

Program Operations Manual



Wisconsin Youth Apprenticeship Program
Department of Workforce Development
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<p>Wisconsin Youth Apprenticeship Program Operations Manual January 2015</p>

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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 career cluster. 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 the Wisconsin 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, or enrolling in a technical college or 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, regional and statewide programs provide training based on statewide Youth Apprenticeship curriculum guidelines, endorsed by Wisconsin business. Students are instructed at their place of employment by skilled mentors. Students are simultaneously enrolled in related classroom instruction that supports meeting high school graduation requirements.

Key elements of the Wisconsin 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 concurrent with work-based learning
- Program curriculum guidelines for all programs
- Performance evaluation of demonstrated competencies
- State-issued skill certificate

The 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 signed by the Secretary of the Department of Workforce Development.

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 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. At-risk or other special need students may also take more than one year to complete these requirements, provided they have been approved by the DWD.

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. (Also see Chapter 5 Work-Based Learning Requirements, Section E. Child Labor Laws.)

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 curriculum program for their industry sector should start by contacting their industry association or sending a written request to the following address and/or facsimile number:

DWD-DET Youth Apprenticeship Program
P.O. Box 7972
Madison, WI 53707-7972; Fax: (608) 267-0330

To see a list of current Youth Apprenticeship program areas visit the DWD Youth Apprentice website at: <http://dwd.wisconsin.gov/youthapprenticeship/programs.htm>

Chapter 2 Program Applications

Consortium partnerships must apply to and be approved by the Department of Workforce Development in order to operate an approved Wisconsin Youth Apprenticeship program. Students will not be registered unless a program application has been submitted and approved.

A. Grant Application Guidelines

Youth Apprenticeship (YA) Grants are administered by the Department of Workforce Development (DWD) and are available to fund local, regional and statewide Youth Apprenticeship programs authorized under Wisconsin Statute 106.13. The purpose of the grants is to administer the statewide YA program. All partnerships must be approved by DWD in order to operate a YA program whether or not they receive state grant dollars.

B. Request for Proposals

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

Funding under this RFP is available to local partnerships, which mutually implement and coordinate a DWD-YA program via a local consortium steering committee. Local partnerships are defined as the combination of:

- one or more school district(s)
- other public agency (e.g. CESA, UW school, and city or county youth services agency)
- nonprofit organization
- one or more college(s) in the Wisconsin Technical College System
- registered (adult) apprenticeship
- organized labor
- employers
- other contributing individuals
- WDA

School districts in an existing partnership may remain with their partnership, transfer to a different partnership, partner with multiple consortiums or organize a new partnership.

C. Application Requirements

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

- Limit state-funded cost per student to a maximum of \$900 per youth apprentice (total grant amount awarded for this application is divided by the number of students to be enrolled);
- Provide at least 50% matching funds;
- Submit for a grant of no less than \$22,500 and serving at least 25 students;
- Submit a signed Partnership Agreement for each partner;
- Submit a signed Affiliation Agreement for each affiliated school district;

- Demonstrate capacity to deliver the program in accordance with the DWD YA Program Operations Manual, and all requirements included in the RFP; and
- Designate a Consortium coordinator, selected and approved by the steering committee, who will ensure the execution of the following responsibilities:
 - a. Program Development and Management;
 - b. Recruitment and Marketing; and
 - c. Evaluation and Reporting.

If a consortium is unable to meet the minimum application requirements, they are encouraged to join another partnership so their students can participate in the program.

Consortiums 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.”

As part of the yearly program application, consortiums are required to sign a Data Sharing Agreement with DWD. This agreement allows DWD to release student records for the consortium to coordinators through the YA Online System. In addition, each user at the consortium must create a logon ID and submit a DETS-10E System Access Request form to be able to access the YA Online System. Details on these requirements may be found at <http://dwd.wisconsin.gov/youthapprenticeship/register.htm>.

