Youth Apprenticeship 101
Your guide to getting started

Agenda

- YA Employer Champion - City of Madison
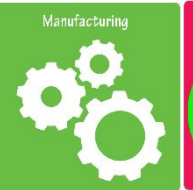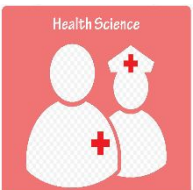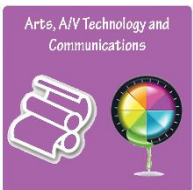- Student Success Stories
- Child Labor Laws - DWD
- YA Program Overview
- YA to RA Bridging
- Recruiting Students
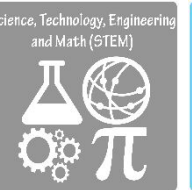
YA Employer Champion

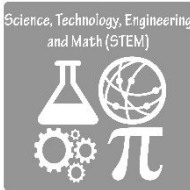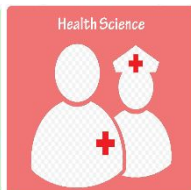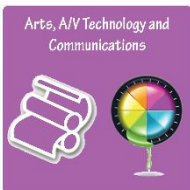**Hugh Wing** | Community Development Specialist

Department of Planning and Community & Economic Development

Mahanth Joishy | The City of Madison Fleet Services

Community Development Division

Tel: 608.266.6245

Email: hwing@cityofmadison.com

YA Student Successes

Lucas Bauer

He studies microbiology and biochemistry at the University of Wisconsin-Madison, and is an undergraduate researcher at the Gilroy Lab.

Chris Schroeder · 1st

Manufacturing Engineer at Thermoflex Corporation

Sun Prairie, Wisconsin, United States · 153 connections ·

Contact info

Agriculture, Food and Natural Resources | Architecture & Construction | Arts, A/V Technology and Communications | Finance | Health Science | Hospitality, Tourism and Lodging | Information Technology | Manufacturing | Marketing | Science, Technology, Engineering and Math (STEM) | Transportation, Distribution, and Logistics

SINCE 1991
YOUTH APPRENTICESHIP
WISCONSIN
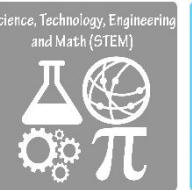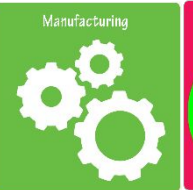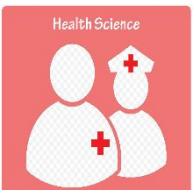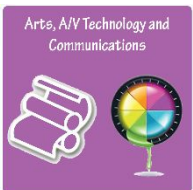
Child Labor Laws from an HR Perspective

Matt White

Department of Workforce

Development - Equal Rights

Bureau of Investigations
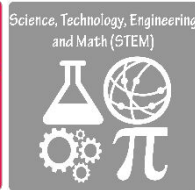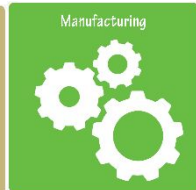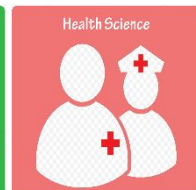
Wisconsin Youth Apprenticeship

➢ **Started 1991**

➢ **Employer Driven Training**

➢ **11 Cluster Areas**

➢ **Aligns Academic**

and Career Preparation

Youth Apprenticeship Partnerships

Industry & Employers
identify skills requirements, build training plans, and deliver paid on-the-job training

Intermediaries
Coordinate the activity of partners to support apprentice & program success

Industry/Employer

Intermediary

High Schools
design and deliver related instruction and supports, and help students graduate

K–12/High School

Postsecondary

Colleges & Universities
design and deliver related instruction, assess learning, grant credit and credentials

7 EMPLOYER BENEFITS OF YOUTH APPRENTICESHIP

RECRUITMENT: Develop a recruitment pipeline and train future employees

DIVERSITY: Increase workforce diversity.

OPPORTUNITIES: Provide superv... opportunities f...

REDUCE TURNOVER: Reduce employee turnover and retaining costs by hiring youth apprentice graduates.

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YA SINCE 1991 YOUTH APPRENTICESHIP WISCONSIN

NOW HIRING

HIRE TRAIN REWARD RETAIN

GAP

Agriculture, Food and Natural Resources

Architecture & Construction

Arts, A/V Technology and Communications

Finance

Health Scie...

