



# Youth Apprenticeship Coordinator

## PROGRAM GUIDE

### WELCOME

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Youth Apprenticeship (YA) is a highly successful talent acquisition strategy in which employers hire high school juniors or seniors for a one or two-year apprenticeship. During the apprenticeship, the student continues toward high school graduation and takes courses related to the profession as a way of enhancing what is being learned on the job. The YA Program is coordinated locally by regional consortia and overseen by the Wisconsin Department of Workforce Development (DWD). Each consortium typically includes several participating high schools. Employers may hire from more than one high school and even work with multiple consortia to meet their hiring needs.

### PROGRAM APPLICATION

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High school juniors and seniors are encouraged to apply to work as a youth apprentice. The only requirements are that the student:

- Be successfully meeting high school graduation requirements
- Have a good attendance record

Students can complete one or two years as a youth apprentice.

| YA Level One (Year One)  | Level Two (Year Two)   |
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| <ul style="list-style-type: none"> <li>• Junior OR Senior year of High School</li> <li>• 450 hours of work-based learning MINIMUM</li> <li>• 1 high school credit or 3 college credits of related classroom instruction</li> </ul> | <ul style="list-style-type: none"> <li>• Junior AND Senior year of High School</li> <li>• 900 hours of work-based learning MINIMUM</li> <li>• 2 high school credits or 6 college credits of related classroom instruction</li> </ul> |

### Youth Apprenticeship Start Date

Students may start the apprenticeship:

- As early as **SUMMER after** sophomore year or as late as JUNE after the Junior year for a Level Two
- As early as JUNE after junior year for a Level One senior year or as late as FALL of the senior year
- Provided the YA student's age does not violate the employment of minor's law restrictions for the particular occupation

Youth apprenticeships must be completed By AUGUST 31 following high school graduation. Extensions beyond August 31st may be granted - submit request in writing to DWD at: [ya@dwd.wisconsin.gov](mailto:ya@dwd.wisconsin.gov)

Upon completion of the program requirements the youth apprentice receives:

- High School diploma
- Certificate of Occupational Proficiency from the Department of Workforce Development

Upon graduation the youth apprentice students may:

- Continue to work in the industry
- Apply to a registered apprenticeship (some are bridged)
- Pursue a degree from the WTCS with advanced standing or transcribed credit
- Apply for admission to a four-year school
- Go into military service

### **Worksite Selection**

Worksites can be chosen from any number of organizations provided that the competencies outlined in the OJL Guide can be met.

## **YOUTH APPRENTICESHIP PATHWAYS**

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Youth Apprenticeship currently offers several career programs to pursue. Not all pathways are available in all areas of the state.

- [Agriculture, Food & Natural Resources \(AFNR\)](#)
- [Architecture and Construction](#)
- [Art, Audio/Visual Technology & Communications](#)
- [Finance](#)
- [Health Science](#)
- [Hospitality and Tourism](#)
- [Information Technology \(IT\)](#)
- [Manufacturing](#)
- [Marketing](#)
- [Science, Technology, Engineering and Mathematics \(STEM\)](#)
- [Transportation, Distribution and Logistics \(TDL\)](#)

## STAKEHOLDERS

Youth Apprenticeship is a partnership among a variety of stakeholders.