Youth Apprenticeship program applications may be obtained through the following means:

1. The State of Wisconsin, Department of Workforce Development
P.O. Box 7972
Madison, Wisconsin 53707-7972 or
2. Calling (608) 267-3214 or
3. Visiting the [DWD Youth Apprenticeship](http://dwd.wisconsin.gov/youthapprenticeship/) website at:
<http://dwd.wisconsin.gov/youthapprenticeship/>

Chapter 3 Student Enrollment

A. Recruiting Youth Apprentices

Recruitment and application processes must be established by consortium steering committees to inform all students about Youth Apprenticeship opportunities. Specific strategies should be developed to recruit students into nontraditional opportunities, to recruit “at risk” students (as defined in [s. 118.153\(1\)](#)), and students with disabilities. The Youth Apprenticeship program is especially suitable for students whose preferred learning style includes hands-on, applied learning.

Recruitment and application processes 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.

Consortia are encouraged to include parent/student orientation meetings as a part of their recruitment process, so parents can assist students in making informed decisions about participating in the YA program.

B. Student Eligibility for Youth Apprenticeship

To be eligible, students must:

- Be enrolled in a public or private secondary school or an approved program leading to high school graduation (e.g. GED/HSED, home-based program or charter school)
- Have participated in career exploration, guidance and/or education activities, which allow them to make an informed choice about their chosen career area.

All additional eligibility criteria must be approved by DWD. Additionally, DWD disallows the use of GPA as a criterion for entering the Youth Apprenticeship program.

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, disabled 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 the DWD/Equal Rights Division/Civil Rights Bureau at (608) 266-6860 for a copy or visit their website to download a copy.

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, ch. 6-F)

Background Checks of Minor Students: Federal Deposit Insurance Corporation (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.

The Wisconsin 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. 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 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

Registration Deadline

Students must be registered with DWD *no later than thirty (30) days* after the student is hired by the employer. Coordinators must register students using the Youth Apprenticeship Online System tool, found at <http://dwd.wisconsin.gov/youthapprenticeship/coord.htm>.

Students must be registered through the YA Online System and have an Education and Training Agreement (ETA) form on file with the DWD to be considered a Youth Apprentice and obtain student learner status.

Education and Training Agreement (ETA)

The Education and Training Agreement (ETA) form can be found in Appendix I. 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, with the apprentice's employer, and at DWD. The preferred method of submitting ETAs to DWD is by email, to DETYAForms@dwd.wisconsin.gov. The consortium coordinator is responsible for ensuring that *all* parties receive a copy of the entire signed agreement and that ETA information remains current with any YA student status changes.

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

New Employers

New employers and new worksites must be added to the YA Online System before students can be registered. To register a new worksite, coordinators must email DETYAForms@dwd.wisconsin.gov with the employer name, mailing address, and the contact information (name, phone number, and email) of the youth apprentice mentor(s) at that worksite.

Employment Changes

If a student changes worksites, adds a secondary employer, and/or extends or end their date of employment a **new ETA** must be signed and on file with the school, the employer and DWD. The changes should be processed through the YA Online System no later than 30 days after they take place.

E. Enrollment Periods and Funding Eligibility

Work-based learning in either the Level One or Level Two programs may begin as early as April first at the end of the sophomore year (as long as the student's age does not violate child labor law restrictions for the particular occupation). Work-based learning in Level One programs may begin as late as March 31 of the senior year, and for Level Two programs, as late as March 31 of the junior year.

Students can only be counted for grant funding purposes in fiscal years where they completed both: work-based learning with the employer named in their Education and Training Agreement (ETA); and at least one semester of program related instruction as defined in Chapter 4. Related instruction and work-based learning should take place concurrently if possible. Level One students are generally counted for one fiscal year, and Level Two students are generally counted for two fiscal years. However, Level Two students who end participation before July 1st of their second year of enrollment (by ending employment or leaving the program for another reason) will only be counted for one fiscal year. No student can be counted for grant funding in more than two fiscal years.

Students who complete more than one Youth Apprenticeship program in a fiscal year may be counted twice for grant funding purposes. Work hours and related instruction requirements must

be met for each program separately, even if at the same employer. DWD discourages students from completing more than one Youth Apprenticeship program in a single year as the schedule of work is too difficult for most students.

