level Two, standard two-year youth apprenticeship program, must include four semesters of classroom instruction and requires a minimum of 900 hours of work-based learning. It is targeted to high school juniors and seniors, with classes and work scheduled concurrently. Completers are awarded a state Certificate of Occupational Proficiency and are eligible to receive advanced standing credits in a Wisconsin technical college in a related associate degree program.

In 1999 a number of program design variations were introduced to allow more flexibility for students and businesses interested in participating in the program. These variations include:

- Allowing the work-based learning component in the two-year program to begin as early as June after the sophomore year or as late as June after the junior year.
- Allowing AYES (Automotive Youth Educational Systems) students and youth apprenticeship students to be enrolled concurrently in both programs.
- Allowing youth apprentices to complete the second year of the two-year program after high school graduation, either while enrolled in a technical college in a related field or while still enrolled in the youth apprenticeship credit classes provided by their local high school (with school district permission).
- Allowing youth apprentices to receive a certificate of recognition after completing a Level One, one year of the two-year program, provided all core ability and safety competencies are met, as well as the specific course requirements outlined for each program. **No statewide advanced standing credits are offered for this option (because course selections may vary from program to program), although they can be negotiated locally.** Students may also take more than one year to complete these requirements, which allows more at-risk or other special need students to participate in the program.
- Allowing schools to operate “vendor-based” programs as youth apprenticeship programs, such as the Cisco-sponsored information technology networking programs, provided they have been approved by the DWD and work-based competencies are included.

All program variations must comply with applicable child labor and student learner laws with regard to number of hours worked, age restrictions, prohibited occupations and equipment, and time-of-day employment for the students.

B. Youth Apprenticeship Occupations

Youth apprentices receive training and instruction in an occupational cluster within an industry. DWD staff work with statewide industry associations to identify appropriate industries for youth apprenticeships. Occupational areas are selected on the basis of their growth potential, skill levels of occupations within the industry, availability of entry level jobs with career growth potential, and interest in and commitment to hiring youth apprentices on the part of businesses within the industry.

Occupational areas must be approved by the Department of Workforce Development (DWD). Businesses interested in developing a youth apprenticeship within their industry should contact their industry association or send a written request to DWD at P.O. Box 7972, Madison, WI 53707-7972.

To see a list of current youth apprenticeship program areas visit our web site at:
<http://dwd.wisconsin.gov/youthapprenticeship/programs.htm>

Chapter 2 Program Applications

Local partnerships must apply to and be approved by the Department of Workforce Development in order to operate a state-approved youth apprenticeship program. Students will not be registered unless a program application has been submitted and approved.

Wisconsin Youth Apprenticeship Local Grant and Program Application Guidelines

Local Youth Apprenticeship (YA) Grants created under 1999 Wisconsin Act 9 and administered by the Department of Workforce Development (DWD), are available to fund local youth apprenticeship programs authorized under Wisconsin Statute 106.13. The purpose of the grants is to administer the statewide YA program. All local partnerships must be approved by DWD in order to operate a YA program.

Request for Proposals

DWD issues a Request for Proposals (RFP) to solicit applications for the following school year in March. The grant period is July 1st through June 30th.

Funding under this RFP is available to local partnerships to implement and coordinate YA programs. Local partnerships are defined as:

- one or more school districts, or
- any combination of one or more school districts, other public agencies, nonprofit organizations, individuals or other persons, who have agreed to be responsible for implementing and coordinating a local YA program.

School districts in an existing partnership may remain with their partnership, transfer to a different partnership, or organize a new partnership. However, a school district may not be a member of more than one partnership application.

Application Requirements

In order to be considered for funding, eligible applicants are required to:

- Limit the cost per student to a maximum of \$900 per youth apprentice (total grant amount divided by the number of students to be enrolled);
- Provide at least 50% matching funds;
- Submit for a grant of no less than \$10,000 and 11 students;
- Have the capacity to deliver the program in accordance with the DWD YA Program Operations Manual, and all requirements included in the RFP; and
- Designate a regional and/or local coordinator.

If a partnership is unable to meet the minimum application requirements, they are encouraged to join another partnership so their students can participate in the program. If school districts change partnerships, DWD will, to the extent possible, provide funding to “follow the student” to accommodate changes in partnership structure.

Local partnerships may operate the youth apprenticeship program with or without state funding. The same application must be completed and submitted. If no funding is requested, the budget page and worksheet may be marked “Not Applicable.”

Youth Apprenticeship program applications may be obtained from the Department of Workforce Development, P.O. Box 7972, Madison, Wisconsin 53707-7972 or by calling (608) 267-7210, or visit the DWD website at <http://dwd.wisconsin.gov/youthapprenticeship/>

Chapter 3 Student Enrollment

A. Recruiting Youth Apprentices

A recruitment and application process must be established by local steering committees which informs all students about youth apprenticeship opportunities. Specific strategies should be developed to recruit students into nontraditional opportunities, to recruit minority students, students “at risk,” and students with disabilities. The youth apprenticeship program is especially suitable for students whose preferred learning style includes hands-on, applied learning.

The recruitment and application process cannot discriminate on the basis of race, creed, sex, national origin, religion, disability, political affiliation or sexual orientation and must be consistent with the Fair Employment Act and the Americans with Disabilities Act.

Local consortia are encouraged to include a parent/student orientation meeting as a part of their recruitment process so that parents can help their student make an informed decision about the program.

B. Student Eligibility

To be eligible for the youth apprenticeship program, students must:

- Be enrolled in a public or private secondary school or an approved program leading to a GED/HSED; or
- Enrolled in a home-based program or Charter School;
- Perform satisfactorily on the *Wisconsin Pupil Assessment System or otherwise demonstrate the ability to attain the required skills in the Skill Standards Checklist; and
- Have participated in career exploration, guidance and/or education activities, which allow them to make an informed choice about their chosen career area.

Any additional eligibility criteria established by a local youth apprenticeship consortium *must be approved by DWD* and must be objective, apply to all students, relate to specific occupational requirements, and cannot discriminate on the basis of race, color, religion, sex, national origin, disability, political affiliation or sexual orientation.

If a student’s grade point average (GPA) is considered, it may not be used as the sole reason to disqualify a student from enrolling in the program. The GPA must be viewed as *part of a total assessment* for applicants and not used as a screening tool, which discourages students from applying for the program. *DWD may not approve local eligibility criteria which requires a GPA higher than 2.0 on a 4.0 scale.*

*For more information on the Wisconsin Pupil Assessment System go to <http://dpi.wi.gov/oea/hist/histdev.html>

C. Hiring Youth Apprentices

Employers are responsible for interviewing and making final hiring decisions of youth apprentices.

Businesses must follow normal hiring procedures with regard to non-discrimination and allowable interviewing procedures.

If student applications for the youth apprenticeship program include information about ethnic background, marriage or parental status, or “at risk” status, they may not be shared with employers prior to interviewing and hiring the students. A separate program application, which includes such information, may be kept on file at the school. Refer to Department of Workforce Development’s “Avoiding Loaded Questions” brochure for guidance on employment applications. Contact DWD staff at (608) 267-7944 or the Equal Rights Division at (608) 266-6860 for a copy, or visit their website to download a copy. (http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_4825_pweb.pdf)

The hiring process must be fair and equitable to all students who apply. It cannot discriminate on the basis of sex, race, color, national origin, religion, disability, political affiliation or sexual orientation and must be consistent with the Fair Employment Act and the Americans with Disabilities Act.

