

AHNAPEE REGIONAL YOUTH APPRENTICESHIP



College, Career & Community Ready



In affiliation with the Wisconsin Department of Workforce Development

Ahnapee Regional Youth Apprenticeship

Our Mission

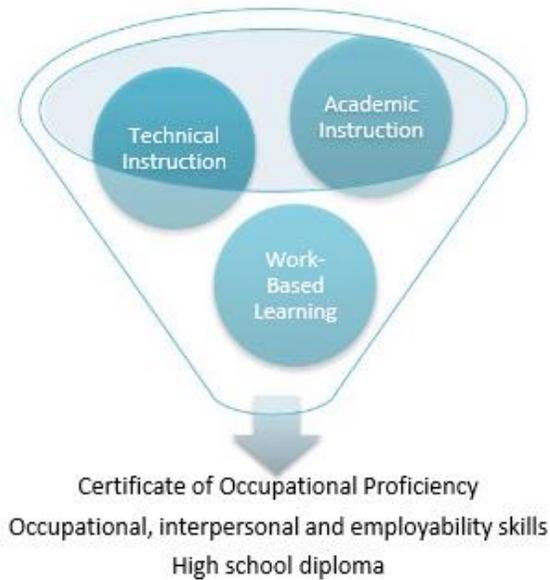
Our mission is to prepare students to be productive citizens with a clearly defined career path and to provide the necessary tools to accomplish those goals. Students will be provided with the necessary resources to be college, career, and community ready.

What is Youth Apprenticeship?

- Youth Apprenticeship is a one- or two-year elective program for juniors and/or seniors that combines academic and technical classroom instruction with mentored on-the-job learning.
- Paid hands-on learning at a selected employer is combined with classroom instruction to help students make the connection between school and the workplace.
- The Youth Apprenticeship program provides students with specific occupational skills, as well as, valuable employability skills, interpersonal skills, and a general knowledge of the world of work.
- Additionally, this program students develop the skills needed for the jobs of tomorrow and helps businesses develop, attract, and retain a highly skilled workforce.
- Upon successfully completing this program, students have the option of entering the workforce directly after high school, applying for a registered apprenticeship position, enrolling in a technical college, or enrolling in a four-year university.

WHAT IS THE YOUTH APPRENTICESHIP (YA) PROGRAM?

Developed by the Wisconsin Department of Workforce Development, Youth Apprenticeship (YA) is a nationally recognized program that offers high school juniors and seniors an opportunity to combine academic and technical instruction with paid, on-the-job learning through an industry-established curriculum. Upon completion, youth apprentices earn a Certificate of Occupational Proficiency in their chosen career cluster (see pages 3-4 for state-approved YA areas).