| Stakeholder                                | Key Responsibilities   |
|--|--|
| <b>YA Program Coordinators</b>             | <ul style="list-style-type: none"> <li>• Apply and maintain approval from DWD to operate the YA program</li> <li>• Partner with local businesses to build employment opportunities for students</li> <li>• Provide employer mentor training</li> <li>• Arrange interview times and locations</li> <li>• Secure signed agreements and documents</li> <li>• Ensure worksite and related instruction requirements are met</li> <li>• Establish advisory committees for the Youth Apprenticeship programs</li> <li>• Meet with the advisory committee</li> <li>• Establish and maintain a YA student grievance procedure</li> </ul>          |
| <b>School District</b>                     | <ul style="list-style-type: none"> <li>• Offer related technical instruction courses or arrange for students to take them through another venue</li> <li>• Provide for qualified faculty to teach related instruction courses</li> <li>• Participate in progress reviews</li> </ul>  |
| <b>Students</b>                            | <ul style="list-style-type: none"> <li>• Maintain academic skills and attendance at the high school to remain on track for high school graduation.</li> <li>• Interview for youth apprenticeship employment</li> <li>• Complete training provided by employer</li> <li>• Demonstrate maturity and responsibility to employer</li> <li>• Demonstrate the skills identified in the OJL Guide</li> <li>• Provide own transportation to and from the worksite</li> <li>• Participate in progress reviews along with Parents/Guardians</li> </ul>   |
| <b>Employers and Worksite Mentors</b>      | <ul style="list-style-type: none"> <li>• Participate in mentor training session</li> <li>• Interview and hire YA student(s)</li> <li>• Provide on the job training to YA student(s)</li> <li>• Pay YA student(s) at least minimum wage</li> <li>• Participate in Progress Reviews with youth apprentice(s) at least 3 times per year</li> <li>• Ensure 450 hours per year of worksite training/work hours</li> <li>• Comply with employment of minors (a.k.a. child labor) laws</li> </ul>   |
| <b>Department of Workforce Development</b> | <ul style="list-style-type: none"> <li>• Administer the statewide Youth Apprenticeship program</li> <li>• Establish guidelines and policies for the program</li> <li>• Work with industry to develop new YA program areas</li> <li>• Ensure development of statewide program curricula guidelines</li> <li>• Review program and grant applications from interested regional consortia</li> <li>• Manage the expense reimbursement process and distribute YA grant funds</li> <li>• Monitor YA program performance and provide technical assistance</li> <li>• Issue certificates to youth apprentices upon program completion</li> </ul> |

## **STUDENT EVALUATION**

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Students in the Youth Apprenticeship program are evaluated using an On-the-Job Learning Performance Standards Guide (OJL Guide).

The OJL Guide outlines the career competencies and criteria for assessment to ensure that students are set up for career success. Worksite mentors and/or instructors use the OJL Guide to evaluate the student on each of the competencies. Progress Reviews are held at least three times per year to ensure the student is moving toward mastery of the job.

# Employer Implementation Guide

## BENEFITS FOR EMPLOYERS

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The YA Program has been connecting employers with high school student talent for over 25 years, creating a scalable and successful program with input from industry. Employers extend permanent job offers to more than 75 percent of the graduating youth apprentices annually, making YA an excellent pipeline for recruiting and retaining loyal, well-trained talent. Employers continually report a high level of satisfaction, and cite these program benefits:

- Increase visibility of employer's industry / business.
- Access to young workers who are eager to learn and have interest in the profession.
- Quality, prescreened youth apprentices who receive ongoing support during their apprenticeship.
- A method to address future hiring needs in a cost-effective and timely manner.
- Opportunity to prepare future workers.
- Opening to help educational personnel develop job-specific proficiencies.
- Chance to become involved with worksite curriculum.
- The chance to shape the skills, expectations and habits of youth apprentices at a young age.

## ROLE OF THE EMPLOYER

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Employers play a key role in Youth Apprenticeship.

- **Hiring:** YA coordinators help identify potential youth apprentices and assist with coordinating interviews, but employers conduct interviews, determine who to hire and may opt to not hire any youth.
- **Mentors:** Before hiring a youth apprentice, employers are asked to identify an individual who will act as a mentor at the workplace for the apprentice. The mentor will participate in a mentor training session provide by the local Youth Apprenticeship consortium.
- **Education/Training Agreement:** Signed by the apprentice, their parent/ guardian, the employer, the school principal or designee and the YA coordinator, this agreement enumerates the expectations and responsibilities of each party during the apprenticeship.
- **Training:** Each type of apprenticeship offers an OJL Guide of competencies that youth apprentices are expected to learn at the workplace. These are shared with employers prior to hiring the apprentice.
- **Pay:** YA students must be paid at least the minimum wage.
- **Progress Reviews:** Participate in regular Progress Reviews with youth apprentice at least 3 times per year.
- **Hours:** Ensure 450 hours per year of worksite training/work hours.
- **Child Labor:** Comply with employment of minor's laws.