WISCONSIN

Who is a "Youth-Apprentice"

- Junior or Senior in HS, (must be 16)
- Students have completed the YA application process
- Students have a detailed career plan, with prerequisite courses
- **Looking for more than a "job"**
- Enrolled in concurrent "related" instruction
- Student will complete 450 hours of paid occupational work experience (900 for Level II)
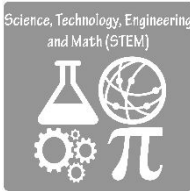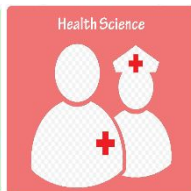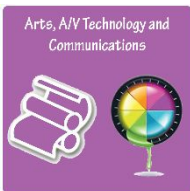
Employer Expectations

- Employer Interview applicants

- Provide a mentor to support/guide

- Provide a "well-rounded" experience

- Provide a competitive wage to student

- Provide employment hours
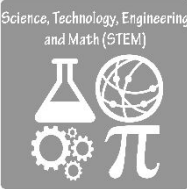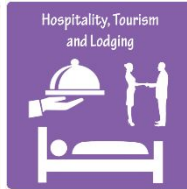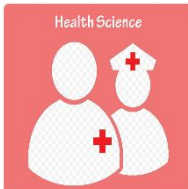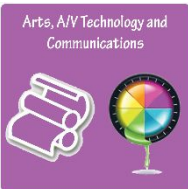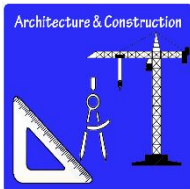
YA Employment Pathways

YA Program Guide	Pathway OJL Guide	YA Program Guide	Pathway OJL Guide
Ag	• Animals • Plants • Environmental Systems • Power, Structural and Technical Systems	IT	• Broadband • IT Essentials • Network & Security • Software & App Development
Construction	• Design/Pre-Construction • Carpentry • Electrical • Masonry • Mechanical • Plumbing	Manufacturing	• Assembly and Packaging • Manufacturing Process • Machining • Welding • Production Operation • Industrial Equipment
Arts A/V	• Graphic Design and Pre-Press • Press and Post-Press	Marketing	• Professional Sales • Merchandising • Communications • Research • Management
Finance	• Accounting • Banking • Insurance	STEM	• Engineering-Drafting, Mechanical, Civil • Bioscience Lab Foundations
Health	• Nursing Assistant • Medical Office • Resident Aide • Pharmacy • Dental Assistant	Transportation	• Logistics • Auto Collision • Auto Technician • Diesel Technician
Hospitality	• Food and Beverage • Lodging • Meetings and Events		

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IT ESSENTIALS
Youth Apprenticeship

IT ESSENTIALS

IT Essentials youth apprentices gain a foundation of information technology skills applicable in many areas of IT, including desktop, software, and security skills.

Length of Apprenticeship: One year

COMPETENCIES

Youth apprentices must complete **a total of 9** competencies per year. **Eight** must be from the list below. If necessary, employers can substitute up to **1** competency per year with other occupationally appropriate skills. Those skills should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

Competencies
1. Use basic computer skills
2. Use digital scheduling
3. Process customer requests
4. Use research skills
5. Use troubleshooting skills
6. Prepare required documentation
7. Apply approved updates
8. Install and uninstall an application
9. Maintain information and system security

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:
- IT Service Desk Technician
- IT Software Developer

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.

Sample IT Skills Job Guide

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Youth Apprenticeship

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2. **Use digital scheduling** ☐ ☐ ☐
   - schedule appointments
   - create and maintain calendars/schedules
   - process requests for appointments
   - verify appointments
   - notify appropriate parties of changes in schedule
   - manage scheduling conflicts
   - document result of appointments

3. **Process customer requests** ☐ ☐ ☐
   - answer the phone or greet the individuals professionally
   - project a professional business image (e.g., appearance, voice, grammar, word usage, enunciation, nonverbal communication)
   - interact with individuals in a professional manner (e.g., prompt, friendly, courteous, respectful, helpful, knowledgeable, understandable)
   - answer questions within the realm of current training & learning OR refer to worksite professional
   - perform common technical requests
   - assists to resolve customer requests
   - ensure individuals needs are met
   - follow through on commitments made to customers (e.g. special orders, delivery specifications, new items)
   - document customer requests and resolution

4. **Use research skills** ☐ ☐ ☐
   - identify internal resources
   - identify external resources
   - identify customer-based resources
   - follow appropriate research procedures
   - analyze validity of researched information
   - summarize researched information
   - use researched information ethically
   - document researched information
   - cite source of information

YA Related Instruction

Information Technology Youth Apprenticeship

ABOUT THE PROGRAM

The Wisconsin Information Technology YA program is designed to provide students with a working understanding of occupational and technical skills in the IT industry. This program provides the framework for educators and industry to work together to produce work-ready employees that will compete favorably in a global market, as well as provide for post-secondary educational advancement while integrating work-based learning.