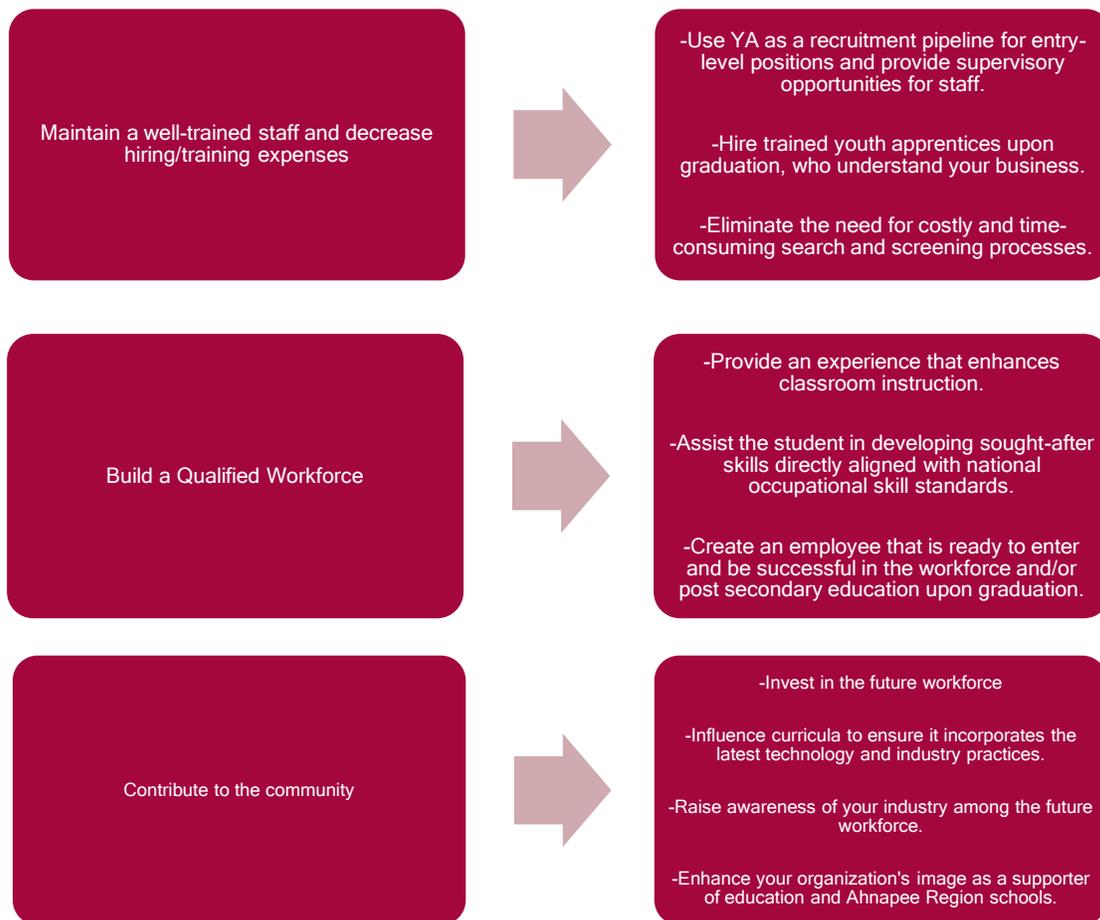
In order to be successful in today's society, all students need to chart their personalized pathway to college, career and community success. By expanding the walls of the classroom to include business, every student's personalized pathway will lead to graduation with a post-secondary plan that could lead to an industry recognized certificate and/or licensure, an associate degree or baccalaureate degree and beyond. YA students will possess the tools necessary to be successful in an evolving and ever-changing economy.



Cited: "Wisconsin Youth Apprenticeship." *Wisconsin Department of Workforce Development Internet Home*, dwd.wisconsin.gov/youthapprenticeship/

Benefits of Employers Participating in Youth Apprenticeship

The success of our economy is heavily based on the development of a highly skilled workforce. Employers are regularly faced with the challenge of finding skilled employees to meet their company's needs. In order to develop a sustainable solution to this challenge, local communities must invest in their next generation workforce. Integrating work-based learning fortifies the link between school and industry and, thus, prepares a more qualified workforce. Participating as an employer in YA is a great way to support students, the educational system, economic development and the standard of living in the Ahnapee Region. Participating employers will receive a positive return on their YA investment as these students can become lifelong employees and promote their organization.



Cited: "Wisconsin Youth Apprenticeship." *Wisconsin Department of Workforce Development Internet Home*, dwd.wisconsin.gov/youthapprenticeship/

Benefits to Students Participating in Youth Apprenticeship

The Youth Apprenticeship program provides training based on statewide curriculum guidelines, which are endorsed by business and industry. Students are instructed by qualified teachers and skilled worksite mentors. Students are simultaneously enrolled in academic classes to meet high school graduation requirements and are employed by a participating employer under the supervision of a skilled mentor. Students can:

- See the connection between school and work
- Apply academic skills in real world work settings
- Earn wages while learning
- Earn Youth Apprenticeship Competency Certificate
- Earn a Wisconsin Employability Skills Certificate
- Earn a high school diploma
- Increase career options and future employability
- Networking skills
- Growth in employability skills, like accountability, responsibility, and time management