## **HIRING MINORS**

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The following information on the DWD website provides guidance for hiring minors.

[Hiring Youth Apprentices Fact Sheet for Wisconsin Employers](#)

[Wisconsin's Employment of Minors \(Child Labor\): Manufacturing and Construction Equipment Guidance](#) – This DWD Equal Rights Division document provides a list of equipment commonly used in manufacturing and construction jobs and explains when minors may use such equipment.

## **ROLE OF THE MENTOR**

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Workplace mentors often determine the success of a youth apprenticeship. One mentor may work with more than one youth apprentice at a worksite, and the mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among various departments.

### **Characteristics of Effective Mentors**

- ✓ Experience working with adolescents
- ✓ Effective teaching/training skills with adults and/or youth
- ✓ Highly skilled in the area in which the youth apprentices will be trained
- ✓ Good communication skills in the workplace
- ✓ Knowledge of and commitment to the Youth Apprenticeship program

### **Mentor Responsibilities**

- ✓ Develop a training schedule to ensure all the competencies in the On-the-Job Learning Performance Standards Guide are addressed
- ✓ Demonstrate tasks to youth apprentices and explain their importance
- ✓ Provide feedback on performance and document achievement in the On-the-Job Learning Performance Standards Guide
- ✓ Meet with the student, the student’s parent(s)/guardian(s), and school staff and/or YA instructor at least once each grading period to review and update them on the student’s progress
- ✓ Provide encouragement, support, and direction about the worksite culture and skills
- ✓ Help the youth apprentice build self-confidence and self-esteem
- ✓ Be alert to personal problems that may affect the apprentice’s work performance and guide them to seek help from appropriate sources
- ✓ Attend mentor training workshops and mentor meetings

## CHECKLIST FOR PROGRAM PARTICIPATION

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The following checklist will help you to participate in a Youth Apprenticeship program:

- Connect with the local partnership that offers Youth Apprenticeship programs
- Consult with the management team of your organization and union officials, if applicable
- Obtain approval from appropriate organization officials to hire youth apprentices
- Identify mentors and arrange for mentor training through your local YA Coordinator
- Interview YA candidates for the program
- Select youth apprentices
- Sign Education/Training Agreement (ETA)
- Orient your new youth apprentice to the workplace according to your organization's Human Resources policies
- Provide worksite training using the OJL Guide.
- Participate in progress reviews with youth apprentices, school staff and/or YA instructors, and parents/guardians.
- Meet regularly with the youth apprentices to discuss their performance and any other issues.
- Employ youth apprentices during school breaks, either part-time or full-time.
- Participate in recognition events organized by the school for youth apprenticeship graduates.

All YA programs have a designated regional coordinator who is responsible for all aspects of the program and are available to help you. They will ensure success of the program through:

- Program Development and Management
- Recruitment and Marketing
- Evaluation and Reporting

Youth Apprenticeship Coordinators are available to meet at your location to facilitate any phase of the YA program. Find contact information for your YA program coordinators on the WI YA Consortium Directory at <https://dwd.wisconsin.gov/youthapprenticeship/consortiums-directory.htm>.

# Work Contracts, Employment of Minor's Laws, Liability and Insurance

## WORK CONTRACTS

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### Education Training Agreement (ETA)

Students and employers participating in a Youth Apprenticeship program must have a signed Education/Training Agreement (ETA) on file with both the school and the employer before the student begins working. The local Youth Apprenticeship Coordinator will provide the employer with a copy of the ETA. This form is also available from the Department of Workforce Development at <https://dwd.wisconsin.gov/youthapprenticeship/forms-pubs.htm>.