Records must be maintained on all applicants, including those not selected for the program. Records must include a copy of the application, the interview summary, and the basis for selection or rejection of the applicant. The records must permit identification of ethnic background, gender and student applicants with disabilities. (See Record Retention, p. 6-3)

Background Checks of Minor Students: FDIC regulations may prohibit lending institutions from hiring people with a criminal background in the Finance program. Additionally the Wisconsin's Caregiver Law requires background and criminal history checks of certain personnel who are responsible for the care, safety and security of children and adults including students in the Health Services program.

Wisconsin’s Fair Employment Law allows employers to question both adults and juveniles about a criminal background when the employee is required to be bonded as a condition of hire or background checks are required. The information must be provided voluntarily by the applicant. Employers may be unable to obtain juvenile records because of their confidentiality. Suggested wording on an application is “Have you ever been adjudged delinquent for behavior that would constitute a violation of criminal law in an adult court?” DWD recommends that local recruitment and application materials notify students and parents that the students in the Finance program will be required to be bonded and may be asked about any criminal background as well as those in the Health Services program..

D. Registration Procedures

Education/Training Agreement (ETA)

An ETA must be signed by all parties for every youth apprentice enrolled in the program. The ETA is effective only when signed by all parties. A signed copy must be on file at the school and with the apprentice's employer. The local coordinator is responsible for ensuring that *all* parties receive a copy of the entire signed agreement. The ETA can be found in Appendix I or on our website

http://dwd.wisconsin.gov/youthapprenticeship/youth_apprenticeship/forms_publication/ya_forms.htm.

Student Registration Form

A copy of the youth apprentice's **registration form** must be submitted to DWD no later than thirty (30) days after the student is hired by the employer. The Registration Form can be found in Appendix II or on our website listed above. Students must have a registration form on file with the DWD to be considered a Youth Apprentice and obtain student learner status.

DWD will not register students if the consortium has not been approved to operate the program.

New Worksites

If a student changes worksites, a **new ETA** must be signed and on file with the school and new employer. The DWD must be notified in writing of the worksite change. The new employer information should be added to the registration form and a copy sent to DWD no later than 30 days after the new employer hires them.

The ETA and registration forms are State of Wisconsin documents for the Wisconsin Youth Apprenticeship program. Local consortia **cannot** rewrite the agreement, substitute their own language, or delete any of the information on the document.

E. Enrollment Period

Work-based learning in the Level Two program may begin as early as June after the sophomore year (as long as the student's age does not violate child labor law restrictions for the particular occupation) or as late as June after the junior year. Students in a Level One program may begin as early as June after the sophomore year (same precaution for child labor laws) or as late as the fall of their senior year in high school.

Youth apprentices may remain in the program for ninety (90) days after the school year ends (Level One) or they graduate from high school (or complete their GED/HSED) in order to complete the program requirements. Students may be enrolled in the program longer than two years if they are still enrolled in high school or a GED/HSED program. Students enrolled in the high school/tech college model may complete the second year of their youth apprenticeship program while enrolled in a related program in a technical college.

F. Student Performance and Evaluation

To remain in the Youth Apprenticeship Program, students must:

- Maintain good attendance at school and the job, as defined by the local consortium;
- Perform at an acceptable level in both the related instruction class and at the worksite as determined by the local consortium;
- Comply with all work rules and requirements at their place of employment; and
- Meet jointly with the mentor, their parent or guardian, a school representative and/or the YA Coordinator at least three times per school year to review their progress in the program.

The local consortium must outline any program requirements regarding attendance and performance in writing and make the policy available to all instructors, mentors, youth apprentices and parents at the time of the enrollment.

Performance in the youth apprenticeship program must be evaluated using the competency checklist provided by DWD for each program. The mentors at the worksite must rate the work-based competencies in the Skill Standards Checklist. The instructor of the related class should rate the classroom competencies

G. Student Termination Procedures

All parties to the ETA must meet to discuss a potential termination from the program and every effort should be made to provide opportunities for the youth apprentice to succeed in the program.

Employers may dismiss or fire youth apprentices who do not comply with work rules or requirements. The consortia is not obligated to find another employer and/or retain the youth apprentice in the program if s/he has been fired for cause, at which point the ETA is void. The local coordinator should be notified prior to the termination and a meeting of all parties should be held, unless the violation is serious enough to warrant immediate dismissal.

If a youth apprentice voluntarily withdraws from the program they should be encouraged to complete the current semester's class so that graduation credit may still be granted for courses, which were successfully completed.

A Youth Apprentice Termination Form must be submitted to DWD within thirty (30) days of a student's termination. See Appendix III for a copy of the form or our website <http://www.dwd.wisconsin.gov/youthapprenticeship>.

If a youth apprentice believes s/he has been discriminated against or dismissed unfairly, a grievance may be filed following the local program's grievance policy (see Grievance Policy and Procedures, p.6-3) and/or a formal complaint may be filed with the Equal Rights Division in the Department of Workforce Development. (Phone 608 266-6860 for more information.)

H. Certification Procedures

Youth apprentices who successfully complete the requirements of the Youth Apprenticeship Program will be issued a Certificate of Occupational Proficiency Level Two, for completion of the standard two-year program or a Level One, for completion of the Level One program. The student must have achieved the required competency levels for their particular program, passed all required classes and worked the specified minimum number of hours.

Documentation Requirements

Youth Apprenticeship - A ***copy*** (not the original) of the completed student competency checklist must be submitted to: DWD, Youth Apprenticeship Checklists, PO Box 7972, Madison WI 53707-7972.

Deadline for Submission

Completed checklists for youth apprenticeship students must be submitted within 90 days of completion of the Youth Apprenticeship Program (actual completion date should coincide with anticipated completion date as listed on the student registration form) unless an extension has been granted.

If student did not meet minimum requirement for certification, do not send the checklist. Either send a termination or request an extension to complete program.

Early Graduation and Extensions

Students who are eligible for early graduation may receive the youth apprenticeship certificate if they have completed all the program requirements. If they have not yet completed program requirements, they may continue in the youth apprenticeship program until completion provided they could still enroll in the related classes. In some cases, such as when the local high school teaches the related instruction or student learner status is required, it may be better for the student to postpone graduation until the youth apprenticeship requirements are completed.

Requests for extensions beyond the ninety days should be submitted to the DWD office prior to the expiration of the ninety-day period.

Procedures for Issuing Certificates

DWD will review student competency checklists for achievement of required competencies.

DWD will review the hour requirement.

DWD will notify local program coordinators if students' checklists do not reflect achievement of competencies or the required hours. Checklists may be resubmitted within ninety days for reconsideration.

DWD retains the right to refuse to issue a certificate based on the validity of the checklist.

