

Waukesha • Ozaukee • Washington

WORKFORCE  
DEVELOPMENT  
BOARD



*Investing in  
Wisconsin's Future*

# WIA Youth Program

# Youth Apprenticeship



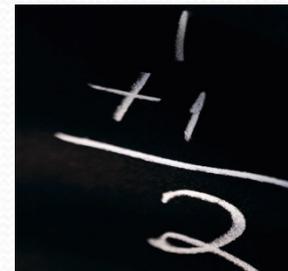
# In the Beginning

## April 2012-April 2013

- WIA Youth Program Manager/YA Consortium Coordinator Waukesha County Meetings
- Joint letter to YA Coordinators
- Presentation to YA Coordinators
- Individual meetings with schools transition coordinators, guidance counselors, YA coordinators
- Presentations and updates to Youth Council
- Training Employer Relations Staff
- Developed processes

# Current WIA/YA Co-enrollment Status

- 1 youth completed Level 1/1 Year program
- 1 youth currently in Level 1/1 Year program
- At least 12 youth identified as appropriate fit
  - Working with Employer Relations Unit for employer
  - Working with schools for classes/release times



# Process of Youth Apprenticeship



# Who's Involved?

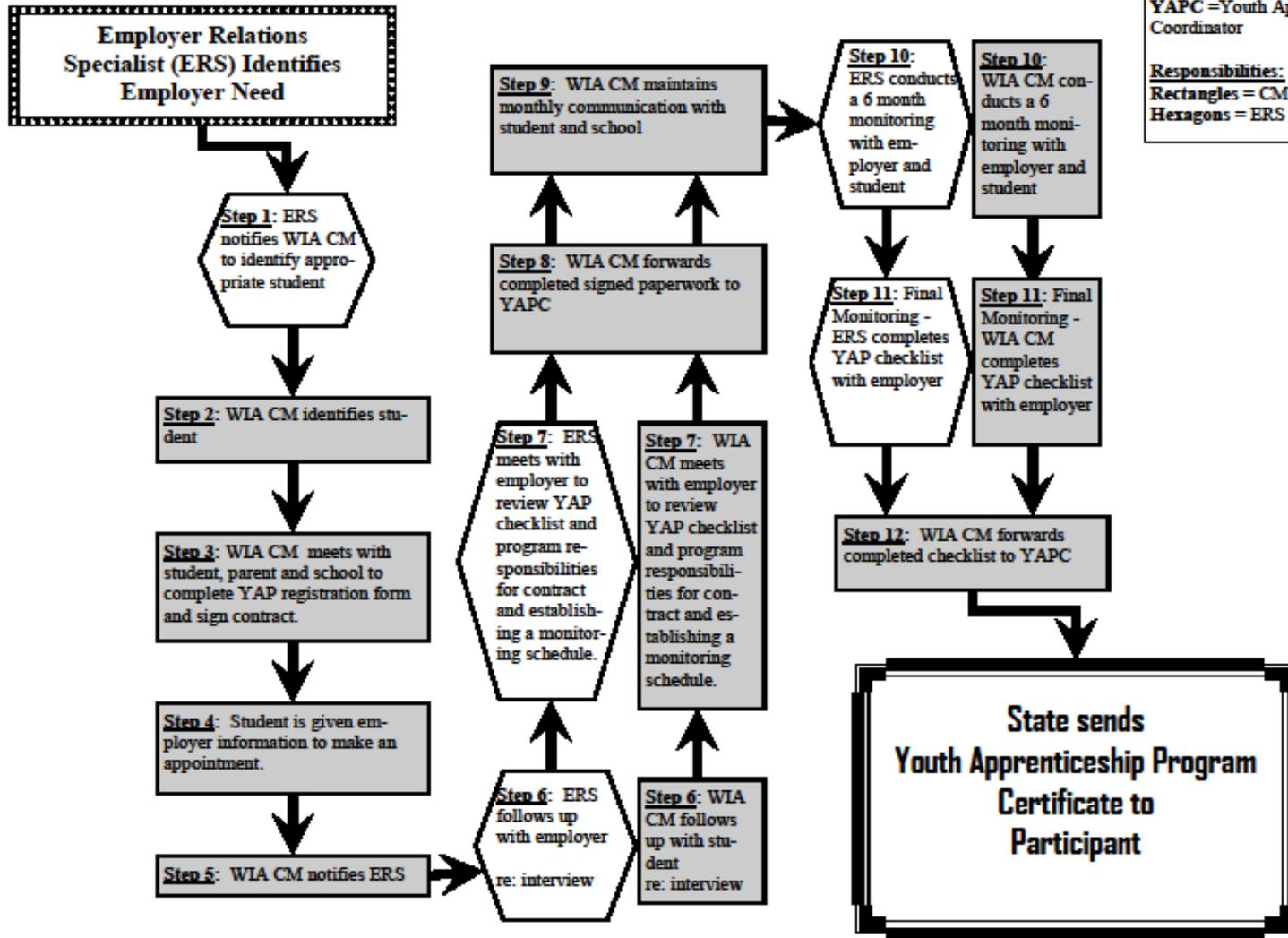
- WIA Case Manager
- Employer Relations Unit
- Student
- Parent
- Employer
- Youth Consortium Coordinator
- School
  - Principal
  - Teachers
  - Youth Apprenticeship Coordinator
  - Transition Coordinator



