
Wisconsin Youth Apprenticeship

Health Science

PROGRAM GUIDE



Department of Workforce Development

July 2013

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HEALTH SCIENCE YOUTH APPRENTICESHIP PROGRAM GUIDE

Description

The outlook for careers in medical and health fields is strong and growing. Trends indicate that an aging population, increased use of electronic medical records, and a focus on lifestyle management will drive this occupational area into the future. Many careers within this field will require high-skilled workers in all fields related to healthcare including information technology and business management.¹

Furthermore, Wisconsin will see better than national average growth in Health Science jobs, with jobs in ambulatory healthcare services; nursing and residential care facilities; and hospitals; experiencing the most growth. Moreover, occupations in Healthcare Technical and Professional Services and Healthcare Support Services will grow the fastest through 2018 with rates of 23% and 25% respectively.²

This Youth Apprenticeship (YA) occupational area focuses on four of the five pathways within the Health Science industry. The Biotechnology Research and Development pathway is covered in the Bioscience Units in the Science, Technology, Engineering, and Math (STEM) YA program. In the Therapeutic Services pathway, skills are required to care and treat patients through the Dental Assistant, Medical Assistant, Nursing Assistant, and Pharmacy Technician Units. Processes for managing patient data and information are incorporated into the Medical Office Unit, as well as all of the client services units. Therapeutic Services, Diagnostic Services, and Support Services skills are all incorporated in the choices found in the Health Science YA Ambulatory/Support Services Unit.

The Youth Apprenticeship Program was approved by the Wisconsin State legislature in 1991 to provide a direct link between business, schools, and youth to meet the workforce demands of technology, teamwork, communication, and leadership.

Wisconsin Youth Apprenticeship (YA) is a rigorous program that combines academic and related technical classroom instruction with mentored on the job learning for high school students. By training youth apprentices, employers play an active role in shaping the quality of their future workforce, improving the skill level of potential workers, and enhancing their competitive positioning in the marketplace. Employers, school districts, local consortiums, parents, and potential YA students are referred to the [Youth Apprenticeship Program Operations Manual](#) for general YA Program requirements.

¹ Health Science Career Cluster brochure, NCTEF, 2010.

² Georgetown University CEW, <http://cew.georgetown.edu/jobs2018/>, September 2011.

Objective

The Wisconsin Health Science YA Program is designed to provide students with a working understanding of core health science industry skills and occupationally specific technical skills in four of the five pathways within the Health Science industry. This program provides the framework for educators and industry to work together to produce work-ready, entry-level employees that will compete favorably in a global market, as well as, provide for post-secondary educational advancement while integrating work-based learning in the school and worksite.

The following features distinguish a YA Program from other similar youth school to work programs.

Level Two Youth Apprenticeship is a two-year program for high school juniors and seniors with an interest in a particular field; e.g., healthcare. One-year Youth Apprenticeship Programs are also available to pursue.

Youth apprentices, parents, employers, YA program coordinators, and school districts enter into a written agreement approved by the Department of Workforce Development. Statewide skills are established by the industry, making the youth apprentice skill set more relevant to the state's employers.

Youth apprentices are trained at the worksite by skilled mentors and are paid minimum wage or better for their work. Students average 10-15 hours per week.

Youth apprentices receive a high school diploma and a Certificate of Occupational Proficiency from the Wisconsin Department of Workforce Development (DWD) at graduation.

Youth apprentices may receive advanced standing credit and/or transcribed credit for the YA Program at a Wisconsin Technical College and/or at some four year colleges. See **Appendix F** for current details.

Statewide skill standards focus on skills and knowledge needed by employers for entry level employment in the Health Science industry.

Students apply and are interviewed by Health Science employers for positions in the Health Science YA Program. The state approved skill standards and program guide for the Health Science YA Program are used in both the classroom instruction and worksite learning. If the local school district is unable to provide the related technical classroom instruction courses, they may contract with their local technical college or employer practitioners to do so.