Chapter 4 School-Based Learning (Related Instruction) Requirements

A. Responsibilities of Local School District Partners

School districts participating in a youth apprenticeship program are responsible for:

- Recruiting students for the youth apprenticeship program;
- Assessing interested students, either by administering the Wisconsin Pupil Assessment exam or otherwise determining the student's ability to successfully complete the youth apprenticeship curriculum;
- Assigning a school coordinator to oversee student enrollment in the program;
- Integrating the youth apprenticeship program into the student's overall educational program;
- Developing curriculum maps for each youth apprentice to ensure that all graduation requirements will be met;
- Issuing credit toward graduation for the youth apprenticeship program experience;
- Signing the Education/Training Agreement for each student and complying with the conditions and requirements identified in the agreement; and

B. Youth Apprenticeship Statewide Curriculum Guidelines

Youth Apprenticeship Programs are based on a statewide curriculum guideline written for each industry area. The curriculum guideline is developed through extensive involvement by Wisconsin businesses to identify the tasks and standards necessary for successful program achievement. Specific competencies are identified using a DaCum (Developing a Curriculum) task analysis process. The curriculum incorporates and/or is aligned with national industry skill standards when they exist.

All curriculum is competency based and is to be delivered in an integrated classroom and work-based setting to ensure that students meet required proficiency levels to earn the Certificate of Occupational Proficiency and a high school diploma.

All local programs must follow the required statewide curriculum guideline for the industry area in which the youth apprentice is enrolled.

It is the responsibility of the local consortium to determine the most effective method of delivering the curriculum to the students. The curriculum may be delivered at the secondary school, the technical college, a business site or any combination which assures satisfaction of high school graduation requirements, competencies required to earn the Level One or Level Two Certificate, and terms of articulation agreements for advanced standing in the technical college.

Local schools may choose to integrate the competencies in the state curriculum guideline into existing local curriculum. Non-youth apprentice students may be enrolled in the youth apprenticeship related classes. It is not recommended that youth apprentices be enrolled in classes intended for adults, unless specific arrangements are made to accommodate the learning style of high school age youth.

If the student will receive the related instruction at a technical college, an articulation agreement between the school district and the technical college is required. Youth apprentices may be enrolled in the youth apprenticeship related instruction under a Youth Options program, if it has been determined that the technical college course meets the requirements of the youth apprenticeship program and the student is eligible for Youth Options.

Youth apprenticeship classroom curriculum is usually written to be taught in a particular sequence. All instruction should begin with an introductory course that contains a safety component. The sequence of other courses may be changed with the approval of the local steering committee and participating employers. Classroom activities and worksite activities should be coordinated as much as is practical.

Youth apprenticeship courses should be integrated as much as possible with the student's academic classes. Supporting courses should be scheduled whenever possible to enhance the student's learning objectives and work experience.

C. Ordering Youth Apprenticeship Materials

Copies of youth apprenticeship curriculum guideline and other YA forms may be ordered from the Wisconsin Department of Administration (DOA) Document Sales office. Order forms may be downloaded from our website <http://www.dwd.wisconsin.gov/youthapprenticeship>.

Wisconsin Youth Apprenticeship curriculum material is copyrighted to restrict for-profit companies from reproducing and selling the curriculum. Permission for use of any copyrighted materials within the curriculum is allowed for use with local Youth Apprenticeship Programs in the State of Wisconsin.

Organizations which are operating Wisconsin Youth Apprenticeship Programs may reproduce the curriculum without permission from DWD.

D. Curriculum Maps

A curriculum map, which outlines the student's course schedule for the last two years of high school (preferably for all four years), should be completed and placed in the student's file. The purpose of this map is to assure students and parents that all requirements for high school graduation and for youth apprenticeship certification will be met. All required courses, electives, youth apprenticeship classes and work-based learning should be identified on the map.

E. Student Schedules

The school district is responsible for arranging the student's schedule to allow him or her to participate fully in the youth apprenticeship program, including all work-based learning and related instruction.

Employers' work schedules and preferred hours for work-based learning must be taken into account when establishing student schedules.

The schedule should allow students to participate in extra-curricular activities as much as possible. Arranging the schedule should not be left up to the student alone.

F. Instructor Qualifications

High school instructors who teach the youth apprenticeship related instruction must be licensed to teach in that occupational area (if applicable) and have demonstrated knowledge of current business practices and techniques either through continuing education credits, recent work history in the industry, and/or technical college certification.

Technical college instructors who teach the youth apprenticeship related instruction must be certified by the Wisconsin Technical College System to teach in the specific occupational area/industry.

Industry trainers who teach the related instruction must have at least three years experience in the industry or business or be a qualified journeyman. It is recommended that trainers be certified by the local technical college and/or an appropriate trade or industry association (e.g. the American Institute of Business), and/or be team teaching with a certified instructor and have experience teaching high school age youth.

Instructor qualifications are purposely left flexible so that local consortia may hire the most appropriate instructor for their program. Since students are required to receive school credit for their instruction, instructor qualifications must meet any local criteria required by the school districts and supported by the school board in order to grant school credit. Evidence of instructor qualifications should be documented in local program files.

G. Secondary and Post-Secondary Credit for Youth Apprentices

The student's local school district must provide credit toward graduation for the youth apprenticeship-related instruction and the work-based learning component of the program. The amount of credit is to be determined by the school district and may vary between school districts in one consortium.

The Wisconsin Technical College System Board, through an interagency agreement with the Department of Workforce Development, will determine a uniform number of advanced standing credits to be offered for each youth apprenticeship program area. These credits will be issued to students upon successful completion of the Level Two, two-year youth apprenticeship program and application and acceptance to a technical college offering an *associate degree* in a related area.

The credits under the statewide agreement apply only toward an associate degree program, unless the local technical college has agreed to apply the credits toward other programs. Contact your local technical college for a list of the courses to which the credits will apply.

Local school districts are encouraged to establish articulation agreements with the technical college for credits for students who complete the Level One youth apprenticeship and/or other related courses recognized by the technical college.

H. Student Grading Procedures

DWD will award the one or two-year Certificate based on achievement of required standards in the competency checklists. It is the responsibility of participating school districts and the local steering committee to develop comparable letter grading procedures for program performance if required by the local school district. Procedures should be fair and objective and apply uniformly to all youth apprentices in the program.

The instructor of the related youth apprenticeship course(s) is responsible for evaluating the student's classroom performance.

Chapter 5 Work-Based Learning Requirements

The work-based learning component of the Youth Apprenticeship Program is designed to provide an on-the-job learning environment for students by being “apprenticed” to an experienced mentor. The mentor will:

- instruct the youth apprentice in the knowledge, skills, and abilities identified in the statewide youth apprenticeship curriculum guidelines ;
- instruct the youth apprentice in sound work habits and behaviors;
- work with the instructor to integrate work-based learning experiences with related classroom instruction so that theory and application are sequenced appropriately.

As with all apprenticeship programs, the work-based learning component is the **primary** method for teaching the required competencies, the local business becomes an extension of the classroom for the youth apprentice. The related classroom instruction is intended to *support* the work-based learning experience by providing theoretical knowledge and, when needed, providing appropriate skill development.

A. Scheduling Work Hours

The local steering committee is responsible for establishing the program design (including student work schedules) which accommodates both the students’ class schedule and the employer’s work schedule.

Youth apprentices in a Level Two program must complete a *minimum* of 900 hours of work-based learning while they are enrolled in the program. At least 500 hours of the required minimum work-based learning hours must take place when related classes are being held, so that classroom instruction can be integrated with worksite learning.

