

## Youth Apprenticeship Overview

The Youth Apprenticeship (YA) program is a rigorous one- or two-year elective statewide program that combines academic and technical instruction with mentored, paid, on-the-job learning that makes a real world connection for students. Youth Apprentices work a minimum of 450 hours at their YA worksite each year of their program and take related high school or college classes to enhance their worksite experiences.

### YA PROGRAMS ARE AVAILABLE IN THE FOLLOWING CATEGORIES:

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|--|---|---|
| <ul style="list-style-type: none"> <li>• Agriculture, Food and Natural Resources</li> <li>• Architecture and Construction</li> <li>• Finance</li> <li>• Graphic Design/Printing</li> </ul> | <ul style="list-style-type: none"> <li>• Health</li> <li>• Hospitality and Tourism</li> <li>• Information Technology</li> <li>• Manufacturing</li> <li>• Marketing</li> </ul> | <ul style="list-style-type: none"> <li>• Science Technology, Engineering and Math</li> <li>• Transportation Distribution and Logistics</li> </ul> |
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### BENEFITS FOR STUDENTS:

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Follow a career pathway from high school to post-secondary institutions or the workforce</li> <li>• Earn a paycheck while learning from skilled professionals</li> </ul> | <ul style="list-style-type: none"> <li>• Experience first-hand connections between high school education and real life work</li> <li>• Increase career awareness and improve future employability</li> </ul> | <ul style="list-style-type: none"> <li>• Receive a state-issued skills certificate which is recognized by employers</li> <li>• Develop the necessary skills needed for successful entry-level employment</li> </ul> |
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### BENEFITS FOR EMPLOYERS:

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Shape the quality of your future workforce</li> <li>• Access a pipeline of skilled employees</li> </ul> | <ul style="list-style-type: none"> <li>• Recruit potential employees</li> <li>• Build greater employee loyalty and lower turnover</li> </ul> | <ul style="list-style-type: none"> <li>• Create positive PR by helping youth with employment and education</li> <li>• Develop partnerships with local high schools</li> </ul> |
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**QUESTIONS?** Contact Dina Kilinski, Career Services & Youth Apprenticeship (YA) Manager, at Northcentral Technical College (NTC), at kilinskid@ntc.edu or 715.803.1190. You can also contact the high school YA coordinator(s) at the high school(s) closest to your site. See enclosed list of high school contacts.



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## Youth Apprenticeship Process

1. Meet with Dina or a high school coordinator to review program requirements and discuss expectations for students and employers.
2. Review students' applications.
3. Conduct interviews and offer tours of your facility to students and possibly their parents/guardians.
4. Hire a Youth Apprentice (YA).
5. Notify Dina and high school coordinator of hire.
6. Identify a mentor for the YA at your business.
7. (Within the first 30 days of hire) Mentor completes Education Training Agreement (ETA), which is provided by the YA or their high school coordinator.
8. Mentor schedules regular meetings with the YA.
9. Prior to May 31 of the year the YA is slated to graduate, the high school coordinator typically contacts the mentor to discuss final paperwork, which includes program checklist and post program survey.
10. Final paperwork should be submitted to the high school coordinator by May 31st.



## Youth Apprenticeship Best Practices

### SUCCESSFULLY NAVIGATE THE YOUTH APPRENTICESHIP PROGRAM FROM START TO FINISH

#### Employer responsibilities include:

- Consider how the YA program can meet long-term employment needs at your company versus short-term needs.
- Closely evaluate the application(s) you are given to review so you understand the Youth Apprentice's (YA's) age, their career interest, and their availability to determine if they fit your qualifications.
- When conducting interviews with potential YAs, discuss their school/extra-curricular schedule and also your expected work schedule to determine if there will be time conflicts.
- Explain what your business does so the potential YAs understand what they will potentially be part of. (EX: mission statement, core values, etc.)
- Communicate to the YAs during the interview process what your company policies are regarding attendance, work attire, conflict resolution, professional behavior, etc.
- Invite potential YAs, along with their parents/guardians, to tour your facility prior to hiring them.
- Prior to hiring a YA, review the program checklists. To learn more about these checklists, contact Dina or a high school YA coordinator.
- Get to know the NTC and high school YA staff. For a current list of YA contacts, visit [www.ntc.edu/ya](http://www.ntc.edu/ya) or see enclosed contact list.
- When you hire a YA, notify Dina and the high school coordinator.
- All YAs are required to be paid at least minimum wage by the business.
- Once you've hired a YA, assign them a mentor from within your business. Mentors with the following qualities typically work well with YAs:
  - Patient
  - Willingness to teach skills
  - Passionate about mentoring young individuals
  - Good communicator
  - Positive attitude
  - Willingness to monitor the YA's progress throughout the program