State-Approved Youth Apprenticeship Program Areas

Career Cluster Area	Youth Apprenticeship Units of Study
	<p><i>Agriculture, Food, & Natural Resource- Animals:</i></p> <ul style="list-style-type: none"> • Animal Basics Unit • Small Animal / Vet Assistant Unit • Large Animal / Herd Unit <p><i>Agriculture, Food, & Natural Resource- Plants:</i></p> <ul style="list-style-type: none"> • Plant Basics Unit • Crops Unit • Greenhouse / Floral Unit • Landscaping Unit
	<p><i>Architecture & Construction:</i></p> <ul style="list-style-type: none"> • Architectural Drafting Unit • Architectural Planning Unit <p><i>Hospitality & Tourism:</i></p> <ul style="list-style-type: none"> • Maintenance & Grounds Unit <p><i>Agriculture, Food, & Natural Resource- Plants:</i></p> <ul style="list-style-type: none"> • Landscaping Unit
	<p><i>Arts, A/V Technology & Communications:</i></p> <ul style="list-style-type: none"> • Graphic Design & Pre-Press Unit • Press & Post-Press Unit <p><i>Information Technology:</i></p> <ul style="list-style-type: none"> • Web & Digital Media Unit
	<p><i>Hospitality & Tourism:</i></p> <ul style="list-style-type: none"> • Lodging – Front Office Unit • Reservations & Tour/Activity Unit • Management 1 Unit • Management 2 Unit
	<p><i>Finance:</i></p> <ul style="list-style-type: none"> • Accounting Services Basic Unit • Accounting Services Advanced Unit • Banking Basic Unit • Banking Advanced Unit • Insurance Services Unit
	<p><i>Health Science:</i></p> <ul style="list-style-type: none"> • Certified Nursing Assistant Unit • Pharmacy Technician Unit • Medical Office Unit • Ambulatory / Support Services • Medical Assistant
	<p><i>Hospitality & Tourism:</i></p> <ul style="list-style-type: none"> • Food & Beverage – Dining Area Unit • Food & Beverage – Kitchen Unit • Lodging – Housekeeping Unit

Career Cluster Area	Youth Apprenticeship Unit of Study
	<p><i>Information Technology:</i></p> <ul style="list-style-type: none"> • IT Essentials Unit • Hardware Unit • Software Unit
	<p><i>Manufacturing:</i></p> <ul style="list-style-type: none"> • Assembly & Packaging Unit • Manufacturing Processes Unit • Machining Unit • Welding Unit • Production Operations Management Unit • Basic Industrial Equipment Unit • Advanced Industrial Equipment Unit
	<p><i>Hospitality & Tourism:</i></p> <ul style="list-style-type: none"> • Marketing & Sales 1 Unit • Marketing & Sales 2 Unit • Meetings & Events Unit
	<p><i>STEM-Science & Math:</i></p> <ul style="list-style-type: none"> • Bioscience Applications Unit <p><i>STEM-Engineering & Technology:</i></p> <ul style="list-style-type: none"> • Engineering Drafting Unit • Mechanical / Electrical Engineering Unit • Civil Engineering Unit
	<p><i>Transportation, Distribution & Logistics-Auto Collision:</i></p> <ul style="list-style-type: none"> • Collision Basics Repair Unit • Non-structural Analysis & Repair Unit • Painting & Refinishing Unit • Damage Analysis & Electrical Repair Unit <p><i>Transportation, Distribution & Logistics – Auto Technician:</i></p> <ul style="list-style-type: none"> • Vehicle Basics & General Service Unit • Brake Systems Unit • Electrical / Electronics Unit • Suspension & Steering Unit • Engine Performance & Repair Unit <p><i>Transportation, Distribution & Logistics – Logistics / Supply Chain Management:</i></p> <ul style="list-style-type: none"> • Planning & Purchasing Unit • Inventory Management & Production • Storage & Warehousing • Distribution & Transportation Operations

Employer, Student & School Expectations

Employer	Student	School	Parent
Interview & hire a youth apprentice for one or two years that may include summer	Meet all Youth Apprenticeship work & classroom requirements and maintain good standing	Work with students to prepare them for the hiring and interview process	Support students in their schooling and employment skill development
Ensure 450 total paid work hours (Level 1) or 900 total paid work hours (Level 2)	Remain on track for on-time high school graduation	Monitor placements by maintaining regular communication with mentors	Remind students of payroll and other program related deadlines
Pay at least minimum wage \$7.25	Make regular contact with Youth Apprenticeship Coordinator to communicate progress in school and workplace	Work with businesses to help identify solid students to fit their business needs	Assist with transportation to and from school and training
Provide the training to obtain the competencies as set by the State of Wisconsin	Communicate any issues or problems that arise on the job immediately to supervisor at work	Conduct worksite visits as necessary to strengthen and build relationships with employers	Direct students to the proper adult when they have a program-related issue
Comply with all child labor law regulations	Participate in quarterly progress reviews	Conduct quarterly reviews with mentors, students, parents and school personnel	Encourage students to show responsibility and accountability
Evaluate student progress on a quarterly basis and complete the competency checklists regularly	Participate in all pre-apprenticeship requirements, resume creation, job shadows, mock interviews, & letters of recommendation	Compile grades on a quarterly basis and enter PowerSchool for accurate tracking of requirements	Encourage communication with Youth Apprenticeship Coordinator
Assign mentor and provide opportunity to see all aspects of the business	Maintain solid attendance at school and work		
Treat students like employees as it pertains to random drug tests, phone usage, and attire	Conduct themselves professionally throughout entire program as you are representing yourselves, family and school district		