Youth apprentices may remain in the program for Ninety (90) days after they graduate from high school, or after they complete a GED/HSED program. 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 remain in the program for up to 12 months after graduating high school, completing the second year of their Youth Apprenticeship program while enrolled in related instruction at a technical college.

Changing Program Types

If a student has been registered in a Level Two program and, at the end of the two-year period, is unable to fulfill the requirements for graduation because either their competencies or work hours are not sufficient, they may graduate with a Level One certificate if they are able meet those competency and work hour requirements. To process this change, the coordinator must send an email to DETYAForms@dwd.wisconsin.gov requesting the change and include a brief explanation of why the student was unable to complete their work hours/competencies, and a description of the consortium's activities on behalf of that student in the second fiscal year, including the related instruction taken by the student that year. This explanation and description will be added to the comments field for the student. If the change is approved, coordinators may send in a checklist as normal to graduate the student. Students processed this way will graduate as Level One students, but the consortium will receive credit for the student in two fiscal years for grant funding purposes.

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 YA consortium;
- Perform at an acceptable level in both the related instruction class and at the worksite as determined by the YA consortium;
- Comply with all work rules and requirements at their place of employment; and
- Meet with the mentor, their parent or guardian, a school representative and a YA Coordinator at least three times per school year to review their progress in the program. The format of these meetings may be determined by local coordinators.

The YA consortium must outline any policies 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. These policies may be created by the consortium, or the consortium may utilize the attendance and performance policies of the student's school district and employer.

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 YA 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 successfully completed.

Youth apprentices must be terminated using the YA Online System within thirty (30) days of the end of student participation in YA as a result of any of the following: ending employment, YA graduation or leaving the program for any other reason.

If a student has been registered in a Level Two program and, at the end of the two-year period, is unable to fulfill the requirements for graduation because either their competencies or work hours are not sufficient, they may graduate with a Level One certificate if they are able meet those competency and work hour requirements. The coordinator must send a brief explanation of why the student was unable to complete their work hours/competencies, and a description of the consortium's activities on behalf of that student in the second fiscal year. See ch. 3-D, "Changing Program Types" for more detail.

If a YA consortium has a "Student Course Reimbursement" policy that has been approved by their school board, and the youth apprentice and their parent(s) have been made aware of this policy, the consortium may require the student to reimburse them for costs incurred on YA related-classes they dropped or did not complete.

If a youth apprentice believes s/he has been discriminated against or dismissed unfairly, a grievance may be filed following the consortium program's grievance policy (see Grievance Policy and Procedures, ch. 6-G) and/or a formal complaint may be filed with the Equal Rights Division in the Department of Workforce Development. For more information, phone the DWD Equal Rights Division at: (608) 266-6860.

H. Student Transfer Procedures

If a student moves from one consortium area to another during the course of the youth apprenticeship, DWD encourages consortia to collaborate to ensure that student is able to complete their program. This may involve transferring the student's consortium.

Students may be transferred between consortia only with the agreement of both regional coordinators involved. The consortium that is relinquishing the student should terminate the student using the YA Online System tool and check "Student has transferred to another consortium". Then, the consortium that is receiving the student must submit a new ETA signed by the student, employer, principal, and new coordinator, and notify the YA Database Administrator by email to DETYAForms@dwd.wisconsin.gov that the student should be transferred to their consortium.

If a student is transferred during a fiscal year, the original consortium may count that student towards their enrollment for grant funding purposes during that year. The consortium receiving that student cannot also count that student towards their enrollment for grant funding purposes that year.

If two or more consortiums are merging together, they should notify the YA Database Administrator, who will assist in transferring students. New ETAs do not need to be obtained in this case.

I. Graduation and 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.

Documentation Requirements

Youth Apprenticeship - A copy of the completed student competency checklist must be submitted by email to DETYAForms@dwd.wisconsin.gov. Additionally, the coordinator should indicate the student's completion date using the YA Online System. A student will not count as completed until a completion date has been entered and DWD has reviewed and approved the skills checklist, as indicated by marking "Pass" on the YA Online System.