## EMPLOYMENT OF MINOR'S LAWS

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Employment of minor laws related to individual pathways are available on the DWD website <https://dwd.wisconsin.gov/youthapprenticeship/childlabor.htm#3>. Youth apprentices enrolled in approved Youth Apprenticeship programs and their employers are subject to all state and federal child labor laws regarding the employment of minors. The Department of Workforce Development (DWD) will review all statewide youth apprenticeship curriculum for compliance with the employment of minor's laws and will clarify the laws whenever necessary to allow for program implementation. Youth apprentices are allowed to work in some prohibited occupations because they meet the criteria of "student learner" AND the work performed is incidental to their training and is for intermittent and for short periods of time (Wis. Admin. Code DWD 270.14(3)(c)1 at [https://docs.legis.wisconsin.gov/code/admin\\_code/dwd/270\\_279/270/14/3](https://docs.legis.wisconsin.gov/code/admin_code/dwd/270_279/270/14/3)). However, they are not exempt from the child labor laws by virtue of being enrolled in a Youth Apprenticeship program.

While DWD can interpret the law, DWD cannot exonerate employers from liability should an accident occur on the job which results in injury to an employee and a subsequent lawsuit. Determining liability for an accident can only be settled in a court of law. DWD can assure employers that they will not be cited (by DWD) for employing a minor in a prohibited occupation as long as the students are enrolled in a DWD approved Youth Apprenticeship program and a signed Education/Training Agreement is on file with both the student's high school and the employer. This means that employers will not be assessed treble fines should an injury occur which results in the employer being cited.

Readers should refer to DWD 270.12 and 270.14 [Employment of Minor's Laws](#) and the Guide to Wisconsin's Employment of Minor's Laws at <https://dwd.wisconsin.gov/er/laborstandards/workpermit/minoremployment.htm> for descriptions and definitions of the occupations or activities which are normally prohibited to minors.



## **Student Learner Criteria**

In order to be considered a student learner, youth apprentices must meet the following criteria:

- They are enrolled in a Youth Apprenticeship program approved by DWD;
- They are enrolled in school and receiving school credit for program participation;
- They receive appropriate safety instruction at the school and at the workplace;
- The work performed is under direct and close supervision of a qualified and experienced person;
- The work performed in any occupation declared hazardous is incidental to their training and is for intermittent and short periods of time ([DWD 270.14\(3\)\(c\)1](#)); and
- There is a schedule of organized and progressive work processes to be performed on the job (i.e. the worksite is following the state curriculum).

## **Hours of Work**

The hours an apprentice spends working in the program during the hours school is in session during the day DO NOT COUNT towards the limitation on total hours a minor may work. See the DWD Child Labor website for applicable hours and times of the day that minors may work in Wisconsin.

## **Driving**

Minors under age 17 cannot drive as part of their job (based on October 1998 U.S. Dept. of Labor revision (98-464)). A minor, age 17, may operate a motor vehicle as a part of employment if:

- the vehicle does not exceed 6,000 pounds gross weight;
- driving is done during daylight hours only;
- the driving amounts to no more than 20% of the work week or 1/3 of the workday;
- the student has attended drivers' education training and holds a valid driver's license;
- the driving takes place within a 30-mile radius of the minor's place of employment;
- the minor has no record of any moving violations at the time of hire; and
- the driving does not involve: towing of vehicles, route deliveries or sales, transportation for hire, urgent time-sensitive deliveries, transporting more than 3 passengers who are employees of employer at one time.

## HEALTH SCIENCE EMPLOYMENT OF MINOR'S CONSIDERATIONS

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Youth apprentices who are 16-17 years old can perform work tasks, *only after appropriate operation/safety training AND only as indicated below*. The **student learner exception** limits the minor to using hazardous equipment on an **incidental basis** (less than 5% of their work time) and only **occasionally** (the work cannot be a regular part of their job). Student Learner status does NOT override the Employment of Minor's Laws.