Eligibility of Youth Apprenticeship Program

To be eligible for YA, students must be of junior standing. Students must also be on track to graduate. Likewise, students must commit to an excellent attendance record, as this reflects their commitment to their responsibilities as well as a possible picture of what employment attendance will be. YA often involves work release time from school and students must be able to balance their high school requirements with the requirements of the program.

Applicants are strongly encouraged to engage in some form of career planning prior to applying to YA to ensure the commitment to a career cluster will assist the student in achieving their goals. A great way to do this is to participate in a job shadow, which can be arranged by the student, through the student's school. You should begin to work on skills to gain employment immediately. This includes writing a resume and perfecting interviewing skills. We will work with students to complete this throughout their time in YA.

Students will be expected to obtain and refine their employability skills throughout YA. We will work with students to assist in this process and create learning opportunities to prepare the student for the workforce, but ultimately, in order to gain employment and be a part of the program, students must earn the position authentically and commit to learning and perfecting their job seeking and job securing skills. Students must also possess the technical skills required for on the job performance.

Important Information – Youth Apprenticeship Program

Employment in YA is not guaranteed. Job placements are arranged in a variety of ways and can come from the Consortium or the student's current employment if the employer agrees to the terms of YA. As previously stated, students must authentically earn the positions. The Consortium will assist in connecting students with available apprenticeships in the area.

In order to secure a placement, students must make sure they have the availability to work. This means the ability to work consistently for at least 3 hours per shift and complete the total required hours. Youth Apprenticeship students are expected to work a minimum of 12-15 hours per week. Students need reliable transportation to get to and from their YA position.

Attendance Requirements

The Youth Apprenticeship program requires a time commitment beyond that of a typical high school student. Youth Apprenticeship students work, on average, 10-15 hours per week, for a total of 450 paid work hours per year. Students work hours include time during the school year and may include holiday breaks and additional time during the summer. Attendance is an essential element to the success of any program. If unplanned changes in your personal schedule or an emergency should arise, please follow company policy on reporting absences. If students are unexcused from school, they will be monitored and could be removed from the Youth Apprenticeship program. If students are unable to attend school or training due to illness, injury, etc., it is the responsibility of the STUDENT to call the student's worksite mentor or employer. PARENTS/GUARDIANS are accountable for contacting the school. Failure to do so is an unexcused absence. Excessive absences or failure to notify the employer of an absence could result in termination from the job and the youth apprenticeship program.

If a day off is needed, it is the apprentices' responsibility to arrange it with their employer well in advance. Advance notice **MUST** be given. Mentors will decide if students can have the time off from work.

Snow Days or Other Cancellation Days

If school has been cancelled due to inclement weather, students should not assume that work is cancelled. Each situation will be handled on an individual basis. Students must call their immediate supervisor to inform him/her of the cancellation and determine next steps. Students should also be organized and prepared to communicate to employers days off that are needed for school or family activities.

Transportation

Transportation to work will be the responsibility of the student and parent/guardian. No transportation options are available from the school.

Harassment

Harassment is unwelcome verbal or physical conduct, graphic materials, sexual advances, or other acts which interferes with a person's work or can reasonably be seen to create a hostile, intimidating, or offensive environment. Harassing behavior may include:

- Physical harassment or other threat of harm against individuals or their property.
- Verbal abuse, whether it attacks an individual personality or on the grounds of age, race, sex, sexual orientation, ethnic background, religious beliefs, and/or disability.
- Graffiti or graphics of the above nature.
- Unwelcome sexual advances
- Implications that employment decisions will be based on accepting unwelcome sexual advances.
- Retaliation against any employee who has used this policy to raise concerns.