Youth apprentices in a Level One program must complete a *minimum* of 450 hours of work based learning while they are enrolled in the program. At least 250 hours of the required minimum work-based learning hours must take place when related classes are being held, so that classroom instruction can be integrated with worksite learning.

Youth apprentices may work *more* than the required minimum hours throughout the program as long as they do not exceed the daily or weekly hours allowable under the child labor laws.

Some programs may require additional work hours to master the required competencies. The local steering committee and participating employers should determine the appropriate number of hours of work-based learning for youth apprentices based on the specific curriculum.

Youth apprentices may be scheduled to attend school for a portion of each day and work for the remainder of the day or may be scheduled for alternating full days in school and full days on the job. Youth apprentices may also work evening and weekend hours provided businesses comply with restrictions on hours identified in the child labor laws.

B. Summer Work Hours

Youth apprentices are expected, but not required, to continue employment through the summer while enrolled in the program. They may work in areas, which are required for their competency achievement, or in different areas in the company. The purpose of summer employment is to continue the student's exposure to the company and its work environment.

Summer work hours may "count" toward the required hours if the student is working on the youth apprenticeship competencies.

Note: If students work for the company during the summer in jobs *unrelated* to their youth apprenticeship duties, a work permit must be obtained for the student and these hours will not count toward the required hours.

C. Employer Responsibilities

Employers of youth apprentices are responsible for:

- Interviewing and hiring the youth apprentice(s) for a minimum of 900 hours (450 hours for Level One), for the length of the program. Youth apprentices may be shared and/or rotated among several participating businesses in order to learn all required competencies and/or provide summer employment, in which case the total number of hours per employer may be less.
- Paying the youth apprentices minimum wage or higher, as agreed upon by the local youth apprenticeship consortium.
- Providing workers compensation coverage. Other benefits may be provided at the discretion of the employer.
- Instructing the youth apprentice in the required competencies provided for this program.
- Ensuring that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person.
- Ensuring that the work of any student learner in the occupations declared hazardous are incidental to his/her training and shall be intermittent and only for short periods of time.
- Ensuring that safety instructions will be provided.
- Assigning a mentor and skilled trainers to work with the youth apprentice throughout the course of the program. (One mentor can be assigned to more than one youth apprentice.) Allowing **release time** from work for the mentor(s) and trainers to attend relevant training or meetings.
- Signing and complying with the requirements in the Education/Training Agreement for each youth apprentice.
- Complying with all applicable state and federal child labor regulations (Appendix IV).

Employers are encouraged, but not required, to hire the youth apprentices upon completion of the program.

Students may be employed as youth apprentices in a business owned by their family provided the student and the employer meet the eligibility and other program requirements established for the youth apprenticeship program.

D. Mentor Qualifications and Responsibilities

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

Qualifications for an effective mentor and/or trainer include:

- Experience working with adolescents, either on the job or through family or outside activities;
- Effective teaching/training skills with adults and/or youth;
- Highly skilled in the area in which the youth apprentices will be trained in the industry;
- Good communication skills in the workplace; and
- Knowledge of and commitment to the principles of apprenticeship and the youth apprenticeship program.

A youth apprenticeship mentor is responsible for:

- Developing a training plan for the youth apprentice which will ensure that the student has the opportunity to learn all the required work-based skills during the course of the program;
- Assigning the youth apprentice to appropriate trainers within the company;
- Evaluating the youth apprentice’s progress on a regular basis and completing the student checklist documenting achievement of the required skills;
- Helping the student avoid problems and errors on work assignments;
- Providing support, encouragement, direction, and knowledge about the workplace culture;
- Seeking help from appropriate sources if personal problems are interfering with the student’s performance;
- Meeting with the student’s parents or guardians and school personnel at least three times during the school year to discuss the student’s progress;
- Communicating regularly with the school liaison, the youth apprenticeship coordinator and/or the instructor of the related class to discuss any problems and to ensure that work-based learning experiences and classroom instruction are being integrated as much as possible; and
- Attending mentor training workshops and regularly scheduled mentor meetings as determined by the local consortium. .

E. Child Labor Laws

Youth apprentices are hired by and become the employees of the local business participating in the program.

Youth apprentices and the businesses, which employ them, are subject to all state and federal child labor laws and fair labor standards, which apply to minors under the age of eighteen.

Youth apprenticeship programs are only developed in industries which are allowable for minors and/or student learners. Youth apprentices are considered student learners and are therefore allowed to work in some prohibited occupations on a limited basis.

Local programs in the restricted industry areas must meet all the criteria for student learner programs listed in DWD 270.12 and 270.14. For more information on descriptions and definitions of the occupations or activities which are normally prohibited to minors go to Child Labor Laws also, refer to the “Youth Apprenticeship and Child Labor Laws” in Appendix IV.

All employers, instructors, and coordinators should have copies of the “Wisconsin Employment of Minors Guide” and the “Child Labor and Street Trades Employment Information” brochures published by the DWD Labor Standards Bureau. Refer to Appendix IV for information on obtaining copies and other child labor resources.

Hours worked by youth apprentices during a school day while school is in session do not count toward the five hours a day or twenty-six hours a week limit for minors. Any hours worked outside of school hours are subject to the five hours a day or twenty-six hours a week limit.

Students under the age of 16 cannot perform any duties in workrooms or workplaces where goods are manufactured or processed. *Any youth apprentices who are under age 16 in workplaces where goods are manufactured or processed must be assigned to other work areas until their sixteenth birthday.*

Student learners working in industrial settings must be provided with *adequate safety training*, both in school and on the worksite.

A copy of the signed Education/Training Agreement *must be kept at the worksite* to verify that the youth apprentice is a student learner in a school-sponsored program, in the event there are any questions about their activities at the worksite.

Employers are advised to use caution and common sense when placing youth apprentices on machinery that is not prohibited in the child labor laws but which is considered hazardous. If there are any questions about particular machinery, employers and/or coordinators may call DWD’s Labor Standards Bureau at (608) 266-6860 for assistance or DWD at (608) 267-7944.

F. Work Permits

Students enrolled in an approved Wisconsin Youth Apprenticeship Program are not legally required to obtain work permits for the work-based learning component of the program, as long as a signed Education/Training Agreement is on file with the employer and the school. However, it is recommended that all youth apprentices obtain work permits for the protection of the student and the employer. If students are hired for additional hours at the company for jobs not included in the youth apprenticeship program, a work permit must be obtained.

G. Wages

The Fair Labor Standards Act requires employers to pay youth apprentices for all hours worked as part of the program. Beginning wage rates must be no less than the minimum wage but may vary above that amount as determined by the employer or the local consortium. It is recommended that starting wage rates be the same for all youth apprentices working in the same industry within the jurisdiction of the local consortium, unless local bargaining agreements or company policies prohibit it. If the company will offer wage increases (or if they choose not to) during the program, this should be communicated to the youth apprentices at the beginning of the program, so they know what to expect.

H. Worker's Compensation

Employers are responsible for providing worker's compensation coverage (or comparable liability coverage) for the youth apprentice. Additional benefits may be provided at the discretion of the employer.

I. Unemployment Compensation

If a youth apprentice is enrolled full-time in a public educational institution and receives school credit for their participation in the program, they are not eligible to file for unemployment compensation from the youth apprenticeship employer, per Wisconsin unemployment statute (Wis Stat 108.02(15)(j)) that excludes some education/work programs from coverage as "employment" under the law.