# YOUTH APPRENTICESHIP PROGRAM

**KEY:**  
 CM= Case Manager  
 YAP= Youth Apprentice Program  
 YAPC =Youth Apprentice Program Coordinator

**Responsibilities:**  
 Rectangles = CM  
 Hexagons = ERS



# Identifying Youth

- ✓ Good Attendance in School
- ✓ Willingness to Learn
- ✓ Ability to Perform Job Duties
- ✓ Competent in Content Areas
- ✓ Respectful
- ✓ No/Minimal Problems at School
- ✓ Willingness to Work





## Youth Apprenticeship Program – Profile Checklist

Case Manager: \_\_\_\_\_ County: \_\_\_\_\_ Participating Year: \_\_\_\_\_

PARTICIPANT INFORMATION	
Name: _____	
Address: _____	Telephone number: _____
Parent/Guardian Name & Phone #: _____	Parent/Guardian Involvement: <input type="checkbox"/> Yes <input type="checkbox"/> No
School: _____	On Track to Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Grade(at start of program): <input type="checkbox"/> Junior-11 <sup>th</sup> grade <input type="checkbox"/> Senior-12 <sup>th</sup> grade	
Participating term: <input type="checkbox"/> One year <input type="checkbox"/> Two year	Reliable Transportation: _____
PROFILE CHECKLIST	
1 = Strongly Disagree   2 = Disagree   3 = Agree   4 = Strongly Agree   5 = Couldn't agree more!	
<input type="checkbox"/> Good Attendance in School	1   2   3   4   5
<input type="checkbox"/> Willing to Learn	1   2   3   4   5
<input type="checkbox"/> Able to Perform Job Duties	1   2   3   4   5
<input type="checkbox"/> Competent in Content Area	1   2   3   4   5
<input type="checkbox"/> Respectful	1   2   3   4   5
<input type="checkbox"/> No/Minimal problems at school	1   2   3   4   5
<input type="checkbox"/> Willing to Work (not afraid to get "hands dirty")	1   2   3   4   5
Comments: _____	

### Career Interest:

<input type="checkbox"/> <u>Auto Technician</u> <input type="checkbox"/> <u>Finance</u> <input type="checkbox"/> <u>Health Services</u> <input type="checkbox"/> <u>Manufacturing</u> <input type="checkbox"/> <u>Printing</u> <input type="checkbox"/> <u>Other:</u> _____	Does the school provide instruction in this career interest area? <input type="checkbox"/> Yes <input type="checkbox"/> No  Is student currently enrolled in career interest classes? <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Comments:</u>  _____  _____
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# Meet with Youth & Parent

- Career Assessments (WISCareers, My Next Move, etc)
- Guide student through choosing career path
- Discuss apprenticeship pathways
- Explain program & benefits
- Explore classes available to youth
- Youth's resume & school transcript reviewed
- Provide paperwork
  - Student handbook
  - Registration Form
  - Training Agreement

# Meet with Student's School

- Are classes offered and available to student?
- Is student on track to graduate?
- Is student allowed early release for youth apprenticeship?
- Is school in agreement with student participating?



