

The Apprenticeship Method of Training

Apprenticeship is a long-term formal training program that combines formal classroom training with structured on the job learning experiences under a contract that is overseen by the Department of Workforce Development Bureau of Apprenticeship Standards. Apprenticeship is a unique method of training, in that approximately 90% of the training occurs on the job and 10% occurs in the classroom.

Apprentice Contract

Wisconsin law requires a contract between the apprentice, the sponsor and the State of Wisconsin. The apprentice contract outlines the employer's and the apprentice's obligations during the apprenticeship, including the length of the training, an outline of the skills of the trade to be learned, the number of classroom hours and the wages the apprentice will receive.

Apprenticeship is a training program that has many partners. The contract details the roles and responsibilities of those partners. The most important partner, however, is the apprentice. The apprentice must understand and carry out his or her part of the contract to make everything work.

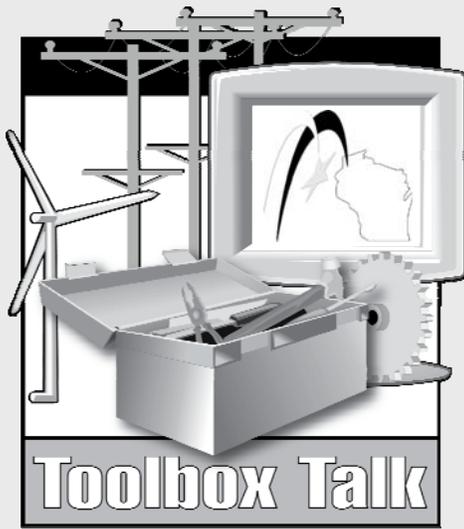
Top Five Tips for an Apprentice to Succeed

1. Report to the job site ready to work.
2. Set and work toward personal and work performance goals.
3. Build a support system.
4. Build positive relationships.
5. Cultivate a positive work environment.

Apprentice Responsibilities

The apprentice is responsible for the following:

- Attend paid and unpaid related instruction as prescribed by the program and described in the apprenticeship contract.
- Show up for work and school when scheduled.
- Go to class prepared to learn. It also means taking notes, doing homework and passing quizzes and tests.
- Understand that work is not an excuse for missing paid related instruction, they are both requirements of the program.
- Progress in the on the job learning portion of the program.
- Meet with the sponsor / apprenticeship advisory committee when scheduled.
- Fill out monthly work records as required by the sponsor.
- Communicate with the employer, the sponsor and other training partners as needed.
- Pay any dues or fees as required.



Toolbox Talk

What's Covered:

Basic elements of an apprenticeship program, along with responsibilities of both the apprentice and the sponsor.

For Discussion Leaders:

Provide an overview of the apprenticeship system; lead a discussion on the traits of successful apprentice and how apprenticeship prepares an individual to be fully qualified in their trade or occupation.

Discussion Notes:

Points to Remember!

The apprentice contract outlines the program requirements for all parties and describes the training that must be provided.

It may seem like there are a lot of rules and requirements involved in being an apprentice, but with a positive attitude and perseverance, completing the program is a very attainable goal.

For more than 100 years, the apprenticeship program has provided a solid foundation upon which Wisconsin apprentice graduates have built their careers.

Sponsor Responsibilities

- Ensure that the apprentice has a safe place to work and proper equipment.
- Ensure that the apprentice performs the on-the-job learning under the direction or supervision of a qualified journeyworker, tradesperson or equivalent and in accordance with the apprenticeship contract.
- Ensure that the apprentice receives work-based training that incorporates the full scope of the apprenticeship program; training can take place at multiple work sites if required.
- Track and report the apprentice's work-based training hours.
- Release the apprentice as necessary to attend technical training.
- Review documentation sent by the Bureau of Apprenticeship Standards (BAS) regarding training progress with the apprentice and report any discrepancies to BAS in a timely manner.
- Recommend the apprentice for completion when all required work-based training, classroom training and any other program requirements have been completed.



Participant Signature(s) and Date:
