



EMPLOY MILWAUKEE INVITES YOU TO CONSIDER YOUTH APPRENTICESHIP



WHAT ARE EMPLOYERS SAYING ABOUT YOUTH APPRENTICESHIP?

"Youth Apprenticeship has been valuable to me because it has given my company and students the chance to grow... Many students stay on with Tri City National Bank to develop their careers after graduation. The hard work and dedication that these students show, all while balancing work and school, encourages the rest of the staff to work equally as hard."

— **LEAH NESSLER**

*Tri City National Bank
South Milwaukee*

PARTICIPATING SCHOOLS

(2018 -2019 SCHOOL YR):

Brown Deer High School
Nicolet High School
Nathan Hale High School
West Allies Central High School
Wawatosa High School

FOR MORE INFO CONTACT:

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TO SEE YA PROGRAMS BY CAREER
CLUATER & INDUSTRY SECTOR:

dwd.wisconsin.gov/youthapprenticeship

employmilwaukee.org

dwd.wisconsin.gov/youthapprenticeship/employers

If you need assistance to access services or materials in an alternate format, please contact our Equal Opportunity Office at (414) 270-1700. Employ Milwaukee is an Equal Opportunity Employer and Service Provider.

A proud partner of the **AmericanJobCenter** network

The Milwaukee County Career Plus Youth Consortium is part of Employ Milwaukee's broader goals to build a talent pipeline for employees in high-demand occupations. As well as realign, enhance, and improve career pathways and youth services to lead to a more closely coordinated, better utilized, and more productive community. As a youth apprentice Employer Partner, your company will have the ability to influence the training and skills that define tomorrow's workforce.

WHY GET INVOLVED WITH YOUTH APPRENTICESHIP?

- Reduce recruitment and training costs
- Enhance your company's diversity
- Improve employee retention in your company
- Prepare future workers per your company's unique needs
- Offer a skilled, homegrown workforce for Milwaukee

HOW CAN YOU GET INVOLVED WITH YOUTH APPRENTICESHIP?

- Become a youth apprenticeship sponsor! We have YA slots that are waiting to be filled by Juniors and Seniors from our partner schools
- Be willing to recruit companies to provide more YA opportunities
- Provide mentorship and support for youth apprentices.
- Be a YA Ambassador and encourage your peers to participate

ABOUT THE YOUTH APPRENTICESHIP PROGRAM

- Wisconsin's Department of Workforce Development Youth Apprenticeship Program is a part of a statewide School-To-Work initiative designed to prepare high school youth for high-demand, skilled careers of tomorrow.
- Students complete an application process and must receive positive recommendations and support from a related instructor, guidance counselor, and parent/ guardian.
- Youth Apprentices must be enrolled in coursework at school to support their on-the-job learning and receive high school credit for the work-based portion of their learning.
- Employers assign students to a workplace mentor, who exposes the student to many aspects of the industry, while expecting the student to eventually be productive.
- Employers who have had a positive experience of their students may invite the students to continue working part-time while pursuing post-secondary education.

Employers cover students on their companies' worker's comp. insurance policy. Employers may enroll students on one or two-year programs:

LEVEL 1: Requires students to work a minimum of 450 hours of paid employments over one year.

LEVEL 2: Requires students to work a minimum of 900 hours of paid employment over two years.



EMPLOYER STEP-BY-STEP GUIDE TO YOUTH APPRENTICESHIP

Milwaukee County Career Plus Consortium



CONSIDER IF YOUTH APPRENTICESHIP IS RIGHT FOR YOUR WORK PLACE

DO YOU HIRE YOUTH? Employers interested in hiring youth apprentices (YAs) should be familiar with the child labor laws associated with hiring minors in Wisconsin.

DOES THE WORK YOU NEED MATCH A YA PROGRAM? Employers need to make sure that they can train a YA on every item on the **Skill Standards Checklist** associated with the DWD YA Program Unit. To access the complete set of all DWD YA Skill Standards Checklists, see:

https://dwd.wisconsin.gov/youthapprenticeship/skills_checklists.htm

CAN YOUR COMPANY USE PART TIME HELP? It is recommended that YAs work on average 20 hours a week and that employers allow for some flexibility to allow the YA to participate in a reasonable amount of high school activities.

CAN YOUR COMPANY COMMIT TO MENTOR YAs FOR AT LEAST ONE ACADEMIC YEAR? Employers need to commit to employing each YA for 450 hours (Level 1/up to 14 months) or 900 hours (Level 2/up to 26 months). Each YA works with an employer mentor who is responsible to ensure progress on the checklist.

DECIDE TO HIRE A YOUTH APPRENTICE

Employers who choose to hire YAs should hire them according to normal hiring practices. The school and the YA Coordinator will ensure that the student meets all of the educational requirements for enrolling in the YA program: 1) On track to graduate 2) Accrued high school credits equal junior or senior standing and 3) Enrolled in 2 semesters of YA related courses.

YOUTH APPRENTICES NEED TO COMPLETE REQUIRED WORK HOURS BY AUGUST 31st, 2019

For the 2018-19 cohort, hire before January 31st, 2019

For the 2019-20 cohort, hire between June 15th and August 15th, 2019

Interested employers can submit a job description to the Regional YA Coordinator or high school staff who will identify and refer the right students to meet your needs!

ENROLLING AN EMPLOYEE INTO THE DWD YOUTH APPRENTICESHIP PROGRAM

The student, a parent/guardian, an employer/mentor representative, a school representative and the YA Coordinator need to sign a contract, the **EDUCATION TRAINING AGREEMENT (ETA)**, prior to the YA beginning work. The contract is submitted to DWD by the YA Coordinator to officially enroll the youth apprentice.

MONITORING A YA EMPLOYEE

On a quarterly basis, the YA Coordinator sends an electronic evaluation to each YA employer mentor that should be completed and used to discuss the YA's progress. It is submitted back electronically to the YA Coordinator.

TERMINATING A YA EMPLOYEE

An employer holds the right to terminate a YA's employment at any time. A YA who has been terminated is not eligible to collect unemployment. DWD expects all members who sign the ETA to meet prior to termination.

FINAL YA EMPLOYEE EVALUATIONS

At the end of 450 hours of paid work experience, the employer/mentor submits the Skill Standards Checklist and evaluates the YA's proficiency. The employer also completes a **Post Program Completion Survey (PPCS)** to report the YA's immediate future plans.

The ETA, Checklists and PPSC are available to review on the DWD Youth Apprenticeship webpage.