Deadline for Submission

Completed checklists for Youth Apprenticeship students must be submitted within 90 days after high school graduation. The expected deadline for submission of all checklists is therefore August 31st, unless the student is graduating at an unusual time. DWD will review student competency checklists for achievement of required competencies and hours, and will issue certificates for successful program completions. When students do not meet minimum requirements for certification, do not send the checklist; instead, terminate the student using the YA Online System tool.

Early Graduation and Extensions

Students who are eligible for early graduation will receive Youth Apprenticeship certificates if they have completed all program requirements. Students still have 90 days after graduation to complete their YA program.

If a student has not completed the work hours requirement by their high school graduation date, they may continue to work during the summer. However, the deadline for submission of their checklist is still 90 days after their high school graduation.

Procedures for Issuing Certificates

DWD will review student competency checklists for achievement of required competencies and hours. DWD will notify consortium coordinators if students' checklists do not reflect achievement of competencies or the required hours. Checklists may be resubmitted within 30 days after notification for rescoring and reconsideration for graduation from the program. DWD retains the right to refuse to issue a certificate based on questionable validity of any student checklist.

Chapter 4 School-Based Learning (Related Instruction) Requirements

A. Responsibilities of School District Partners

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

- Recruiting students for the youth apprenticeship program;
- Assessing interested students and 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;
- Determining which related instruction options are available and appropriate for each youth apprentice;
- Developing an Academic and Career Plan (ACP) 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;
- Defining "terms" of YA consortium affiliations;
- Arranging student schedules to allow for YA program participation.

B. Youth Apprenticeship Statewide Program Guidelines

Youth Apprenticeship Programs are based on a statewide program guideline written for each industry area. The program guideline is developed through extensive involvement by Wisconsin businesses to identify the tasks and standards necessary for successful program achievement. The program incorporates and/or is aligned with national industry skill standards when they exist.

All program guidelines are performance based and are 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 youth apprentice 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 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, an online school accredited by DPI, a business site or any combination of the above which assures satisfaction of high school graduation requirements, YA competencies, and terms of articulation agreements.

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 curriculum is written so that recommended Learning Objectives for each worksite skill competency can be incorporated into the on-the-job training or classroom instruction as directed by employers by the industry. 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 consortium steering committee and participating employers. Classroom activities and worksite activities should be coordinated as much as is practical.

C. Ordering Youth Apprenticeship Materials

Copies of youth apprenticeship curriculum program guides and appendices and other YA forms may be downloaded from the YA website. 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 Youth Apprenticeship Programs in the State of Wisconsin.

D. 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.

Online instructors who teach the youth apprenticeship related instruction must be teaching at an online charter school accredited and/or approved by DPI. To learn if an online charter school is a "state accredited or state approved" school, reference the DPI website at: <http://sms.dpi.wi.gov/charter-schools/current>.

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 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 by the consortium and/or the participating school.

E. Secondary and Post-Secondary Credit for Youth Apprentices

School districts must provide credit toward graduation for the youth apprenticeship-related instruction *and* the work-based learning component of the program. The amount of credit for each component is to be determined by each school district.

The Wisconsin Technical College System (WTCS) does not have the authority to enter into advanced standing agreements covering the technical college system as a whole. However, WTCS supports and encourages the development of local articulation agreements between high schools and technical colleges. Local articulation agreements can be developed using the [“Steps to Local Work-Based Learning Connections” document](#).

The University of Wisconsin system allows some youth apprenticeship programs to be considered as academic elective or college preparatory credit *for admission*. This information can be found at [UW > Help: Building Access to The UW System website](#).

F. Student Grading Procedures

DWD will award the one or two-year certificates based on achievement of required standards in the competency checklists. 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 “apprenticed” to an experienced mentor. The mentor will:

- instruct the youth apprentice in the knowledge, skills, and abilities identified in the statewide Youth Apprenticeship program 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.

The work-based-learning component is the **primary** method for teaching the required competencies. The employer 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 consortium 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 during the weeks 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 during the weeks 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. There are no child labor work hours restrictions for 16 to 17 year old student workers.

Some programs may require additional work hours to master the required competencies. The consortium 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. For a Level Two student, at least 500 hours of the required minimum work-based learning hours must take place during the weeks when related classes are being held, and for a Level One student, at least 250 hours of the required minimum work-based learning hours must take place during the weeks when related classes are being held, so that classroom instruction can be integrated with worksite learning.

