



Youth Apprenticeship 101

Key elements of the 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*
- *Curriculum guidelines for all programs*
- *Performance evaluation of demonstrated competencies*
- *State-issued skill certificate*

Responsibilities of Local School District Partners

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

- *Recruiting students for the youth apprenticeship program;*
- *Assessing interested students, either by administering the Wisconsin Pupil Assessment exam or otherwise 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;*
- *Developing curriculum maps 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; and*

Curriculum Requirements

- *A minimum of 180 hours OR 2 semesters of classroom Related Technical Instruction is required for each one year YA program with 250 of the work hours coinciding with the instruction*
- *The student must receive high school credit towards graduation for the Related Technical Instruction, no matter the provider*
- *The Program Area Learning Objectives are the foundation for the Related Technical Instruction*
- *Learning Objectives may be taught on-the-job and/or through the Related Technical Instruction, but all of the applicable Learning Objectives must be covered*

Scheduling Work Hours

- *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 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 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 as long as they do not exceed the daily or weekly hours allowable under the child labor laws.

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 local 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.
- Ensuring that the work of any student learner in the occupations declared hazardous are incidental to his/her training and shall be intermittent and only for short periods of time.
- 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

Program Monitoring

The local consortium or steering committee is responsible for developing procedures to monitor the youth apprenticeship program to ensure that:

- The statewide youth apprenticeship 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;
- Written evaluation reports are completed every grading period by the workplace mentors and shared with school personnel and parents or guardians. Meetings must be held between workplace mentors, a school representative, and parents or guardians each semester during the school 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

Additional Questions? Please contact:
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