

Youth Apprenticeship Program - Next Steps



Application Process

- Attend the Information Meeting for Youth Apprenticeship. If you have missed this meeting, talk with your School to Career Coordinator or high school counselor.
- Review the youth apprenticeship responsibilities with your parents.
- Talk with your School to Career Coordinator or school counselor.
 - On-track for High School graduation?
 - Meet required courses to attend a 4-year college?
 - Once you are hired, you must have release time in your schedule.
 - Fill out the Youth Apprenticeship Application <http://www.dcsc.org/ya-application-package/> Make sure that it is signed by you and your parents.
 - Submit with 3 recommendations (2 from teachers, counselors or administrator from your school, 1 from an adult outside the school)
- Turn in your application to your School to Career Coordinator or Counselor.
- Prepare to interview with your School to Career Coordinator
 - Why do you want to participate in this program?
 - School records are reviewed.
 - Have you explored the career path you are interested in?
 - Do you understand the youth apprenticeship responsibilities?
- Applications which are approved are sent to the Dane County Office.

Dane County Office

- Dane County Office reviews applications
- You will be notified by either the Dane County office or your School to Career Coordinator or Counselor regarding required classes.
- You may be notified by the Dane County Office or by your local school coordinator regarding classroom opportunities, job opportunities, or asking you for further information.

Career Websites to help you learn more about your career interest:

<http://www.studentcareerinfo.com/>

<http://www.careercruising.com>

http://www.careerinfonet.org/videos/COS_videos_by_cluster.asp?id=,27&nodeid=28

<https://adults.wicareerpathways.org/>

<http://worknet.wisconsin.gov/worknet/worknetinfo.aspx?htm=ythmenu&menuselection=yth>

Technical Classroom (related instruction)

- Related coursework may be delivered in the evening.
- Students are required to complete 2 related courses for each year they are in the program.
- All related coursework for the youth apprenticeship program must be met with a grade of C or better to be successfully counted toward completion of the youth apprenticeship program.
- Coursework is delivered in a number of different ways
 - Madison College Courses
 - Dane County Contracted Courses
 - Home High School
 - Herzing College
 - On-line Courses
 - Business/Industry training i.e., training that is provided by the business site.
- If you need accommodations for participating in the classroom, you should communicate your needs to the instructor and school to career coordinator/counselor.
- Certain programs require course work before the on-the-job training.
 - Auto Technician
 - Biotechnology
 - Health Care

On-the-Job Training

- The Dane County office will help facilitate job procurement, however, the responsibility for securing employment falls on the student with support from parents, school to career coordinator, and/or the Dane County Office.
- A Training Agreement meeting is required with you, your parents and your school coordinator at the business site.
- Review your high school schedule and release time with your worksite mentor.
- Review your job responsibilities with your worksite mentor.
- Review what to do if you have to be absent from the job.
- Assist your School to Career coordinator to set up your performance evaluation at your worksite. This should be done at least 3 times a school year.
- Complete a weekly work journal as directed by your coordinator
- Review your checklist portfolio at performance meetings.
- At the end of the program, have your mentor and instructors sign the youth apprenticeship checklist. Your mentor should also confirm the number of hours you have worked during the one or two year program.
- In order to receive the one- or two-year State certificate the checklist must be returned to the Dane County School Consortium Office. (5301 Monona Dr., Monona, WI 53716)