If for some reason the criteria of the exclusion were not met then the wages would not be excluded. Youth apprentices who do not meet these criteria may, under certain circumstances, be eligible for unemployment compensation benefits if they are terminated from the program. Contact DWD at (608) 267-7944 with any questions.

Liability

As employees of the company, youth apprentices are covered by worker's compensation in the event of injury on the job. Employers should review their specific liability coverage to ensure there are no restrictions on employing minors and/or on coverage of minors operating particular machinery.

DWD and/or local schools cannot exonerate employers from liability if a youth apprentice is injured on the job and a subsequent lawsuit is filed against the employer. Determining liability for an accident can only be settled in a court of law and will be based on the specific circumstances for each case.

It is important that a signed Education/Training Agreement be on kept on file by both the school and the employer to ensure that employers will not be cited for illegally employing a minor in a prohibited occupation.

Local school districts are responsible for providing liability coverage for students in school facilities and/or at school-sponsored functions or activities.

Youth Apprentices who are responsible for their own transportation to and from the worksite are responsible for their own insurance coverage while in transit. Schools, which provide transportation, are responsible for providing insurance coverage for the students while in transit.

Schools are not allowed to cover youth apprentices through their own workers' compensation policy while the youth apprentice is an employee of the local business.

J. Worker Displacement

No employer may hire a youth apprentice who will *displace* any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).

K. Collective Bargaining Agreements

No youth apprenticeship program shall impair existing contracts for services or collective bargaining agreements. DWD recommends that a youth apprenticeship program within a company with organized labor obtain the concurrence of the labor organizations prior to hiring youth apprentices.

Any youth apprenticeship program, which would be inconsistent with the terms of a collective bargaining agreement, will only be approved by DWD with the written concurrence of the labor organization and employer involved.

Youth apprentices may be required to become union members if that is a condition of the collective bargaining agreement within the company and/or is agreed to by management and the union organization as a condition of hiring youth apprentices. It is recommended that the youth apprentice's pay rate be increased to cover the cost of union dues.

M. Layoffs/Strikes

No employer may hire a youth apprentice when:

- (1) Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
- (2) The employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy with a youth apprentice.

Local bargaining units should determine the status of youth apprentices already working in the company in the event of layoffs. Youth apprentices may be laid off or transferred to work areas which are not experiencing layoffs. They may not continue to work in or be transferred to work areas to take the place of laid off workers.

Child labor laws prohibit youth apprentices from working in a company where a strike or lockout is in active progress.

Chapter 6 Program Oversight and Administration

A. Role of Department of Workforce Development

The Department of Workforce Development is authorized to administer the Youth Apprenticeship Program under Wisconsin Statute 106.13.

The DWD's role is to oversee the youth apprenticeship program. Their responsibilities include but are not limited to:

- Establishing guidelines and standards for the program
- Issuing requests for proposals to distribute funding
- Approve applications from local programs
- Working with trade and industry and labor leaders to develop new youth apprenticeship areas
- Approving the statewide curricula for programs
- Monitoring and provides technical assistance to local programs
- Issuing certificates to youth apprentices who complete the program.

B. Local Oversight

Youth apprenticeship programs must be administered by a local consortium of partners representing school districts, technical colleges, employers, and organized labor. Parents of youth apprentices or other community representatives may also be included in the partnerships.

Local youth apprenticeship consortia may be organized and led by any one of the partners with an interest in developing a state-approved youth apprenticeship program. The local consortia must apply to and be approved by the DWD to operate a youth apprenticeship program, receive funding and to register youth apprentices.

The local consortium is responsible for overseeing and administering the local youth apprenticeship program. It is responsible for:

- Establishing local boundaries and/or governance structure for the program (e.g. part of a larger school-to-work partnership or operating independently);
- Selecting the program areas (i.e. printing, finance, etc.) and designing the local program;
- Submitting applications for funding;
- Hiring and/or arranging for a local youth apprenticeship coordinator;
- Recruiting local businesses to hire youth apprentices;
- Developing a marketing strategy to inform parents, students, employers and the community about the program;
- Developing recruitment and selection procedures for students applying for the program;
- Developing local policies and procedures for the program;

- Monitoring the program to ensure compliance with state and local requirements;
- Ensuring that school services (counseling, health, etc.) are accessible to youth apprentices;
- Developing linkages with other programs in the community as appropriate to assist with referrals and operation;
- Complying with the Youth Apprenticeship Program Assurances in the DWD approved application; and
- Fiscal management of grant funds.

C. Youth Apprenticeship Coordinator

The YA Coordinator's job is to organize and implement the local program and to carry out the administrative policies of the consortium or steering committee. The YA Coordinator may work for a local school district, a chamber of commerce, a CESA, a technical college or university, or a local business. The Coordinator is ultimately responsible to the steering committee.

See Appendix V for recommended job responsibilities for a Local Youth Apprenticeship Coordinator.

All YA Coordinators are required to attend state called meetings (Coordinator Forum) Coordinators should notify DWD at cathy.crary@dwd.wisconsin.gov to place their name on DWD's coordinator mailing list.

D. School Based Coordinator

The school based coordinator's job is to work with the youth apprenticeship coordinator to implement the program within the school district. Responsibilities may include recruiting students, scheduling classes etc.

See Appendix VI for recommended job responsibilities for a School Based Youth Apprenticeship Coordinator

E. Program Funding

The local consortium is responsible for securing sufficient funding for the local program. There are no restrictions on the types of funding, which may be used. Employers may underwrite program costs if they choose.

The cost of the related instruction is generally shared by all schools participating in the consortium if students attend a common class.

Employers are responsible for covering the costs of providing skilled mentors to instruct students in the work-based competencies and for paying the student wages.

Funding is available for local programs through the DWD. Refer to our website <http://www.dwd.wisconsin.gov/youthapprenticeship> for funding schedules and the application process.

F. Record Retention

Individual records regarding youth apprentices should be retained in a central location with the local program coordinator. A copy of the student's application (both program and employer applications, if separate), the youth apprentice registration form, curriculum map and Education/Training Agreement should be kept in a central youth apprentice file for a period of at least three years, to commence upon completion of the program. This file must be accessible to the local coordinator and to state staff conducting site visits. Other file locations are at the discretion of local schools and the local youth apprenticeship consortium.

Files containing applications of students who were not accepted into the program must also be retained for at least one year and be available for review by state staff as requested.

DWD will retain copies of the student registration form, completed competency checklist, and certificate.

Financial records, supporting documents, and all other records pertinent to the grant award must be retained for a period of three years from the date of submission of the final expenditure report.

G. Grievance Policy and Procedures

Local consortiums must have a written grievance policy and procedures in place for youth apprentices. A copy of the policy and procedures should be given to all youth apprentices, parents, employers and school personnel involved with the program.

The policy should include multiple levels of appeal. DWD may be listed as the final level. Timelines should be included, so that grievances are resolved in a timely manner.

A local consortium/steering committee may choose to follow individual school policies, as long as the steering committee is included as one of the levels for appeal. DWD will provide technical assistance, as requested, in developing and/or implementing the policy.