- **Cleaning**
  - Janitorial, Medical, and Laboratory cleaning is allowable for YA students.
- **Cooking (270.13(10))**
  - YA students can cook with direct supervision.
- **Hospitals (270.13(9))**
  - YA students may be employed in occupations that involve the personal care of patients in hospitals and nursing homes.
- **Infectious Diseases (270.12(13))**
  - YA students are prohibited from working with infectious materials introduced purposely to be studied.
  - "Studied" does NOT include testing completed in medical settings using Standard Precautions where blood, urine, and other bodily fluids are tested diagnostically.
- **Patient Lifts**
  - YA students can **assist** an adult worker in the operation of floor-based vertical powered patient lift devices, and powered sit-to-stand patient lift devices after completing a CNA training program. See U.S. Department of Labor- Wage and Hour Division, Field Assistance Bulletin 2011-3. ([http://www.dol.gov/whd/FieldBulletins/fab2011\\_3.htm](http://www.dol.gov/whd/FieldBulletins/fab2011_3.htm))
- **X-Rays, Radioactive Substances, and Ionizing Radiation (270.12(23))**
  - YA students are prohibited from workrooms with exposure to ionizing radiation.
  - YA students can work in places with radioactive substances provided:
    - Radioactive substances present in the air average less than 10% of maximum permissible for occupational exposure.
    - The exposure is less than 0.5 rem per year.
    - The substances are NOT mixtures of phosphorescent material and radium, mesothorium, or other material, OR incandescent mantles made from fabric and thorium salt solutions.

## HOSPITALITY & TOURISM EMPLOYMENT OF MINOR'S CONSIDERATIONS

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Youth apprentices who are 16-17 years old can perform work tasks, *only after appropriate operation/safety training AND only as indicated below*. The **student learner exception** limits the minor to using hazardous equipment on an **incidental basis** (less than 5% of their work time) and only **occasionally** (the work cannot be a regular part of their job). Student Learner status does NOT override the Employment of Minor's Laws.

- **Bakery Machines** [DWD 270.12\(4\)\(b\)](#) No minor may be employed in the following duties related to the operation of power-driven bakery machines:
  - (a) Operating, assisting to operate, setting up, adjusting, repairing, oiling, or cleaning any horizontal or vertical dough mixer; batter mixer; bread dividing, rounding, or molding machine; doughbrake; dough sheeter; combination bread slicing and wrapping machine; or cake cutting band saw.
  - (b) Setting up or adjusting a cookie or cracker machine.
  
- **Meat Slicers and Industrial Mixers**

Fact Sheet #2A: Child Labor Rules for Employing Youth in Restaurants and Quick-Service Establishments Under the Fair Labor Standards Act (FLSA):

  - 16 & 17 Years of Age: Sixteen- and 17-year-olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor. Examples of equipment declared hazardous in food service establishments include: Power-driven meat processing machines (meat slicers, meat saws, patty forming machines, meat grinders, and meat choppers), commercial mixers and certain power-driven bakery machines. Employees under 18 years of age are not permitted to operate, feed, set-up, adjust, repair, or clean any of these machines or their disassembled parts.

Wis. Admin. Code § DWD 270.12(18).
  - Operation or feeding of the following power-driven meat processing machines, including setting up, adjusting, repairing, oiling or cleaning.
    - Meat patty forming machines
    - Meat and bone cutting:
    - Saws
    - Knives
    - Grinding machines
    - Mixing machines
    - Chopping machines
    - Hashing machines
  
- **Sanders and Floor Maintenance Equipment**
  - Youth apprentices who are 16 or 17 years old may operate the following light power-driven machinery without meeting the student learner criteria:
    - Sanders and floor maintenance equipment such as polishers and scrubbers.

## **INFORMATION TECHNOLOGY EMPLOYMENT OF MINOR'S CONSIDERATIONS**

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Youth apprentices who are 16-17 years old can perform work tasks, *only after appropriate operation/safety training AND only as indicated below*. The **student learner exception** limits the minor to using hazardous equipment on an **incidental basis** (less than 5% of their work time) and only **occasionally** (the work cannot be a regular part of their job). Student Learner status does NOT override the Employment of Minor's Laws.

## MANUFACTURING EMPLOYMENT OF MINOR'S CONSIDERATIONS

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Youth apprentices who are 16-17 years old can perform work tasks, *only after appropriate operation/safety training AND only as indicated below*. The **student learner exception** limits the minor to using hazardous equipment on an **incidental basis** (less than 5% of their work time) and only **occasionally** (the work cannot be a regular part of their job). Student Learner status does NOT override the Employment of Minor's Laws.