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 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 and there is a schedule of organized and progressive work processes to be performed on the job. Student Learners may perform certain tasks that are otherwise declared hazardous provided the hazardous work is incidental to the training and is for intermittent and short periods of time. Wis.Admin.Code § DWD 270.14
- 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;
- Document communications with the student’s parents or guardians and school personnel at least three times during the school year to discuss the student’s progress [Communicate on a regular basis with the student’s parents or guardians and YA School-Based Coordinator to review progress of program growth and address program concerns];
- 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 YA consortium.

E. Child Labor Laws

Youth apprentices are hired by and become the employees of the business participating in the program. Youth apprentices and the businesses that 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 apprentices are considered “student learners”.

As student learners, students are enrolled in school in a school-work training program sponsored by an accredited school, the technical college system board, or DWD’s Youth Apprenticeship program and receive school credit for program participants. The work performed is under direct and close supervision of a qualified and experienced person and there is a schedule of organized and progressive work processes to be performed on the job. Student Learners may perform certain tasks that are otherwise declared hazardous *provided* the hazardous work is incidental to the training and is for intermittent and short periods of time. Wis.Admin.Code § DWD 270.14.

The Youth Apprenticeship program curriculum is reviewed for child labor law compliance. However, YA programs are encouraged to contact the DWD Equal Rights Division/Labor Standards Bureau with concerns regarding specific tasks or equipment at (608) 266-6860. Furthermore, the Wisconsin Statutes and Administrative Code can be accessed at http://dwd.wisconsin.gov/er/labor_standards_bureau/child_labor_laws.htm. A Child Labor Guidance document for employers, parents, schools, and students can also be accessed at http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_17231_p.pdf.

Hours worked by youth apprentices during a school day while school is in session *do not count* toward the 40 hours per work week for minors. 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 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.

If there are any questions about particular machinery, employers and/or coordinators may call DWD’s Equal Rights Division/Labor Standards Bureau at (608) 266-6860 for assistance or DWD Youth Apprenticeship at (608) 267-3214.

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 and 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 YA 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 YA consortium, unless 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.

The reporting requirements for youth are no different than adults. If the injury results in death then it must be reported within 24 hours. Otherwise, if the injury results in lost time-defined as disability existing "beyond the 3rd day after the employee leaves work as a result of the accident or disease."

To learn more view the DWD Worker's Compensation Division website at <http://dwd.wisconsin.gov/wc>. To contact DWD Worker's Compensation staff see Directory of Selected staff, Services and Programs at http://dwd.wisconsin.gov/wc/about_us/direct.htm

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.

J. 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 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.

School districts are responsible for providing liability coverage for students in school facilities and/or at school-sponsored functions or activities. They are not responsible for providing liability coverage for the work-based learning activities provided by a Youth Apprenticeship employer.

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 business.

K. 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).

L. 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.

Bargaining agreements 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 Wisconsin Youth Apprenticeship Program under Wisconsin Statute 106.13. To view the YA Program statute go to the [State of Wisconsin Legislative Reference Bureau website](#).

The DWD 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
- Approving applications from YA consortiums
- Working with industry and labor leaders to develop new YA program areas
- Approving the statewide program curricula
- Monitoring YA programs
- Providing technical assistance to YA consortiums
- Issuing certificates to youth apprentices who successfully complete the program.

B. Administrative Oversight

Youth Apprenticeship programs must be administered by a YA consortium of partners representing Workforce Development Boards, school districts, technical colleges, employers, and organized labor. Parents of youth apprentices or other community representatives may also be included in the partnerships. Sometimes this is constituted as a “steering committee.”

YA consortia may be organized and led by any one of the partners with an interest in developing a state-approved YA program. They must apply and be approved by the DWD to receive funding to operate Youth Apprenticeship programs and register youth apprentices.