# Bringing Knowledge to Schools

- Not all schools are actively involved
- WIA identifies youth & educates school personnel
- Example:
  - Meeting with school personnel
  - School may add curriculum and/or credits
  - WIA identified 6 possible students to start in summer

# Identify Employer

- Internal staffing meetings with case managers and employer relations specialist
- Market youth apprenticeship program to employers
  - Brochure
  - Employer Open Houses
  - Meeting with Employer Associations/Business Alliances
- Paperwork provided
- Provide employer with information about student

## Program Information

### What is a Youth Work Experience ?

A youth work experience is a 6-8 week paid job experience that enables youth to develop soft skills, learn workplace competencies, earn while learning, explore careers, and develop skills.

### What is a Youth Limited Internship ?

A limited internship is a paid job experience of up to 499 hours in a chosen area of interest. The job is typically in a high demand occupation and should provide meaningful skill training for the participant.

### What is a Youth Apprenticeship ?

A youth apprenticeship integrates school-based and work based learning to instruct students in employability and occupational skills defined by Wisconsin industries. Local employers provide training and students simultaneously enroll in academic classes to meet high school graduation requirements in a youth apprenticeship related class.

## Remember Your First Job Experience?

Someone gave you a chance!

Now, you have a great opportunity to offer a young person a summer job, part-time work during the school year or an apprenticeship and add an energetic, motivated youth to your workforce!

Youth need positive role models such as supportive adults, employers, family members and teachers to facilitate their success in life. In addition, exposure to such role models can also be very important in helping young adults consider future careers.



## Benefits to Employers

What are the benefits to the employer?

- ♦ Minimal paperwork throughout the experience.
- ♦ Assistance with the hiring process.
- ♦ Opportunity to share your company work ethic with a young mind.
- ♦ Opportunity to retain the youth after completion.
- ♦ Wages paid by Workforce Development, Inc. for limited internships.
- ♦ Wages paid in full for non-profit's and 70% of wages paid for private employers for work experiences.

As a worksite supervisor, you have the opportunity to mentor a young adult through what may be his /her first work experience. Youth enrolled in the WIA program are matched to the employer that most closely meets the career objective of the youth.

For information about the WIA Youth Work Experience, Limited Internship & Apprenticeship Programs please contact your local Workforce Development Center

### Waukesha County

262-695-8043 (Julie)

262-695-8044 (Karen)

262-695-7886 (Debbie)

### Ozaukee County

262-238-2882 (Amanda)

### Washington County

262-335-5312 (Denise)

262-335-5311 (Tracey)



[www.wfdc.org](http://www.wfdc.org)

WE ARE HERE TO HELP YOUTH BUILD A BETTER FUTURE!

## WIA Youth Work Experience, Limited Internship & Apprenticeship Programs for Young Adults Ages 16-21



[www.wfdc.org](http://www.wfdc.org)

The Workforce Development Centers are equal opportunity service providers. Accessibility accommodations are available through VRS or IPRelay. Equal opportunity is the law.