The YA Program will not condone the harassment of individuals as an explicit or implicit condition of employment by anyone—supervisors, other employees, volunteers, instructors, and customers. Any acts committed by employees or volunteers of the YA Program which may constitute harassment should be reported to the YA Coordinator immediately. The YA Coordinator will promptly investigate all complaints and will contact the worksite to initiate corrective action.

Drug and Alcohol Policy

The YA Program is committed to providing a safe and productive work environment for its students and adheres to a ZERO Tolerance Policy for any substance abuse. Using or being under the influence of drugs or alcohol, on or off the job, may pose serious health risks. To ensure a safe and healthy working environment, students may be required to provide a body substance sample, urine or blood, to determine illicit or illegal use of drugs and/or alcohol. Drug screenings may be conducted prior to employment, at random or following a work injury.

Should a YA student be suspected of illegal or illicit drug use, possession or association by one of the following: school official, mentor, an authority within the YA Program or law enforcement agency; he/she will be subject to disciplinary action up to and including a drug test. The test must be taken IMMEDIATELY and will be at no cost to the student. A positive test will result in immediate termination. Failure to submit to drug testing will also result in immediate termination.

Any behavior that leads to the possibility of a citation for underage drinking, driving under the influence and other alcohol-related offenses or illegal substance use/possession may result in disciplinary action up to and including termination. Should a student receive an alcohol or illegal substance-related citation, he/ she is responsible for reporting that information to their school-to-career coordinator IMMEDIATELY. Failure to follow proper notification procedures will result in termination. The school-to-work program does not recognize an Occupational License as a valid form of transportation/licensure. Any unsubstantiated alcohol or illegal substance-related occurrence/incident may result in a Letter of Warning reiterating the policies of the YA Program.

Cell Phone / Social Media Policy

YA students are not to use their cell phones at worksite during scheduled work hours. Text messaging, social media usage, receiving incoming or making outgoing cell phone calls, playing games on your phone, etc. are not permitted during training or work hours. All students are required to follow the guidelines and rules of the work site regarding Internet usage.

Work Attire

The clothing students wear must be appropriate for the type of training being performed. Students are expected to exhibit the same professionalism as other workers. If an apprentice is unsure whether something is appropriate, ask the work site mentor.

Legal Requirements

Wisconsin Statutes Section 103.64-103.82 and Wisconsin Administrative Code Chapter DWD 270, establish maximum hours of work, time of day restrictions, and prohibited employment for minors 11-17 years of age.

- **Hours:** Youth Apprenticeship students are considered “student learners” because they are enrolled in a work-based learning program. Therefore, youth apprenticeship students may be allowed to work during school hours. The hours that 16 and 17-year-old minors may work is not limited.
- **Wages:** Youth workers must be paid at least minimum wage. Wisconsin wage statutes require employers pay all workers all wages on at least a monthly basis, except farm labor which can be paid at quarterly intervals.
- **Minimum Wage:** The Federal Fair Labor Standards Act (FLSA) and Wisconsin Law established minimum wage rates in the private sector and for government employees. Covered workers are entitled to a minimum wage of not less than \$7.25 per hour effective July 24, 2009, under both Federal and State law.
- **Work Permit:** Work permits are not needed for the Youth Apprenticeship program. Students and employers must have an approved Education/Training Agreement (ETA) on file with the school AND the employer instead. If employers hire youth apprentices to perform “other work duties” outside of the YA duties listed on the skills standard’s checklist, a work permit is required for those duties.
- **Worker’s Compensation:** When a minor becomes an employee of a company, they must be covered by the employer’s compensation coverage.
- **Liability:** Employers are liable for the service provided at their organization and determining liability for an accident can only be settled in a court of law. Generally, if an employer has adequate general liability and workers compensation coverage, no additional liability coverage is necessary. Youth apprentices are responsible for their transportation to and from work and for their insurance. Since youth apprentices are enrolled in a full time public educational institution and are receiving school credits for participation, they are not eligible for unemployment compensation.
- **Unions and Layoffs:** A youth apprentice cannot be hired to displace or replace a currently employed worker. Child labor laws prohibit youth apprentices from working with an employer where a strike or active lockout is occurring.

Safety

Students' safety and the safety of those around them are very important to the program. Employers are responsible to instruct students on proper fire and evacuation procedures. Students may be exposed to potentially harmful agents in the work environment; some chemicals may be toxic. Please refer to the employer's procedure manual dealing with these hazards in a safe manner and regarding emergency treatment. Students, please keep yourself and others safe by following your worksites' safety regulations and rules.