- Forklift Operation
  - **Prohibited** to students
- Hoists and Hoisting Apparatus (270.12(12))
  - **Prohibited** to students:
    - operating an elevator, crane, derrick, hoist or high-lift truck (including hoists commonly used on tow trucks and other hoists);
    - perform work that involves riding on a man lift or on a freight elevator, **except** a freight elevator operated by an assigned operator;
    - assist in the operation of a crane, derrick or hoist performed by crane hookers, crane chasers, hookers-on, riggers, rigger helpers and like occupations.
  - Students may operate an unattended automatic operation passenger elevator OR an electric or air-operated hoist not exceeding one-ton capacity
- Metal Forming, Punching, and Shearing Power-Driven Machines (270.12(19))
  - Students may operate pressing and punching machines equipped with automatic feed and ejection, with a fixed barrier to prevent hands or fingers from entering the area between the dies, power presses, and plate punches.
  - Students are **prohibited** from operating rolling machines, bending machines, hammering machines, and shearing machines.
    - Students may set up, adjust, repair, oil, and clean machines provided the tasks are completed electronically OR in a manner so that the student is not accessing sharp or moveable parts.
- Power-Driven Machinery (light) (270.13(15))
  - Students may operate drill presses, grinder wheels, lathes, and portable power-driven machinery such as drills, sanders, floor polishers, and floor scrubbers.
- Saws and guillotine shears (270.12(25))
  - Students may operate or assist on these types of machines **only if** they are equipped with full automatic feed and ejection and fixed guards.
  - Setting up, adjusting, repairing & cleaning is allowable provided the tasks are completed electronically OR in a manner so that the youth is not accessing sharp or moveable parts.
- Welding (270.13(15))
  - Students may do light or spot welding.
- Woodworking (270.12(27))
  - Students are **prohibited** to operate power-driven woodworking machines such as those that cut, shape, form, nail, stitch, and fasten.

## **LIABILITY AND INSURANCE**

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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. Schools are not allowed to cover youth apprentices through their own workers' compensation policy while the youth apprentice is an employee of the local business.

As stated previously, DWD and/or local 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 ETA be 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.

### **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. 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 case 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**

Once a youth apprentice becomes a paid employee, they will be covered by the employer's worker's compensation insurance the same as all other employees. Youth apprentices must be covered by a worker's compensation policy even if the employer is not required by worker's compensation law.

For agricultural employers, farmers need to carry worker's compensation insurance if they have 6 or more employees on 20 or more days in a calendar year. See [DWD Worker's Compensation](#) web page for more information.

## Injuries

While DWD's Equal Rights Division can interpret the employment of minor's law, it cannot exonerate employers from liability should an accident occur on the job which results in injury to the employee. 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 YA ETA**, the employer must match the primary compensation, and pay this amount to the Work Injury Supplemental Benefit Fund (WISBF). 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 (WISBF). 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 Insurance

Minors can apply for unemployment insurance; however, if a minor is enrolled full-time in a public educational institution and receives school credit for participation in a work-based learning program, the student learner is generally not eligible for unemployment insurance. Contact Wisconsin DWD [Unemployment Insurance](#) for more information.

## Worker Displacement

No employer may hire a youth apprentice 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

A youth apprentice 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 youth apprentice.

Local bargaining units should determine the status of youth apprentices already working in the facility in the event of a layoff. Youth apprentices may not be transferred to work areas to take the place of laid off workers. Employment of Minor's laws prohibit youth apprentices from working in a company where a strike or lockout is in active progress. This includes participation in picketing. [Wis. Admin. Code § DWD 270.12\(26\)](#).

## **Collective Bargaining Agreements**

The Youth Apprenticeship program should not impair existing contracts for services or collective bargaining agreements. Any Youth Apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.