THE  
WORKFORCE  
DEVELOPMENT CENTER

Where People and Jobs Connect

## Waukesha Ozaukee Washington YOUTH PROGRAMS

- ♦ WORK EXPERIENCE
- ♦ LIMITED INTERNSHIP
- ♦ APPRENTICESHIP



"EMPOWERING OUR YOUTH TODAY FOR TOMORROW'S QUALITY WORKFORCE"



THE  
WORKFORCE  
DEVELOPMENT CENTER

Where People and Jobs Connect

Where Youth and Jobs Connect

# Connect Student & Employer

- Student interviews with employer
- Student tours worksite
- Employer agrees to sponsor student
- Employer offers student position
- Student accepts



# Youth Apprenticeship Begins

- Meeting is arranged on student's first day
- Pathway is selected
- Skills Checklist is reviewed
- Training agreement signed
- Attendees:
  - Student
  - Parent
  - Employer
  - WIA Case Manager
  - WIA Employer Relations Specialist
  - School Representative (optional)
  - Youth Consortium Coordinator (optional)

# On-Going Youth Apprenticeship

- Case manager maintains regular contact with student
- Case manager maintains contact with school
- Employer relations specialist maintains contact with employer
- At least one monitoring is completed at worksite



# Youth Apprenticeship Ends

- Final monitoring is completed at worksite
- Skills Checklist is completed
- Case Manager routes completed paperwork to Youth Consortium Coordinator
- Youth earns Youth Apprenticeship Certificate



# Potential Obstacles

- Is student taking required classes?
- Does the school offer related course work?
- Would student be able to take appropriate coursework through another school program?
- Has an employer been identified?
- Does the student have transportation?
- Does the student have parental support?
- Does the student's availability match the worksite's needs?
- Other challenges?

# What Works

- Identifying appropriate students
- Having strong relationships with schools, student/parent, and employers
- Encouraging students to be pro-active in identifying possible employers
- WIA funding pre, during, and post apprenticeship training



# Case Study #1

- Identified prior to Junior Year
- Barrier: Emotional Behavior Disorder
- Pathway: Auto
- Strong family support
- Youth in both mainstream AP classes and special education contained classes
- Youth interviewed with multiple employers, but was unable to secure employment
- Challenges
  - Did not have driver's license
  - 16 years old
  - Youth was in school during majority of employer's open business hours
- Outcome – Youth was unable to enroll in Youth Apprenticeship
- WIA will attempt to connect Youth with apprenticeship starting Senior year

# Case Study #2

- Identified during the summer entering his Senior Year
- Barrier: ADHD
- Pathway: Manufacturing
- Student is 18 and very independent of parents
- Struggled in traditional school setting
- Participated in summer work experience and did well
- Enrolled in course related classes
- Employer expressed interest in sponsoring a youth
- Started in September 2012
- Wage \$10.00 an hour
- Consistently worked 30 hours a week
- Youth successfully completed February 2013
- Employer continues to employ youth today
- Youth is in process of applying for WCTC

# Quotes

## Quotes from Employer:

**“I wish all my employees were as responsible and independent as Mike”**

**“Mike is able to multitask, listen, show up on time, and does not forget when several instructions are given to him at one time”**

**When asked what the benefit is to the employer, the response was:**

**“I’m able to take a young man, with little experience and train him how I want to train him. I can help mold him into the employee I’m looking for”**

## Quotes from Student

**“I have learned a lot from participating in the apprenticeship and am very thankful for the opportunity”**

**“I was not planning on going to college, but after working at Glendale, I learned that I needed to further my education and am currently in the process of applying for WCTC”**

# Case Study #3

- Identified at the beginning of his Senior Year
- Barrier: Learning Disability
- Pathway: Manufacturing
- Strong family support
- Previous work experience and had a good work ethic
- Employer identified in January 2013
- Multiple barriers:
  - school schedule
  - transportation
  - concerns he wouldn't finish in time
- Began youth apprenticeship late February 2013
- Wage \$10.50 an hour
- Currently attending school full-time
- Working 20-25 hours per week
- Expected to complete August 2013

# Benefits to Partnering



- Connect youth with great opportunity
- Identify youth who may be overlooked by schools
- Additional case management support
- Assistance with employer connections
- Strong relationships with schools
- Assistance with paperwork
- WIA funding availability