H. Program Monitoring

The local consortium or steering committee is responsible for developing procedures to monitor the youth apprenticeship program to ensure that:

- The statewide youth apprenticeship curriculum guideline is being followed in the school-based and the work-based learning components of the program;
- The curriculum is regularly reviewed and any necessary modifications are sent to DWD for review and approval;
- Written evaluation reports are completed every grading period by the workplace mentors and shared with school personnel and parents or guardians. Meetings must be held between workplace mentors, a school representative, and parents or guardians each semester during the school year;
- Students are meeting academic requirements for high school graduation;
- Students are meeting the number of required work-based learning hours;

- Students are learning the required competencies in the work-based learning component; and
- Grievance procedures are followed and grievances are being resolved according to the required timetable.

I. Program Reporting Requirements

All Youth apprentices must be registered and have closure. They must be registered with DWD, receive a certificate for completing the program or be terminated according to the procedures described in Chapter 3 of this manual. Fiscal and enrollment reporting requirements will be outlined in specific grant agreements awarded to local programs.

J. Program Evaluation

Because Wisconsin is a national leader in the implementation of youth apprenticeship, the Youth Apprenticeship Program will be evaluated by both state and national organizations on a periodic basis. Local programs are asked to cooperate as much as possible and provide information for the evaluation process.

State and federal evaluators may request information on the following:

1. Roles and participation of the partners in the local consortium;
2. Linkages with other local and state programs;
3. Effectiveness of marketing and recruiting processes, particularly as it is related to the enrollment of minorities and young women;
4. Integrating the related instruction with work-based learning and other academic instruction within the high school;
5. Demographic information on program participants;
6. Program enrollment, number of completions, placement rate in jobs after the program, dropout and withdrawal rates, etc.; and
7. Impact on local hiring practices and employer satisfaction with the level of skills acquired by students.

DWD may conduct follow-up surveys of YA graduates and provide reports to local program coordinators.

Appendix I

Education/Training Agreement

To download copies go to:
http://dwd.wisconsin.gov/dwd/forms/dws/ya/oei_9471.htm

Education/Training Agreement Wisconsin Youth Apprenticeship

This agreement is between _____
Youth Apprentice

and _____
Primary Employer

and _____
Secondary Employer Name (if applicable)

The undersigned parties agree to enter into a youth apprenticeship authorized by Chapter 106.13 of the Wisconsin statutes for the purpose of educating the student named above in the industry area of:

_____ Starting wage for the youth apprentice will be \$_____ per hour.
Program Area

The apprenticeship will begin on _____ and be completed by _____.
Month/Day/Year *Month/Year*

The Employer and School must have a completed copy of this Education/Training Agreement on file (which includes the signatures of the student, parent, employer, and the school principal or designee).

The parties agree to the following responsibilities in the implementation of this agreement:

The Youth Apprentice agrees to:

- maintain the academic and attendance requirements required by the youth apprenticeship consortium;
- observe company rules and other requirements identified by the employer; and
- participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s).

Youth Apprentice

Printed Name *Signature* *Date Signed*

The Youth Apprentice's Parent or Guardian agrees to:

- assist the youth apprentice in meeting the academic and attendance requirements of the program;
- ensure transportation to and from the work site is provided; and
- participate in progress reviews scheduled with mentors, school personnel and the youth apprentice.

Parent or Guardian

Printed Name *Signature* *Date Signed*

The Employer agrees to:

- provide a work based learning experience for the length of the agreement (or as specified if one of multiple employers);
- pay the youth apprentice for all work performed during the program at no less than minimum wage;
- provide worker's compensation for the youth apprentice for all hours worked;
- instruct the youth apprentice in the required competencies provided for this program;
- comply with all applicable state and federal child labor laws;
- ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person;
- ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training, shall be intermittent and only for short periods of time;
- ensure that safety instruction will be provided;
- authorize the mentor to attend training related to the program; and
- authorize the mentor to participate in progress reviews scheduled with the youth apprentice, the youth apprentice's parent or guardian, and school personnel.

Employer Representative

_____	_____	_____
<i>Printed Representative Name</i>	<i>Signature</i>	<i>Date Signed</i>
_____	_____	(_____)_____
<i>Mailing Address</i>	<i>City, State, Zip Code</i>	<i>Telephone Number</i>

Secondary Employer (if applicable)

_____	_____	_____
<i>Printed Representative Name</i>	<i>Signature</i>	<i>Date Signed</i>
_____	_____	(_____)_____
<i>Mailing Address</i>	<i>City, State, Zip Code</i>	<i>Telephone Number</i>

The School District agrees to:

- ensure the youth apprentice will meet high school requirements and the student will have the opportunity to successfully complete all requirements of the youth apprenticeship program;
- participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- award credit toward graduation for both the related instruction and work-based component; and
- provide safety instruction for work considered hazardous under child labor laws.

School Principal (or designee)

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date Signed</i>
_____	(_____)_____	
<i>Title</i>	<i>Telephone Number</i>	

The parties to this agreement also agree to comply with the following assurances:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of race, color, religion, sex, national origin, age, handicap, political affiliation or belief, or sexual orientation.
- B. Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
- C. The local youth apprenticeship consortium will establish and maintain a grievance procedure for youth apprentices, a copy of which will be given to and explained to the youth apprentice at the beginning of the program.
- D. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- E. The youth apprenticeship program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- F. An employer will not hire a youth apprentice when:
 1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
 2. The employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a youth apprentice.
- G. A work permit is recommended for youth apprentices for work performed as a part of this program.

Youth Apprenticeship Coordinator

_____	_____	_____
<i>Printed Name</i>	<i>Signature</i>	<i>Date Signed</i>

The youth apprentice's signature and that of his/her parent or guardian authorizes the school to release progress, grades and attendance reports to all parties of this agreement and the Department of Workforce Development while this agreement is in effect.

Appendix II

Student Registration Form

To download copies go to:

http://dwd.wisconsin.gov/dwd/forms/dws/ya/WBL_14916.htm

Appendix III

Youth Apprenticeship Termination Form

To download copies go to:
http://dwd.wisconsin.gov/dwd/forms/dws/ya/WBL_14915.htm



Student Termination Form

Please print or type all information.

Name of Youth Apprentice _____ # _____

Date of enrollment in program _____ Date of termination from program _____

Name of YA Consortium _____ Name of High School _____

Check the reason that most accurately describes why the student is leaving the program:

_____ Student has changed career interest

_____ Student has chosen early graduation or quit school (circle one)

_____ Student moved out of the school district

_____ Student has received unsatisfactory grades in course work

_____ Student is experiencing scheduling conflicts with work and/or required YA classes

_____ Attendance and/or tardiness problems with worksite or classes (circle all that apply)

_____ Employer is unsatisfied with work performance/attitude/initiative of youth apprentice (circle all that apply)

_____ Student did not successfully complete the required competencies

_____ Other (please describe) _____

Check that each of the parties below has been notified of or has been involved in the termination process.

Parents

Youth
Apprentice

Employer

School
Representative

Youth Apprenticeship
Coordinator

Termination meeting was held on (date) _____

YA Coordinator Signature _____ Date _____

Phone # _____

- Over -

Instructions for Terminating a Youth Apprentice from the Program

Employers may dismiss or fire youth apprentices who do not comply with work rules or requirements. Local school districts or youth apprenticeship partnerships may dismiss youth apprentices who do not comply with program rules or requirements.