# Related Instruction

## RELATED INSTRUCTION

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The related instruction for the youth apprenticeship must support the competencies identified in the On-the-Job Learning Performance Standards Guide. Related Technical Classroom Instruction may be offered by any of the following entities:

- Wisconsin Technical College
- School district (either the student's own district or another district)
- Employer
- Community College or University

Consortiums may teach using locally developed coursework; however, it is recommended that agreements be setup with the local technical college so students can obtain post-secondary credit.

- A minimum of 1 high school credit or 3 college credits related technical instruction is required for each one-year YA program with 250 of the work hours coinciding with the instruction. The student must also receive high school credit towards graduation for this instruction, no matter the provider.
- Courses chosen should coincide as much as possible to occupational program requirements if the student intends to continue in the Wisconsin Technical College System or University of Wisconsin system.
- As with all YA programs the consortium must ensure that the related instruction meets with the approval of their administration and school board.

Specifics about related instruction for each cluster are provided in a separate guide.

# Post-Secondary Credits

## CREDIT FOR PRIOR LEARNING

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Graduates of one-year or two-year Youth Apprenticeship programs may be awarded credits in Wisconsin Technical College programs. Each Technical College may grant credit through specific local articulation agreements. Contact the local technical college to determine the number and type of articulated credits available.

In addition, YA students should request a credit evaluation of their YA classroom and work experiences upon admission to the local technical college under the Wisconsin Technical College System “Credit for Prior Learning Policy” #323 and through the WTCS-YA Credit Articulation Guidance Document.

UW Institutions Credits for Admission – Admission Credits for the revised Health Science Youth Apprenticeship Program are yet TO BE DETERMINED. The following UW System Acceptance of YA Program Credit website lists the current agreement for the acceptance of high school credit for UW four year university admission in Health Services YA: <https://uwhelp.wisconsin.edu/prep-for-college/credits/youth-apprenticeship/>.

When a student enrolls at a technical college, the college will award technical college credit for high school credits earned by students that were:

- Covered by articulation agreements between a high school and the technical college in which they are enrolling
- Part of a recognized Youth Apprenticeship program
- Other advanced high school level course work, not covered by an articulation agreement, to which a technical college deems comparable in scope and content to a specific technical college course or courses, including course work completed by home-school students.

Students must present appropriate documentation to support requests for Credit for Prior Learning earned while high school students. Other WTCS colleges should accept technical college credit awarded through an advanced standing articulation agreement by one WTCS college for similar courses or those courses adopted as part of system approved curricula.

# Program Transition

## GRANDFATHER CLAUSE

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### GRANDFATHER CLAUSE – PROGRAM TRANSITION GUIDELINES

**For NEW and CONTINUING Tier 1 Students: Health; Finance; Hospitality, Lodging and Travel; Information Technology; and Manufacturing:**

- Starting in 2020-21, all YA students will have the option of using the revised Tier 1 OJL Guide) for the revised programs noted above.
- Starting in 2021-22, all YA students must use the revised Tier 1 OJL Guide . Except the areas not revised in Health until T3.
- A revised version of the old Health skill standards checklist will remain active until June 2023 when T3 is completed and will be completed phased out by 2024.

**NOTE:** Additionally, Youth Apprenticeship students must maintain good academic standing and be on track to meet their high school graduation requirements or participating in a program to address any credit deficiencies to be eligible for a Certificate of Occupational Proficiency (a.k.a. YA certificate) from the Department of Workforce Development.

#### **DWD Youth Apprenticeship Program Identification, Affiliation and Branding**

The Wisconsin Youth Apprenticeship Program was created under state legislation. When operating a program that is recognized by the DWD as an official Youth Apprenticeship Program the operating entity must use the DWD/YA logo to acknowledge the affiliation.

Additionally, when involving YA stakeholders in publications, projects, marketing materials, banners, media releases, public events, etc., grantees must acknowledge funding from the Wisconsin Youth Apprenticeship Program with the DWD/YA logo and/or the following statement:

*"This **[[publication/project/event was made possible] or [[publication/project/event was funded in part]]** with support from the Wisconsin Youth Apprenticeship Grant."*

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