The skill standards are competency based. Competencies are performance-based outcome statements of occupational related skills defined by representatives of Health Science worksites throughout Wisconsin and aligned with national skill standards. The competencies are aligned with the National Association of State Directors of Career Technical Education Consortium (NASDCTEc) Career Cluster Skill Standards in Health Science, <http://www.careertech.org/> for four of the Health Science pathways: Therapeutic Services, Diagnostic Services, Health Informatics and Support Services. Competencies for Biotechnology can be found in the Science, Technology, Engineering, and Math (STEM) YA program.

The competencies will be taught at the worksite in combination with supportive, related technical classroom instruction. While the skill competencies are established statewide, program implementation and oversight occurs through local consortium committees to assure local needs are met.

Target Population

This Youth Apprenticeship occupational area focuses on the Health Science pathways so that YA students acquire basic skills pertinent to understanding and working in careers to help keep people healthy and treat those who are not. The Therapeutic Services units (Dental Assistant, Medical Assistant, Nursing Assistant, and Pharmacy Technician) allow students to care and treat patients to improve their health. The Medical Office unit gives students a chance to manage health care and patient data and information. The Ambulatory/Support Services unit allows students to assist healthcare professionals in a variety of different ways to care, treat, diagnose, or serve patients.

All students successfully meeting current high school graduation requirements and with a good attendance record for that year are encouraged to apply for the Health Science Youth Apprenticeship (YA) Program. The student must apply to the program in the year previous to program entry and be on track toward fulfilling high school graduation requirements in their school district. SEE **Appendix G** for students entering or continuing the Health Science YA Program in 2013.

All Youth Apprentices must complete the industry-wide foundational skill competencies consisting of competencies in core employability skills and safety and security. The Required Skill competencies may be completed concurrently with the specific technical skills.

Potential Health Science youth apprentices will be required to complete a **minimum** of 450 work hours with 180 hours (2 semesters) of related technical classroom instruction for a Level One (1-year) Health Science YA Program or a **minimum** of 900 work hours with 360 hours (4 semesters) of related technical classroom instruction for a Level Two (2-year) Health Science YA program.

Worksites can be chosen from any number of Health Science settings including hospitals, clinics, dental and medical offices, long-term care facilities, and so on PROVIDED THAT the competencies related to the TASKS and EQUIPMENT USED are allowable by DWD Child Labor Laws. See **Appendix A** for more detail or contact the Department of Workforce Development's Equal Rights Division/Labor Standards Bureau at 608-266-6860 for questions regarding child labor laws.

Health Science Units

Therapeutic Services Pathway-

- Dental Assistant Unit
- Medical Assistant Unit
- Nursing Assistant Unit
- Pharmacy Technician Unit

Health Informatics Pathway-

- Medical Office Unit

Ambulatory/Support Services Pathway-

- Ambulatory/Support Services Unit

Health Science YA Program Responsibilities

The following responsibilities are outlined for individuals involved in the Health Science YA Program.

Students-

1. Maintain academic skills and attendance at the high school to remain on track for high school graduation.
2. Participate in progress reviews as scheduled.
3. Exhibit maturity and responsibility to meet requirements of employment as designated by the employer.

Parents or Guardians-

4. Ensure that adequate transportation is available to and from the worksite.
5. Participate in student progress reviews as scheduled.

School District-

6. Recruit students and coordinate student enrollment in the program with the consortiums and/or employers.
7. Integrate the YA Program related technical classroom instruction and worksite training into the student's overall education program with high school graduation credit issued for each semester successfully completed.
8. Participate in student progress reviews as scheduled.

YA Program Coordinators-

9. Apply and maintain approval from the DWD to operate a YA Program.
10. Ensure a minimum of 450 hours of worksite instruction/experience plus a minimum of 180 hours of related technical classroom instruction for each one year YA program.
11. Establish and meet regularly with an advisory committee that will identify when and where tasks will be taught during the Health Science YA Program.
12. Develop and maintain a yearly commitment with participating high schools, technical colleges, and local businesses to accommodate the number of students involved in the Health Science YA Program.
13. Establish and maintain a YA student grievance procedure.
14. Provide employer mentor training.