Grievance Procedure

If students in the YA Program, their parent(s)/guardian(s), or work site have concerns about any aspect of the program, they should first contact the YA Coordinator. The YA Coordinator will work to resolve the issue and will include, if necessary, the worksite mentor. If future discussion is needed, a meeting will be arranged with the student, parent(s)/guardian(s), worksite mentor, and YA Coordinator.

Once assigned to a work site, students may not pursue alternate employment for their work site. If problems occur at the work site, the student needs to communicate concerns to the Youth Coordinator so further resolution can be discussed. If the problem cannot be resolved, an alternate work site might be considered. If the student just quits their YA job, a meeting will be arranged with the student, parent(s)/guardian(s), YA Coordinator, and worksite mentor. In the event a YA's employment is terminated, the student will be removed from the YA Program and it will be the responsibility of the student's school district to arrange for an alternate program of study.

Performance Requirements / Credit Eligibility

Academic Performance

Students must pass classes at their high school each quarter in order to remain in the YA Program. Students who fail classes will be dropped from the YA Program. Students struggling with classes should take advantage of the tutoring center at their high school or secondary education provider.

Performance Feedback

Students will participate in quarterly progress reviews with the business mentor and Youth Apprentice Coordinator. Mentors will rate work-based learning skill competencies according to the established performance criteria. The mentor and YA student will go over the Skills Standards Checklist regularly to record progress and plan future steps to complete the required competencies. A competency may be revisited, and a score raised as the YA student becomes more proficient at the worksite. Additionally, the mentor will evaluate each YA student on the Employability Rubric, which will also be discussed on a quarterly basis. Youth Apprenticeship Coordinator will schedule the appropriate meetings with each YA student.

Credits

Credit will be granted for the work-based learning component. As outlined, students are eligible to earn up to 2 credits of Youth Apprenticeship during their junior year of high school. These hours can begin accruing the summer entering their junior year. Seniors are eligible to earn up to 4 credits of Youth Apprenticeship. Level 1 youth apprenticeship students must work a minimum of 450 hours in order to be eligible to earn the entire credit amount. Level 2 youth apprenticeship students must work a minimum of 900 hours in order to be eligible to earn the entire credit amount. Credit amount will be determined by hours, performance, attendance, and participation and communication with the Youth Apprentice Coordinator.

Checklist to Completing Youth Apprenticeship

Action Plan	Activity	Date Completed
Step 1	Complete youth apprenticeship application and waiver/liability form. Ensure parent/guardian signature. Return to Youth Apprentice Coordinator.	
Step 2	Interview with Youth Apprentice Coordinator. Students will be scheduled for interview. Parent/Guardian, along with the student will receive an email with the date, time, and location of the interview. It is the student's responsibility to obtain a pass to leave class from the Youth Apprentice Coordinator. Students should be prepared to discuss their interest in the Youth Apprentice Program and how the program will help them in their future career plans and goals. Students should bring their finalized resume to the interview as well.	
Step 3	Acceptance into the Youth Apprenticeship Program. Students will be informed of their placement into the program. There are three classifications for the Youth Apprenticeship. <ul style="list-style-type: none"> • On Hold - Students require recommendation letters, improved attendance or academic performance improvements • Pre-Youth Apprentice - Student is accepted into the program. Employment opportunities should be explored by student. Student will receive assistance with work placement relating to Youth Apprenticeship area. Employment is NOT guaranteed. • Youth Apprentice - Student is accepted into the program, is working a paid position at a business related to their Youth Apprenticeship area, and a signed Education/Training Agreement is on file with the employer and the LCHS Youth Apprentice Coordinator. 	
Step 4	Prepare School Schedule for Youth Apprenticeship. Youth Apprentice Coordinator will work with the student, parent/guardian and school counselors to schedule work release into student schedule.	
Step 5	Complete work requirements for the Youth Apprenticeship Program <ul style="list-style-type: none"> • Level 1 - 450 hours • Level 2 - 900 hours 	
Step 6	Completion of the program. Youth Apprentice Coordinator will verify skills certificates earned during youth apprenticeship, conduct final performance review with each student, and complete all necessary paperwork to obtain credits.	