The one or two year Youth Apprenticeship program includes a 10-15 hours per week paid apprenticeship in an industry setting with specialized instruction, in addition to traditional high school coursework.

QUALIFICATIONS

- JUNIOR OR SENIOR
- INTERESTED IN A CAREER IN INFORMATION TECHNOLOGY
- ON-TRACK FOR GRADUATION
- HAVE GOOD SCHOOL ATTENDANCE
- ABLE TO SPEND PART OF YOUR SCHOOL DAY AT A WORKSITE
- TRANSPORTATION TO AND FROM CLASS AND WORKSITE

PATHWAYS

- GENERAL IT - IT ESSENTIALS
- NETWORK SYSTEMS - HARDWARE
- PROGRAMMING - SOFTWARE
- WEB AND DIGITAL COMMUNICATIONS

AFFILIATED CLASSES

Students in the IT YA program take classes within their high school.* Classes that meet the requirements include:

AP Computer Science and Game Development

*If all affiliated classes at the high school have been exhausted, the following courses are available through MATC: A+ Hardware Essentials and IT Support

YA Worksites in IT have Included:

STUDENT TESTIMONIAL

Connor Drake, Oregon H.S., Class of 2018

"I think it is a great opportunity to get a jump on your career. After being in the Youth Apprenticeship program I will know for sure if I want to go into this field or not. If I decide to go into this field, I have some great contacts in the industry and have started building my resume while still in high school."

For more information or to sign up, contact your School-to-Career Coordinator or call the Dane County School Consortium at 608-316-1358. www.dcsc.org

• General IT-IT Essentials • Network Systems – Hardware • Programming – Software	HS: AP Computer Science, Game Development, PLTW: Computer Science Essentials, Principles, Cyber Security, Online: Google IT Support Certificate	AP Credit A+ Computer Hardware Exploring IT IT Security Essentials Herzing: Programming Logic, Computer Networks, Computer Architecture	A+ CISCO Certification
• Web & Digital Communications	HS: Graphic Design, Web Design MATC: Graphic Design courses		
• Production		• Machine Tool	

Does YA

Deploy Engineer C#-QBE

Infrastructure Support -QBE

Senior Network Administrator - Toro

Personalization Artist - Colony Brands (QBE)

Infrastructure Engineer-QBE

Senior Infrastructure Engineer - QBE

Building Ops Administration - United Way (QBE - 2010)

Desktop Support Intern-QBE

QBE

App Developer -Baker Tilly (QBE-2013)

Client Services -QBE

.NET/C# Developer -American Family (QBE-2014)

IT Help Desk / Board Member -Ghost Gaming

Software Engineer - Amazon (QBE - 2020)

Manufacturing Engineer - Thermoflex (QBE)
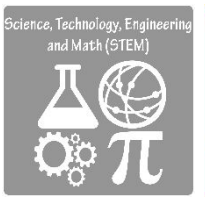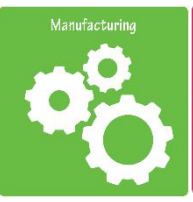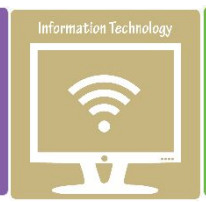
Electrical Engineer - HB Systems (QBE - 2017)

Steven Hill	1999-2001
Taran Vonkirschner	2000-2002
Dustin Stock	2003-2005
Matthew Uebelacker	2005-2006
Alex Reindl	2005-2007
Erik Sommers	2006-2008
Tommy Yang	2008-2009
Zachary Betz	2009-2010
Christopher Hunter	2009-2010
Joseph Severson	2010-2011
Matthew Landsverk	2011-2012
Marcus Millin	2013-2014
Christopher Schroeder	2014-2015
Jacob Wood	2014-2015
Luis Lopez	2015-2016
Kyle Malinowski	2015-2016
Trent Schnell	2016-2017
Victor Winter	2016-2017
Jason Benda	2017-2018
Kevin McCarthy	2018-2019
Samuel Moldenhauer	2018-2019