The YA consortium of partners is responsible for the following:

- Establishing 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 (e.g.. Health Science, Manufacturing, etc.) and designing the YA program;
- Submitting applications for funding;
- Hiring and/or arranging for a Youth Apprenticeship consortium coordinator;
- Recruiting 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 policies and procedures for the consortium's program;
- Monitoring the program to ensure compliance with state and school district 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
- Arranging for fiscal management of grant funds.

C. Youth Apprenticeship Regional Coordinator

YA regional coordinators organize and implement the YA program and carry out the administrative policies of the consortium or steering committee. The YA Regional Coordinator may work for a local school district, a chamber of commerce, a CESA, a technical college or university, a Workforce Development Board or a local business. The consortium coordinator is ultimately responsible to the steering committee.

See Appendix III for recommended responsibilities for a YA regional coordinator.

All YA regional coordinators are required to attend state called meetings (Coordinator Forums). Coordinators should notify DWD Youth Apprenticeship staff at DETYAForms@dwd.wisconsin.gov to place their name on DWD's regional coordinator mailing list.

The contact name listed on the consortium's YA grant and program application will be identified as the YA regional coordinator, unless the state YA staff are otherwise notified. Only one individual should be listed as the YA regional coordinator for a YA consortium, although an alternate may also be designated.

D. School-Based Coordinator

School based coordinators work with the YA regional coordinator to implement the program within the school district. Responsibilities may include recruiting students, scheduling classes, monitoring progress, etc.

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

E. Fiscal Agents and Program Funding

Each YA consortium must identify an individual as fiscal agent in their grant application. The fiscal agent is responsible for managing the YA consortium budget, preparing grant modifications, and submitting expenditure reports via the [CORE system](#). To gain a working knowledge of the DWD CORE system, fiscal agents are required to attend all relevant CORE-

related training sessions. Fiscal agents work with DET Fiscal staff to perform these duties. DET Fiscal staff will provide technical assistance and training to the fiscal agents.

The YA consortium is responsible for securing sufficient funding for the 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 YA programs through the DWD. Refer to the [Youth Apprenticeship website](#) for funding schedules and the application process.

F. Record Retention

Individual records regarding youth apprentices should be retained in a central location with the consortium coordinator. A copy of the student's YA application and Education and 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 be responsible for maintaining YA student files obtained through the YA Online System tool. DWD will retain copies of the ETAs, 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 and must be included with the grant application.

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 the following:

- The statewide Youth Apprenticeship program 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;
- Meetings between workplace mentors, a school representative, and parents or guardians take place at least three times a 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.

By September 30th, all students with their final or only year ending in the previous fiscal year should have either completed or terminated from the program. DWD shall send a list to each consortium of previous-year students who are still in incomplete status on **September 1st**. The regional coordinator should identify the status and action to be taken for each student on the list (e.g., "dropped, will send termination form" or "completed, will send checklist"). Two additional lists shall be sent on **October 1st** and **November 1st**. Students who are still in incomplete status as of **November 30th** of the year ending the fiscal year will be terminated. (For example, a student with final enrollment year in FY 2013-14 would be due by November 30th, 2014.)

DWD shall evaluate the rate at which Level Two program graduates are offered jobs at the employer with which they completed their on-the-job training. Each consortium is responsible for collecting and reporting this information to DWD. DWD will send a list of Level Two program graduates to each consortium by **November 1st**, and two additional lists will be sent on **December 1st** and **January 1st**. Consortia must respond by indicating job offer status for each student on the list. These reports shall be accepted no later than **January 31st** of the year after the fiscal year involved (for example, the report for FY 2013-14 would be due January 31st, 2015.) Consortia which have sent no reply by this date will be counted as 0% employed.

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

Youth Apprenticeship Education Training Agreement

To download copies go to:

<http://dwd.wisconsin.gov/dwd/forms/dws/detw-9471-e.htm>

Appendix II

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)

Appendix III

Regional Youth Apprenticeship Coordinator

Youth Apprenticeship Coordinator Job Responsibilities

A. Program Development and Management

1. Serve as the program liaison with the Youth Apprenticeship School Based Coordinators to develop, design, implement and administer this program.
2. Meet with each Youth Apprenticeship School Based 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, informational meetings, and training sessions.
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 IV

Youth Apprenticeship 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.