However, unless the violation is serious enough to warrant immediate dismissal, all parties to the ETA must meet before the student is terminated from the program so that every effort can be made to help the youth apprentice resolve any problems and succeed in the program.

If a youth apprentice voluntarily withdraws from the program, they should be encouraged to complete the current semester's class so that graduation credit may still be granted for courses that were successfully completed.

The local Youth Apprenticeship Coordinator needs to submit the Student Termination Form to DWD within thirty (30) days of the student leaving the program so the student's file can be closed.

It is important to the success of the youth apprenticeship program to provide termination information on students who do not complete the program. Reasons for withdrawal are periodically reviewed to determine if program changes need to be made to prevent early withdrawals by students.

Send the completed form to:

Youth Apprenticeship/Terms
DWD/DWS
P.O. Box 7972
Madison, WI 53707-7972

If there are any questions about the termination process or this form, please call (608) 267-7210 or (608) 267-7944..

Appendix IV

Youth Apprenticeship and Child Labor

To download child labor resource materials go to the following sites:

http://dwd.wisconsin.gov/dwd/forms/dws/ya/doc/oei_15530.htm
(YA & Child Labor document)

<http://dwd.wisconsin.gov/youthapprenticeship/childlabor.htm>
(YA Child Labor web page)

http://dwd.wisconsin.gov/er/labor_standards_bureau/child_labor_laws.htm
(Equal Rights web page for brochures, wage information, employer resources)



Child Labor Laws and Youth Apprenticeship

Youth apprentices enrolled in approved youth apprenticeship programs and their employers are subject to all state and federal child labor laws regarding the employment of minors. The Department of Workforce Development (DWD) will review all statewide youth apprenticeship curriculum for compliance with the child labor laws and will clarify the laws whenever necessary to allow for program implementation. Youth apprentices are allowed to work in some prohibited occupations because they meet the criteria of "student learner" as defined in the law, but they are not exempt from the child labor laws by virtue of being enrolled in a youth apprenticeship program. Students and employers must comply with child labor laws with regard to daily/weekly hours, time of day, employment, etc.

While DWD can interpret the law, DWD cannot exonerate employers from liability should an accident occur on the job which results in injury to an employee and a subsequent lawsuit. Determining liability for an accident can only be settled in a court of law. DWD can assure employers that they will not be cited (by DWD) for illegally employing a minor in a prohibited occupation as long as the students are enrolled in a DWD approved youth apprenticeship program and a signed Education/Training Agreement is on file with both the student's high school and the employer. This means that employers will not be assessed treble fines should an injury occur which results in the employer being cited.

Readers should refer to DWD 270.12 and 270.13 for descriptions and definitions of the occupations or activities which are normally prohibited to minors. Youth apprentices who are 16 or 17 years old may be employed in the following hazardous occupations listed in the code:

- Infectious Agents
- Metal forming, punching, and shearing power-driven machines
- Paper-products machines
- Circular saws, bandsaws and guillotine shears
- Woodworking power-driven machines
- Airports
- Hospitals and nursing homes
- Manufacturing, mining or processing occupations
- Power-driven machinery
- Construction
- Agriculture

Youth apprentices are limited to working on restricted machinery on an "occasional and incidental basis", so it is important that they rotate through all the tasks in the curriculum and not be assigned to one task or job during their employment. "Occasional and incidental" means no more than five percent of an employee's work time in any workday. Refer to the code for description of specific restricted machinery. Close supervision is also required.

Youth apprentices under age eighteen may not work in companies during a strike or a lockout, regardless of their student learner status. Refer to the child labor code for specific restrictions.

Students under age 16: Youth apprentices under age 16 may not perform any duties in workrooms or workplaces where goods are manufactured or processed. Any youth apprentices who are under age 16 when they begin a program in this area must be assigned to other duties until their 16th birthday. Employers and local coordinators should review other prohibited activities and hours and time of day restrictions for any youth apprentices who begin the program when they are age fifteen.

Student Learner Criteria

In order to be considered a student learner, youth apprentices must meet the following criteria:

1. They are enrolled in a youth apprenticeship program approved by DWD;
2. They are enrolled in school and receiving school credit for program participation;
3. They receive appropriate safety instruction at the school and at the workplace;
4. The work performed is under direct and close supervision of a qualified and experienced person;
5. The work performed in any occupation declared hazardous is incidental to their training and is for intermittent and short periods of time (refer to DWD 270.14(3)(c)1; and
6. There is a schedule of organized and progressive work processes to be performed on the job (i.e. the worksite is following the state curriculum);

Education Training Agreement

Students and employers participating in an approved youth apprenticeship program must have a signed Education/Training Agreement (ETA) on file with both the school and the employer. Employers without a valid ETA may be assessed (a) double compensation in the event of injury on the job, and/or (b) fines ranging from \$25 to \$1,000 for every day without a permit for a first offense to \$250 to \$5,000 for every day without a permit for a second offense within a five year period.

Work Permits

Students and employers participating in an approved youth apprenticeship program do not need to obtain a separate work permit for the work to be performed as a part of the youth apprenticeship program, although it is highly recommended. If employers hire the youth apprentices to perform other work duties outside of their youth apprenticeship duties, a work permit will be required. Employers without a valid work permit (if applicable) may be assessed (a) double compensation in the event of injury on the job, and/or (b) fines ranging from \$25 to \$1,000 for every day without a permit for a first offense to \$250 to \$5,000 for every day without a permit for a second offense within a five year period.

Work Hours

Hours worked by youth apprentices during a school day while school is in session do not count toward the five hours a day or twenty-six hours a week limit for minors. Any hours worked outside of school hours are subject to the five hours a day or twenty-six hours a week limit. (DWD 270.11(1)(e))

<p>Any questions about allowable activities for youth apprentices may be directed to Cathy Crary, Youth Apprenticeship Supervisor of the Department of Workforce Development, P.O. Box 7972, Madison, WI 53707-7972, (608) 267-7944 or the Labor Standards Bureau at (608) 266-6860. For a copy of the administrative code for the employment of minors, contact the Equal Rights Division in DWD at (608) 266-6860.</p>

Child Labor Laws and Youth Apprenticeship Program Areas

Automotive

DWD 270.12(12) Hoists and hoisting apparatus. Students age 16 and 17 years old are not allowed to:

- 1) operate an elevator, crane, derrick, hoist or high-lift truck (including hoists commonly used on tow trucks and other hoists), **except** operating an unattended automatic operation passenger elevator or an electric or air-operated hoist not exceeding one-ton capacity;
- 2) perform work that involves riding on a man lift or on a freight elevator, **except** a freight elevator operated by an assigned operator;
- 3) assist in the operation of a crane, derrick or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers and like occupations.

Students under age 18 may operate an automatic elevator and an automatic signal operation elevator under certain conditions. Refer to DWD 270.12(12)(b) for exceptions and definitions of the terms used in this section.

Minors 16 and 17 years of age may operate floor jacks, hand jacks, drive-on lifts, and arm lifts used in conjunction with repairing or servicing motor vehicles. They may also use air compressors, tire changers, truck tire changers and wheel balancers as long as there are automatic safety features which lock vehicles to the lifts.

DWD 270.12(21) Motor vehicle driver and outside helper. *Minors under age 17 cannot drive as part of their job. A minor, age 17, may operate a motor vehicle as a part of employment if:

- 1) the vehicle does not exceed 6,000 pounds gross weight;
- 2) driving is done during daylight hours only;
- 3) the driving amounts to no more than 20% of the work week or 1/3 of the work day;
- 4) the student has attended drivers' education training and holds a valid driver's license;
- 5) the driving takes place within a 30-mile radius of the minor's place of employment;
- 6) the minor has no record of any moving violations at the time of hire; and
- 7) the driving does not involve: towing of vehicles, route deliveries or sales, transportation for hire, urgent time-sensitive deliveries, transporting more than 3 passengers who are employees of employer at one time.

*Also based on October 1998 U.S. Dept. of Labor revision (98-464).

Manufacturing – Machining, Plastics and Production

Youth apprentices who are 16-17 years old may operate the following light power driven machinery without meeting the student learner criteria:

- Drill presses, grinder wheels, lathes and portable power-driven machinery such as drills, sanders and floor maintenance equipment such as polishers and scrubbers.

Youth apprentices who are 16-17 years old must meet student learner criteria in order to operate the following machinery:

- Metal forming, punching and shearing power-driven machines (270.12(19))
- Saws and guillotine shears (270.12(25))

DWD 270.12(12) Hoists and hoisting apparatus. Students age 16 and 17 years old are not allowed to:

1. operate an elevator, crane, derrick, hoist or high-lift truck (including hoists commonly used on tow trucks and other hoists), except an air operated hoist not exceeding one-ton capacity;
2. perform work that involves riding on a man lift or on a freight elevator, except a freight elevator operated by an assigned operator;
3. assist in the operation of a crane, derrick or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers and like occupations.

Students under age 18 may operate an automatic elevator and an automatic signal operation elevator under certain conditions. Refer to DWD 270.12(b) and (c) for exceptions and definitions of the terms used in this section.

Federal child labor laws prohibit students under age 16 from performing any duties in workrooms or workplaces where goods are manufactured or processed. Any youth apprentices who are under age 16 when they begin a program in this area must be assigned to other duties until they reach their 16th birthday.

Graphic Arts/Printing

DWD 270.12(22) Paper-products machines. Youth apprentices who are 16 and 17 years old must meet the student learner criteria in order to operate machines included under 270.12(22) Paper-products machines. Use of some machinery is restricted to occasional and incidental use (see definition on page one). Students who are under age 16 when they begin the program may not perform work in workrooms or workplaces where goods are manufactured or processed. These students must be restricted to pre-press areas or other areas of the business until they reach their 16th birthday.

Health Services

DWD 270.12(23) Radioactive substances and ionizing radiations. Students are prohibited from the actual taking of radiographs, but may perform other functions such as assisting the patient, taking orders, helping the technician, etc. They may work in the area where X-rays are being taken providing they have certified supervision and all normal precautionary measures are taken for protection from the effects of the radiation.

DWD 270.12(13) Infectious agent. Youth apprentices must meet the student learner criteria if they will be involved in duties relating to exposure to bacterial, mycoplasma, fungal, parasitic or viral agents identified by the department by rule as causing illness in humans or human fetuses or both, which is introduced by an employer to be used, studied, or produced in the workplace. "Infectious agent" does not include such an agent in or on the body of a person who is present in the workplace for diagnosis or treatment.

Biotechnology

DWD 270.12(13) Infectious agent. Youth apprentices must meet the student learner criteria if they will be involved in duties relating to exposure to bacterial, mycoplasma, fungal, parasitic or viral agents identified by the department by rule as causing illness in humans or human fetuses or both, which is introduced by an employer to be used, studied, or produced in the workplace. "Infectious agent" does not include such an agent in or on the body of a person who is present in the workplace for diagnosis or treatment.

Financial Services, Insurance, Information Technology, Drafting & Design, Hotel/Motel, Logistics, Tourism and Welding

These occupations are not restricted for minors; however, some power driven machinery and maintenance activities may be prohibited. Youth apprentices under age 18 may not drive fork-lift trucks or operate hoists and hoisting apparatus as listed under Automotive and Manufacturing. Hours and time of day restrictions apply. If questions arise about particular activities at a specific worksite, contact Cathy Crary at DWD at (608) 267-7944 or the Equal Rights Division, Labor Standards Bureau in DWD at (608) 266-6860.

Production Agriculture

A prerequisite for youth apprentices enrolled in the Production Agriculture Youth Apprenticeship program is the successful completion of the Wisconsin Safe Operation of Tractor and Machinery certification program.

Youth apprentices age 16 and over are not restricted from operating any machinery in agriculture.

Youth apprentices who are under 16 years old must meet the student learner criteria DWD 270.14(3) in order to operate machinery included under DWD 270.13(6) Farming. These students may only perform the restricted activities on an intermittent and occasional basis.

Minors ages 14 through 17 working in agriculture, must be paid time and one-half for work over 50 hours per week during peak periods.

Appendix V

Local Youth Apprenticeship Coordinator

Youth Apprenticeship Coordinator Job Responsibilities

A. Program Development and Management

1. Serve as the program liaison with the Youth Apprenticeship School Coordinators to develop, design, implement and administer this program.
2. Meet with each Youth Apprenticeship School Coordinator on a regular basis to review progress of program growth and address program concerns.
3. Arrange for mentor training and assist in matching students with mentors.
4. Prepare and submit required forms and reports to DWD.
5. Attend statewide coordinator planning and informational meetings.
6. Arrange for youth apprenticeship related instruction including negotiating costs, when needed.
7. Prepare grant proposals to secure funding.
8. Secure and coordinate additional program funding resources.
9. Oversee program grants and funds to ensure timely expenditures.
10. Assess community businesses for interest in new program areas.
11. Plan and develop new youth apprenticeship program areas.
12. Implement and direct local steering committee efforts to promote program.

B. Recruitment and Marketing

1. Recruit students for all youth apprenticeship programs.
2. Arrange informational meetings for potential employers and/or contact individual employers to promote the youth apprenticeship program.
3. Provide course offerings, schedules and youth apprenticeship updates to school counselors, teachers and administrators.
4. Provide a communication network between the instructor, student, mentor, parents and school.
5. Develop a public information and marketing strategy including brochures and presentations for various student, parent, industry and community groups.

C. Evaluation and Reporting

1. Monitor program enrollment to ensure goals are met.
2. Coordinate the transfer of grades from the youth apprenticeship class and worksite to the respective schools in a timely manner.
3. Maintain student records for local and state reporting.
4. Visit classes and job sites regularly for evaluation purposes.

Appendix VI

School Based Coordinator

School District Responsibilities

The following activities are expected to be performed by staff in the school districts participating in the local YA partnership.

1. Assist in recruiting students. Distribute promotional materials to potential YA students and parents.
2. Coordinate and/or attend informational meetings with school staff, students, parents, and community organizations.
3. Serve as the program liaison with the regional YA coordinator and attend regularly scheduled meetings as requested.
4. Meet with the YA students on a regular basis.
5. Maintain student records for local and state reporting.
6. Oversee the academic grades and graduation status of the YA student.
7. Assist the regional coordinator in recruiting job sites and mentors as requested.