

JUMP START A STUDENT'S CAREER

CESA 6 YOUTH APPRENTICESHIP EMPLOYER INFORMATION

YOUTH APPRENTICESHIP PROGRAMS INCLUDE:

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



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YOUTH APPRENTICESHIP
WISCONSIN

7 EMPLOYER BENEFITS OF A YOUTH APPRENTICESHIP

WHAT IS A YOUTH APPRENTICE?

Wisconsin's Youth Apprenticeship program integrates school-based and work-based learning to provide students with employability and occupational skills. Students are taught by qualified teachers and skill worksite mentors to prepare for careers while still in high school.

DIVERSITY

Increase workforce diversity.

MOTIVATION

Work with highly motivated students and create positive relationships with local school districts.

CURRICULUM

Provide influence on curriculum offerings and student preparation.



RECRUITMENT

Develop a recruitment pipeline and train future employees.

OPPORTUNITIES

Provide supervisory opportunities for staff.

SKILLS

Students gain technical skills in the classroom that help them perform at a high level on the worksite.

TURNOVER

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

EMPLOYER RESPONSIBILITIES

Wisconsin's Youth Apprenticeship program, sponsored by the department of Workforce Development, integrates school-based and work-based learning to provide students with employability and occupational skills training in high demand career sectors to support future talent needs in Wisconsin.

INTERVIEW AND HIRE YA STUDENT(S)

PROVIDE ON-THE-JOB TRAINING TO YA STUDENT(S)

DWD provides a program competency checklist that needs to be followed in accordance with child labor laws. Apprentices can be assigned additional duties as they progress with their job knowledge and skill proficiency.

PAY YA STUDENTS

Students need to be paid at least minimum wage. Wage comparisons can be provided to employers if requested.

PARTICIPATE IN REGULAR PROGRESS REVIEWS

The progress reviews are attended by the mentor, apprentice, school representative, and parent(s) or guardians are held quarterly and typically last 15-20 minutes.

ENSURE 450 HOURS OF WORKSITE TRAINING (PER YEAR)

This averages out to 12 hours per school week. Students typically receive up to 3 hours of release time per day to be at the worksite. Hours of employment are set by the employer and the student. Hours should be as consistent as possible throughout the school year as students have this time built into their schedule.

PARTICIPATE IN MENTOR TRAINING

Training is approximately 90 minutes and is provided virtually or face-to-face for new employers and mentors.

EMPLOYER TIMELINE

Q1: JULY - OCT

- 1st quarter grading materials sent
- 1st progress reviews completed
- Participate in mentor training

Q2: NOV - JAN

- 2nd quarter grading materials sent
- 2nd progress reviews completed

Q3: FEB - MARCH

- 3rd quarter grading materials sent
- Progress reviews, if requested

Q4: APRIL - JUNE

- Final grading materials sent
- Final progress reviews completed
- End of year celebration event
- Interview and sign new YA students

MENTORING YOUTH APPRENTICESHIP STUDENTS

Thank you for your willingness to transfer knowledge, skills and experiences to the next generation of employees within your industry. Your participation in Youth Apprenticeship is helping to grow and retain talent in high need industries across Wisconsin.



IDEAL MENTORS ARE:

- Experienced working in the career field (not necessarily the most senior staff person)
- Interested and enthusiastic about helping aspiring young adults better understand and obtain experiences within the career field
- Willing to draw on their own stories and experiences to assist others with career and leadership development
- Good listeners and supportive of the learning process
- Patient with diverse student needs
- Skilled in breaking down complex tasks and processes into manageable steps
- Able and willing to provide constructive feedback

EXPECTATIONS OF A MENTOR:

- Introduce and acclimate the student into the work culture at your company and broader career field
- Provide a safe and supportive working environment
- Participate in a mentor training session
- Instruct YA student in the required competencies to complete the state Youth Apprenticeship program requirements
- Ensure that any work performed complies with federal child labor laws
- Ensure that safety instruction is provided and followed
- Evaluate students on employability and technical skills on a quarterly basis
- Openly communicate with school staff and YA program coordinators regarding student progress

HOW TO MENTOR:



CHILD LABOR LAWS

WHAT IS A STUDENT LEARNER?

- Must be attending an accredited school.
- Employed on a part time basis to obtain scholastic credit and employment training.
- Must have a written training agreement that contains progressive work processed to be completed on the job; student shall work under a qualified supervisor (YA Program format).

WHEN CAN A STUDENT LEARNER WORK?

- State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed during hours of required school attendance unless they are a student learner.
- Hours worked during the school day do not count toward the daily or weekly minimum.

CAN MINORS WORK OVERTIME?

- Yes, but only in non-school weeks (summer vacation, winter and spring breaks).

HOW MUCH DO STUDENT LEARNERS HAVE TO GET PAID?

- Youth Apprentices must receive minimum wage.

CAN MINORS OPERATE A VEHICLE ON THE JOBSITE? YES IF...

- The driving is only occasional and incidental to the minor's employment and restricted to daylight hours.
- The driving takes place within a 30-mile radius of the minor's place of employment.
- The vehicle does not exceed 6,000 pounds of gross vehicle weight.
- The minor has a valid driver's license and no records of any moving violations at the time of hire.
- The vehicle has seat belts and the minor has been instructed to wear them when driving and riding.
- The driving does not involve the towing of vehicle; route deliver or sales; transportation for hire of passengers who are employees of the employer.

IMPORTANT THINGS TO REMEMBER...

- The Student Learner exemption to Child Labor regulation is based on the fact that the minor is receiving educational instruction at the workplace during the regular school day.
- The employer and the school have the burden to ensure that this minor is receiving on-going instruction, and the work performed is within the restrictions of the child labor regulations. If the minor has become proficient at the job, new educational opportunities must be provided.
- If the minor is no longer receiving instructional experience, they may not qualify under the student learner exceptions to the child labor regulations. Any work that the minor performs outside of the school day or on a non-school day is subject to the restrictions under the child labor laws.
- Minors must receive a 30-minute break if they work a shift of more than six consecutive hours; the start and stop times of the break periods must be documented.

CHILD LABOR LAWS

- Your YA Coordinator can support questions related to Child Labor Laws for your particular industry.



CONTACT INFORMATION

If your business is interested in participating in Youth Apprenticeship you can:

- Fill out our contact form [YA contact form](#)
- Email Heidi Olson holson@cesa6.org