Hospitality, Tourism and Lodging

Information Technology

Manufacturing

Marketing

Science, Technology, Engineering and Math (STEM)

Transportation, Distribution, and Logistics

YA to RA

- Jeff Kennedy, Apprenticeship Navigator

- Milton Rogers, Apprenticeship Training Representative
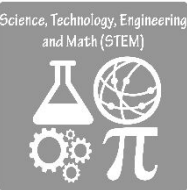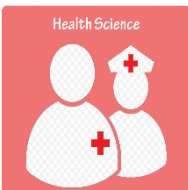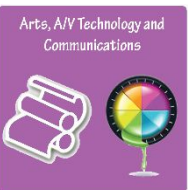
Tips for a Successful YA Placement

- Attend Mentor Training

- Set student schedule

- Communicate expectations

- Teach "phone"/ attendance expectations

- Provide opportunities for growth/experiences

- Demonstrate procedures
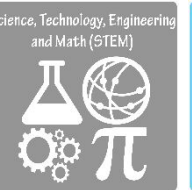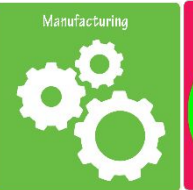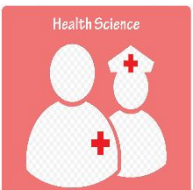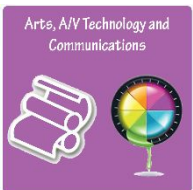
Timing for Recruiting Students

Best times:
- April/May for June start
- July for August start
- November/December for January start

However, we will work with you!

Student Learner Exemption

Architecture and Construction
Wisconsin Youth Apprenticeship (YA) Information Sheet

The competencies found in the Architecture and Construction Skills Checklist are aligned with the National States' Career Clusters standards for Architecture and Construction. They have also been reviewed by the Department of Workforce Development for WI Child Labor Laws.

Child Labor Laws:

The Student Learner Exception -

1. A "student learner" is a student of an accredited school who is employed on a part–time basis to obtain both scholastic credit and employment training under a bona fide written school-work training program agreement. Youth Apprenticeship students are "student learners."

   - A student learner is permitted to do certain work that is otherwise prohibited if the student learner is performing service within a bona fide school-work training program.

   - A school-work training program must be:
     - sponsored by an accredited school
     - authorized and approved by the following:
       ✓ state department of public instruction,
       ✓ technical college system board, or
       ✓ DWD's youth apprenticeship program.

2. The work of a student learner in an occupation otherwise prohibited must be incidental to the student learner's training (5% or less of the total work hours) and must be intermittent and only for short periods of time (not a regular part of the job).

3. Moreover, when undertaking otherwise prohibited work allowed under this exception, the student learner must be under direct and close supervision of a qualified and experienced person. See Wis. Admin. Code § DWD 270.14(3).

A. The student learner exception applies to the following occupations. Except as indicated below, minors (including student learners) may not work in these occupations:

   - Power-driven Machinery (See Wis. Admin. Code § DWD 270.13(15)) –

ya.wi.gov

Developed in conjunction with DWD's Equal Rights Division/Bureau of Labor Standards, Unemployment Insurance Division, and Worker's Compensation Division

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Manufacturing & Construction Equipment & Wisconsin's Employment of Minors Laws
Page 2

Type of Equipment	Okay under 16?	Okay 16 and over?	Okay for Student Learners?	Comments
Acetylene torch	No	Yes	Yes	Okay for 16-17 year-olds; no restrictions.
Assembly, Hand	Yes	Yes	Yes	No restrictions.
Automatic Shape & Sand	No	Yes	Yes	Prohibited under 16; allowable under section DWD 270.14(3), the "student learner" exemption, assuming student meets all requirements therein. This includes Youth Apprentices.
CNC Router	No	Yes	Yes	(1) Okay for 16-17 year-olds when there is full automatic feed and ejection. (2) Okay for student learners.
Cleat bender, manual	Yes	Yes	Yes	Okay, but not on construction site under 16.
Cleat bender, power-driven	No	Yes	Yes	Prohibited under 16.
Deburring Machine	No	Yes	Yes	Prohibited under 16.
Demo Hammer	Yes	Yes	Yes	Not prohibited. However, note that demolition work is never allowed to those under 18 years of age. See § DWD 270.12(28).
Drawer Clamp	Yes	Yes	Yes	Not prohibited.
Drill, Cordless; Drill, Radial	No	Yes	Yes	Okay for 16-17 year-olds; no restrictions.