#### Mentor responsibilities include:

- Completing the Education Training Agreement (ETA) within 30 days of the YA's official hire date. This form is given to the mentor by either the high school coordinator or YA.
- Understanding the program checklists and evaluating/rating the required competencies as the YA completes them. See enclosed handout for instructions on completing the program checklist.
- Keeping a copy of all required paperwork (program checklist and Education Training Agreement (ETA)) on file with the HR office.
- Communicating with the YA on a regular basis to make sure all program requirements and work hours are being fulfilled.
- Reminding the YA to update them if there is a change in their school/extra-curricular schedule so adjustments can be made to their work schedule.
- Helping build self-esteem and self-confidence of the YA throughout their time in the program.
- Being alert to personal problems the YA may be experiencing which may interfere with schooling or work and seeking help from appropriate sources for the student.
- Notifying Dina and the high school coordinator if issues arise while the YA is employed or if there are changes to their employment status.
- Completing final paperwork for the YA typically by May 31 of the year they graduate. Final paperwork includes program checklist and post program survey, which are typically provided by the high school coordinator and/or YA.
- The high school coordinator typically reaches out to all mentors prior to May 31 to discuss final paperwork, however, if you do not hear from the coordinator, you should reach out to them regarding the paperwork that needs to be submitted.
- Once final paperwork is complete, it can be shared with the high school coordinator.

# Youth Apprenticeship (YA) Checklists

## HOW TO COMPLETE

1. The YA checklist should be shared with the mentor when the Youth Apprentice begins his/her employment. The Youth Apprentice's high school coordinator should share the checklist with the mentor. **If you do not receive a copy of the checklist when the Youth Apprentice begins, notify Dina Kilinski or the high school coordinator.**
2. The program's requirements can be found on the front page of all the checklists.
  - On the left side is a list of the different units included within the checklist.
  - On the right side are the Level One and Level Two requirements. **Level One** indicates that the Youth Apprentice plans to work and participate in the program for one year and **Level Two** indicates that the Youth Apprentice plans to work and participate for two years. The number of years the Youth Apprentice participates determines the number of units they are required to complete.
  - Youth Apprentices are not required to complete all units that are listed. Between the Youth Apprentice and employer, you decide which unit(s) are most applicable to your business.
  - All Youth Apprentices must complete the **Required Skills** unit found on page four of all the checklists.
  - Within each unit are a number of competencies. The Youth Apprentice's mentor must rate them on each competency within the unit(s) they have selected to complete. **N/As are not acceptable.**
  - If there is a W/S alongside the competency, this means the Youth Apprentice can complete it at the worksite or in a simulated classroom setting.
  - Mentors must rate Youth Apprentices on the scale that is provided; 1 being the lowest and 3 being the highest. All Youth Apprentices must receive a 2 or higher to be considered successful with that competency.
3. We encourage mentors to use this checklist as an evaluation guide for the Youth Apprentice's progress. Some mentors complete this checklist every few months so they can discuss areas that need improvement, areas the Youth Apprentice is excelling in, and to also determine the competencies that have been completed and those that have not.
4. **Youth Apprentices are required to work a minimum of 450 hours per year they participate in the program.** They can work these hours in the summer, during holiday breaks, before and after school, etc. Many Youth Apprentices have work release from school so are able to work during the school day, either in the morning or afternoon. However, **Youth Apprentices must work 250 of the 450 required hours during the actual school year.**
5. When the Youth Apprentice completes the program, their mentor needs to determine the **TOTAL** number of hours the Youth Apprentice worked. Total work hours should be recorded on the front page of the checklist.
6. The mentor also needs to sign and date the second page of the checklist.
7. If the Youth Apprentice received/completed/attended any additional certifications, trainings, seminars, etc., this information can be included on the final page of the checklist.

### QUESTIONS ABOUT COMPLETING YA CHECKLISTS?

Please contact Dina Kilinski, Career Services & Youth Apprenticeship Manager, at 715.803.1190 or kilinskid@ntc.edu or the designated high school coordinator. For a current list of YA contacts, visit [www.ntc.edu/ya](http://www.ntc.edu/ya) or see enclosed contact list.

## Student Testimonials

The Youth Apprenticeship program allowed me to receive on the job problem solving skills which I believe are vital to continue my learning each day. This experience has allowed me to increase my circle of mentors and role models as well as increase my skills as a future employee.

***Edgar High School, Finance Youth Apprentice***

I never knew what the YA program was, but I am so glad I took this opportunity. I don't regret it in the slightest bit. I work at Three Oaks Health Services in Marshfield as a CNA. I do my youth apprentice there and I am so glad that I do because I am able to start pursuing my passion of taking care of people while still in high school. I like that I'm learning and being equipped with the tools that will help me in my future career. I like the YA program especially because it helped to reinforce my future when I take care of people.

***Spencer High School, Health Youth Apprentice***

Watch the video testimonial of one Youth Apprentice and hear from his worksite employer by visiting [www.ntc.edu/ya](http://www.ntc.edu/ya).

## Employer Testimonials

The Youth Apprentice program is a great opportunity for businesses to give back to the community in the form of mentoring and guiding students to support them in learning life skills in a business environment. The on-the-job training that students learn will prepare them for their future career.

***Branch Manager, Advantage Community Bank***

The Youth Apprenticeship program has continued to connect us with great students who have developed into awesome employees of Colby Metal. It's worth your time and energy! The program has allowed us to groom our students into productive and valued employees.

***Owner/Vice President, Colby Metal***

## Liability and Insurance with Youth Nervous about hiring youth?

Certified skills standards co-op and Youth Apprenticeship (YA) are "student learner" programs.

### INQUIRE:

- Call your insurer
  - Points to address when talking to insurers about work-based learning programs:
    1. YA/skills co-op only applies to 16-17 year olds
    2. YA/skills co-op students are required to be "trained" and "paid" employees in safety and processes they will be doing - just like all other adult employees
    3. YA/skills co-op students are not allowed to perform activities prohibited by child labor laws
    4. Worker's compensation insurance has to be carried on them- just like all other trained workers for the same tasks
    5. A special human resources worker classification can be created by the company and insurer for YA/skills co-op students in order to distinguish them from any other 16-17 year old walking in "off the street" as participating in a state-standardized and school-sanctioned work-based learning program that has been aligned to industry standards, reviewed by child labor laws and vetted by employers
    6. Call other YA employers to discuss how they handle the insurance and liability concern
- \*To be connected with other YA employers, contact Dina Kilinski, Regional YA Coordinator, at 715.803.1190 or kilinskid@ntc.edu or the designated high school coordinator. For a current list of YA contacts, visit [www.ntc.edu/ya](http://www.ntc.edu/ya) or see enclosed contact list.

### GENERAL INFORMATION

#### General Liability

An employer is liable for the finished product produced or the service provided. In general, if an employer has adequate general liability and workers compensation coverage, no additional liability is required as a result of hiring youth as a student learner. However, before hiring youth and/or participating in a work-based learning program, an employer may wish to consult with its insurance carrier. Ultimately, final determination of liability in a particular situation will be determined by a court of law after review of the specific circumstances.

#### Transportation

In general, the party responsible for transportation is liable in the event of an accident. Minors responsible for their own transportation to and from the worksite are responsible for their own insurance. In instances where the school provides transportation for student learners, the school may be responsible for insurance coverage. Only if the employer provides transportation to or from work for youth may the employer be responsible for this insurance coverage.

#### Worker's Compensation

When a minor becomes an employee of a company, they must be covered by the employer's worker's compensation coverage. For agricultural employers, farmers need to carry worker's compensation insurance if they have six or more employees. For more information, visit: <https://dwd.wisconsin.gov/wc/>



## **Injuries**

While the Department of Workforce Development's labor standards bureau can interpret the child labor law, it cannot exonerate employers from liability should an accident occur on the job which results in injury to the employee. Determining liability for an accident can only be settled through the worker's compensation process.

## **Double Compensation**

When a minor is injured, primary worker's compensation is due. If the minor is employed in legal (non-hazardous) employment, but without a work permit or youth apprenticeship education training agreement, the employer must calculate the primary compensation, and pay this amount to the Work Injury Supplemental Benefit Fund. This is sometimes referred to as double compensation.

## **Treble Compensation**

Where primary worker's compensation is due, and the minor is employed in a prohibited (hazardous) occupation, the employer may be required to double the primary compensation, and pay this amount to the **Work Injury Supplemental Benefit Fund**. This is referred to as treble compensation.

Primary compensation is normally paid by the insurance company. The extra compensation is primarily the responsibility of the employer.

## **Unemployment Compensation**

Minors can file for unemployment compensation; however, if a minor is enrolled full-time in a public educational institution, and receives school credit for their participation in a work-based learning program, the student learner is generally not eligible for unemployment compensation. Contact Wisconsin's Department of Workforce Development for more information: <http://dwd.wisconsin.gov/ui/>

## **Worker Displacement**

No employer may hire a student learner who will displace any currently employed worker, including a partial displacement, such as reduction in the hours of non-overtime work, wages, or employment benefits.

## **Layoffs/Strikes**

Minors cannot be hired when any other individual is on temporary layoff, with the clear possibility of recall, from the same or equivalent job or if the employer has terminated the employment of any regular employee, or otherwise reduced the workforce, with the intention of filling the vacancy created with a student learner. Student learners may be laid off or transferred to work areas to take the place of laid off workers. Child labor laws prohibit minors from working in a company where a strike or lockout is in active progress.

## **Collective Bargaining Agreements**

Student learner programs should not impair existing contracts for services or collective bargaining agreements. Any student learner program that would be inconsistent with the terms of a collective bargaining agreement should be approved with the written concurrence of the labor organization and employer involved.