Related Technical Classroom Instruction Faculty-

15. Qualify in the specialty areas being taught in the YA Program.

Employers and Worksite Mentors-

16. SEE **Appendix B** - Health Science YA Implementation Guide for Employers.
17. Participate in a mentor training session and provide on the job training of the Youth Apprentices.

Department of Workforce Development-

18. Monitor national and state regulatory agencies, such as OSHA, for changes and impact on the Health Science Youth Apprenticeship Program.

Program Guide Organization

The competencies included in the program guide are aligned with the skills required under the National Association of State Directors of Career Technical Education Consortium (NASDCTE) Career Cluster Skill Standards in Health Science, <http://www.careertech.org/>, for four of the five Health Science pathways: Therapeutic Services, Diagnostic Services, Health Informatics, and Support Services.

The Health Science YA Program also requires that Related Technical Classroom Instruction is provided to support attainment of the knowledge necessary to master the competencies. While recommendations for specific Related Technical Classroom Instruction are detailed separately in **Appendix C**, instructional requirements will vary depending on local consortium and advisory group decisions. It is strongly advised that local consortiums work with their advisory groups to determine appropriate Related Technical Classroom Instruction based on their local needs and resources.

The Youth Apprenticeship Program curriculum is written and organized according to the Worldwide Instructional Design System (WIDS) format and includes the Health Science YA Skill Standards Checklist, Program Appendices and Unit Appendices for the program. Overall progress is documented on the Skill Standards Checklist, which lists skill level achievement for each competency achieved. The Unit Appendices outline each skill competency with corresponding performance standards and learning objectives. The Performance Standards describe the tasks and behaviors, as applicable, that employers should look for in order to evaluate the competency. The Learning Objectives outline the recommended content to be covered in the related technical classroom instruction. SEE **Appendix D** - Wisconsin Instructional Design System (WIDS) Format and Youth Apprenticeship Program Guide Terms and **Appendix E** - Use and Distribution of the Curriculum for further details.

Evaluation

The student must successfully complete the related technical classroom instruction and demonstrate the minimum skill level required on the Health Science YA Skill Standards Checklist for each competency according to the applicable curriculum. Worksite mentors and/or instructors use this checklist to evaluate the learner on each of the required skills. It is the responsibility of the mentor(s) to rate the students skill level on all tasks performed at the worksite.

Health Science YA Program Completion

Upon successful completion of high school and the Level Two (2 year) Health Science YA Program requirements, the youth apprentice will receive a high school diploma and a Certificate of Occupational Proficiency from the Department of Workforce Development indicating "Health

Science Youth Apprenticeship". Youth Apprentices who successfully complete a Level One (1 year) Health Science YA Program and who are on track for graduation will be eligible for a Level One Certificate from the Department of Workforce Development. Furthermore, the YA students may:

1. Continue to work in the Health Science industry.
2. Apply to a registered apprenticeship.
3. Pursue a degree or diploma from a Wisconsin Technical College with advanced standing and/or transcribed credit.
4. Apply for admission to a four-year University of Wisconsin school with high school academic elective credit for admission.
5. Go into military service.

SEE **Appendix F** for current agreements for post-secondary credit at Wisconsin Technical Colleges and University of Wisconsin colleges.

This curriculum was developed through a grant from the Wisconsin Department of Workforce Development to Wisconsin's Cooperative Educational Service Agency 6 (CESA6)

Appendices

Appendix A - Work Contracts, Child Labor Laws, Liability and Insurance

Appendix B - Health Science YA Implementation Guide for Employers

Benefits to the Employer

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Checklist for Program Operation

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Appendix N - Medical Office (Unit 6)

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Appendix P - Dental Assistant (Unit 8)