# Words of Advice

- Be patient
- Keep good communication with student, parent, school, and employer.
- Focus on 1 challenge at a time
- Don't give up



# YA Consortium Support

- Added verbiage to YA Registration form
- Assist with school presentations on WIA/YA co-enrollment benefits
- Attended WIA arranged meetings with employer organizations
- Potentially serve as the Consortium Coordinator for all 3 WOW counties

## SOUTHEASTERN WISCONSIN YOUTH APPRENTICESHIP STUDENT REGISTRATION FORM

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wis. Stats.]. All information will be kept confidential, secure and used only to analyze enrollment patterns, ensure equal access to the program, and evaluate program effectiveness. Provision of your Social Security Number (SSN) is voluntary; not providing it could result in an information processing delay.

Print legibly or type all information.

To complete and submit electronically, click in the box and type the required information, or click in the box and type an "X".

### SECTION ONE – TO BE COMPLETED BY THE STUDENT

Name (First, Last):		
Date of birth:	SSN:	
Street address:		
City:	Zip:	Home Phone:
Parent/Guardian Name (First & Last):		
Email address:		
Student cell phone:		
Grade level in school:	Current Grade Point Average (on a 4 point scale):	
Name of high school:		
Do you have an Individualized Education Plan (IEP)?    Yes <input type="checkbox"/> No <input type="checkbox"/>		

I am interested in potentially receiving free services from the Workforce Investment Act (WIA) local Youth Program including college planning, post-secondary tuition assistance, career development, and job search assistance (see back).

### SECTION TWO – TO BE COMPLETED BY THE HIGH SCHOOL COORDINATOR

<b>Program Type:</b>	Level 1 (One Year) <input type="checkbox"/>	Level 2 (Two Year) <input type="checkbox"/>		
Apprenticeship will begin on (Month/Day/Year):		and be completed by (Month/Day/Year):		
<b>Program:</b>	Health <input type="checkbox"/>	Automotive <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	Printing <input type="checkbox"/>
S.T.E.M. <input type="checkbox"/>	Other:			
<input type="checkbox"/> I have spoken to the student regarding the free services available through WIA, which include college planning, post-secondary tuition assistance, career development, and job search assistance (see back).				

**NOTE:** The employer and school district must have a signed Education/Training Agreement on file for every youth apprentice per section DWC 270.14(3)(c). Child labor laws apply to all youth apprentices.

**SUBMIT WITH COMPLETED TRAINING AGREEMENT WITHIN 30 DAYS OF  
STUDENT EMPLOYMENT**

### SECTION TWO CONTINUED – PRIMARY EMPLOYER

Business Name:	
Mentor First & Last Name:	
Street Address:	
City:	ZIP:
Phone:	Email:
Starting Hourly Wage (must be minimum wage or higher): \$	Employee Start Date: (Should match date on Training Agreement)
<b>SECONDARY EMPLOYER – IF APPLICABLE</b>	
Business Name:	
Mentor First & Last Name:	
Street Address:	
City:	ZIP:
Phone:	Email:
Starting Hourly Wage (must be minimum wage or higher): \$	Employee Start Date: (Should match date on Training Agreement)

#### WIA offers the following services to youth:

- Paid work experiences
- Limited Internships
- One-on-one case management services that outline career and educational goals, career pathways and development of a clear plan to achieve all goals
- Referrals to other agencies for support with identified needs (AODA, housing, etc.)
- Post-secondary educational funding support
- Job Search and assistance support
- Supportive services (limited childcare and transportation reimbursement)

#### WIA Youth Program Contact Information

Ryan Heft  
(262) 695-8042  
rheft@wctc.edu

Ellen Umentum  
(262) 695-7934  
eumentum@wctc.edu

Send completed forms to: Tim Alft, YA Coordinator  
Waukesha County Technical College    OR    talft@wctc.edu  
800 Main Street, Rm. B178-F  
Pewaukee, WI 53072

# QUESTIONS?



# Contact Information

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262-695-7934

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